

Checklist for Part 9 Residential and Commercial Building Permit Applications

Includes: New Single Family Dwellings, Duplex, Multiplex to 5 units/3 storeys, commercial buildings under 470m² total floor area of Group D,E, F2/3 Occupancy Group (offices, mercantile, industrial).

Please ensure that you have checked **all boxes** in the list below, and included **all the required documents and drawings**, before submitting your BP application. Failure to do so will lead to delays in the process. See the **Building Permit Application Guideline** and Building Regulations Bylaw #1299 for all details on the permitting process.

Please submit all documents in **digital form** as .pdf files via email to building@golden.ca. Submissions in paper format are acceptable but not encouraged.

General:

- Permit Application Form**, including estimated construction value. Signed by owner of property or accompanied by:
- Agency Agreement Form.**
- Proof of **Home Warranty Insurance** / BC Housing New Home Registry entry or **Owner Builder License** documentation
- BC Energy Step Code** modeling report, Step 3 minimum
- CSA - F280** heat loss calculations

Engineering:

- Geotechnical assessment report** of soil conditions and Letter of Assurance (Schedule B), if the property is in the Canyon Ridge area or if adverse conditions can reasonably be expected. (This can be requested after construction start if soils are found to be problematic).
- Structural Engineering** (sealed drawings, reports) for e.g. structural timber framing, tall walls, slab-on-grade foundations.
If the structure is not designed to Part 9 standards (e.g. prefab steel structures, SIP/ICE panels, timber framed building, log home), a Schedule B for structural engineering along with sealed design drawings is required.
- Property Survey** unless the property lines can be established precisely by locating corner monuments (pins).
- Truss and engineered framing plans** as applicable, sealed. These can be submitted prior to framing inspection if not available at application stage.

Drawings:

- Set of standard construction drawings, including
 - Site plan
 - Floor plans
 - Foundation plan
 - Roof plan
 - Elevations of all sides, including spatial separation calculations
 - Cross sections, showing all relevant structural systems and assemblies
 - Assembly schedules for all walls, floors, roofs
 - Separate set of floor plans showing lateral bracing design per BCBC 9.23.13.

Relevant information to be shown on the drawings needs to include, at minimum:

- Property address and legal description, name of owner
- Setback dimensions to property lines
- Surface and roof storm drainage
- Height of storeys and max. height of building, elevation of ground floor in relation to crown of road (see floodplain regulations)
- Dimensions / configurations of stairs, handrails, guards
- Dimensions and spans for all structural items such as lintels, beams, posts, joists
- Detail designs for footings/foundations, including reinforcement layout for ICF walls
- Location of egress windows and interconnected smoke detectors
- Radon mitigation system
- Kitchen and bathroom ventilation
- Information/location for HVAC system / principal heating system, including location of exterior heat pump
- Assemblies to garages (gas tight, self closing door)

For houses with secondary suites, include:

- Location and assembly details of fire separations (walls, floors)
- Information on fire separation of HVAC system
- Additional parking and suite access, show on site plan
- Location of electrical panel and water shut off valves for suite

Please enter your name, date and the project address below. By entering your name, you assure that you have read the Permit Application Guidelines and completed the checklist to your best knowledge.

Name:

Date:

Project Address: