

Property Address:	Date:
Legal Description:	Construction Value or Contract Price:
TO APPLY FOR A BUILDING PERMIT SUBMIT THE FOLLOWING:	
Building Permit Application	
Title search (<i>dated within 30 days of the date of application</i>). At the applicant's request, the District of Hope can obtain a Title Search for an additional fee.	
Documents to support title , including covenants, easements, statutory rights of way (<i>these can be downloaded along with your Certificate of Title if any shown on Title</i>).	
Letter of Authorization to Assign an Agent. (All registered owners to sign).	
BC Land Surveyor site plan showing: <ul style="list-style-type: none"> location of proposed building(s) and all setbacks to property lines and other buildings, as well as location of any retaining walls covenants, easements, statutory rights of way, etc., watercourse & lake setbacks to building & high-water mark elevation 	
BC Housing New Home Registration Form For details, contact 1-800-407-7757 or email licensinginfo@bchousing.ca <i>Note: Before you can start construction on a new home, it must be either enrolled in home warranty insurance or have an applicable exemption.</i>	
BC Energy Compliance Report form from a Certified Energy Advisor for Energy Step Code 3 in Zone 4 for Part 9 and Part 3 buildings: Energy Step Code compliance checklist for Part 9 buildings such as houses OR Energy Step Code Design Checklist for Part 3 buildings (large or complex buildings) <ul style="list-style-type: none"> Pre-Construction Compliance Report – Provided by a Certified Energy Advisor 	
Contaminated Site Screening Has the site been used for any industrial or commercial uses specified in the Schedule 2 of the Provincial Contaminated Site Regulation? (if answer is yes, please complete and submit a Site Profile).	
Required blueprint drawings and schedules <i>For single family homes, structural and geotechnical Schedule Bs required.</i>	
Two (2) sets of signed sealed structural and architectural drawings to an appropriate scale and designed to the current edition of the BC Building Code. (<i>if applicable; must be originals</i>)	
Applicable Letters of Assurance accompanied by two sets of wet sealed and signed drawings Architectural <input type="checkbox"/> Structural <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> Fire Suppression Systems <input type="checkbox"/> Electrical <input type="checkbox"/> Geotechnical – temporary <input type="checkbox"/> Geotechnical – permanent <input type="checkbox"/> Other <input type="checkbox"/> Specify: <i>Note: All Letters of Assurance must be original wet sealed and signed; no digital copies accepted. Contact FVRD Building department for climatic data.</i>	
Secondary suite drawings shall include Fire Resistance Ratings for fire separations	

Other building permit requirements, if applicable	
Driveway Access Permit Application Site plan showing location and width of driveway, grade.	
Water and Sewer Connection Application Contact the District of Hope engineering department at 604-869-2333 Note: If installing a fire suppression system typically a larger water service is required.	
Fraser Health approved record of sewerage system with sealed septic design.	
DOMESTIC USE WELLS: potable waterlog https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/groundwater-wells-aquifers/groundwater-wells/information-for-property-owners	
Archaeology in BC under the Heritage Conservation Act is under the authority of the province. The District of Hope only informs owners/applicants/agents of this provincial requirement. As the provincial Archaeological records are a living document and based on daily findings, the District of Hope does not retain records and advises enquirers to speak to the Archaeology Branch directly to find out the current status of properties.	
Please visit the Archaeology Branch website at https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology to request archaeological information on the property.	
Highway access permit for Highway 1 required for development within 800m of controlled access highway and development adjacent to all provincial highways – <i>Copy of approval from Ministry of Transportation and Infrastructure (MOTI)</i> Check with planning@hope.ca to confirm if required.	
Other potential requirements	
Schedule A: Confirmation of commitment by owner and coordinating registered professional	
Schedule B: Architectural sealed drawings Liability insurance OR Building envelope consultant:	
Schedule B: Plumbing sealed drawings Certificate of Liability insurance	
Schedule B: Plumbing CIVIL sealed drawings Certificate of Liability insurance	
Schedule B: Mechanical sealed drawings Certificate of Liability insurance	
Schedule B: Fire suppression sealed drawings Certificate of Liability insurance	
Schedule B: Electrical sealed drawings Certificate of Liability insurance	
Development permit approval (Questions? Email planning@hope.ca) Only required if you are applying for a development permit, development variance permit, or Official Community Plan or Zoning amendment	
Development Permit, Development Variance Permit, Official Community Plan or Zoning Amendments if applicable <i>copy of details</i>	
Commercial – Industrial – Institutional Part 3 & Part 9 Projects: Contact dlepitre@hope.ca for further information. Provide a Building Code Analysis**See Building Code Analysis Guide for details. For Commercial, Industrial, Multi-Family, Institutional. For other than SFD's.	

ARCHITECTURAL DRAWING INFORMATION	
<p>Site Plans Should be drawn to scale (e.g. 1:200 or 1/16" = 1'0") and should include the following information</p> <ul style="list-style-type: none"> <input type="checkbox"/> All property lines, a symbol indicating the North direction, legal description, driveway location, names and locations of roads, and civic address <input type="checkbox"/> Location and use of all proposed and existing structures including retaining walls <input type="checkbox"/> Location and distance from any property lines, flood construction level, geodetic elevation, watercourses including ditches, wells, rock pit, septic field, road allowances, right-of-ways, and easements affecting the property <input type="checkbox"/> Name and location of adjacent streets and roads <input type="checkbox"/> Include setback measurements from exterior walls and projections such as eaves 	
<p>Elevations Should be drawn to 1:50 or 1/4" = 1'0" scale and should include the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Indicate building height and finished grade (indicate geodetic elevations if required) <input type="checkbox"/> Label the directions accordingly; North, East, South, and West faces of the proposed structure <input type="checkbox"/> Provide spatial separation calculations <input type="checkbox"/> Window and door locations/sizing consistent with floor plans <input type="checkbox"/> Location and heights of guards <input type="checkbox"/> Location and size of building projections (i.e. overhangs, cantilevered floor sections, etc.) <input type="checkbox"/> All exterior finishes (siding material(s), roofing material, roof slope). <input type="checkbox"/> Roof slope, chimney height, the height of finished floors and ceilings, etc. 	
<p>Foundation Details Should be drawn to 1:50 or 1/4" = 1'0" scale and should include the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Show foundations with the dimensions of the principal building <input type="checkbox"/> Layout of walls, piers, size of footings including pad footings <input type="checkbox"/> Footing width and depth <input type="checkbox"/> Foundation wall thickness 	
<p>Floor Plans Should be drawn to 1:50 or 1/4" = 1'0" scale and should include the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proposed use of all rooms and spaces <input type="checkbox"/> All room and building dimensions clearly labelled. Names and sizes, ceiling heights (including crawl space height). <input type="checkbox"/> Individual or combined point loads (end reactions) from floors, trusses, and beams that exceed 2,000 lbs must be shown on the plans. The load path must be shown down to the foundation. All point-load calculations are to be unfactored loads. <input type="checkbox"/> Attic and crawl space accesses and size <input type="checkbox"/> Fire separations (rating and assembly details referencing the BC Building Code) <input type="checkbox"/> Size and direction of floor joists or roof trusses 	
<p>Cross Sections Should be drawn to 1:50 or 1/4" = 1'0" scale and should include the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All building components (i.e. siding, roofing, insulation, interior finish, flooring, framing, foundation, size and location of loadbearing walls and beams, etc.) <input type="checkbox"/> Stair detail indicating height of handrails, rise, run, headroom and guards <input type="checkbox"/> All dimensions (i.e. height of finished grade, ceiling height, material sizes, etc.) 	

<p><input type="checkbox"/> All lumber grades, projected soffit detail, crawlspace / attic venting, damp proofing and insulation values <i>Note: Depending on the complexity of the building, more than one cross-section may be required to adequately show the nature of the proposed construction.</i></p>	
<p>Lateral Bracing Plan: BCBC Article 9.23.13.1(2) applies to Hope</p> <p><input type="checkbox"/> Lateral bracing plans must be drawn for each floor level and the crawlspace (if required). The drawings must be to scale (1/4"=1'-0") and drawn on a separate sheet or beside the architectural floor plan on the same page.</p> <p><input type="checkbox"/> See Articles 9.23.13.4 to 9.23.13.10</p> <p><input type="checkbox"/> The length, width and distance between band centerlines is to be dimensioned.</p> <p><input type="checkbox"/> Braced wall bands must be indicated by light shading or hatching, and braced wall panels by darker shading.</p> <p><input type="checkbox"/> Indicate the required percentage, minimum length required, and proposed length of braced wall panels in each braced wall band.</p> <p><input type="checkbox"/> Indicate the distance from the end of the braced wall band to the edge of the first braced wall panel, the length of the braced wall panel, and the distance between braced wall panels in each braced wall band.</p> <p><input type="checkbox"/> Each braced wall panel is to be labeled as per the type of construction. A legend should be provided to indicate the type of braced wall panel with all the design criteria (refer to 9.23.13.6.).</p>	
<p>Plan Details for Secondary Suites:</p>	
<p><input type="checkbox"/> Location of fire separations between dwelling unit, common spaces. and secondary suite.</p> <p><input type="checkbox"/> Fire and sound separation assembly and Code reference of the assembly for walls and ceilings as required.</p> <p><input type="checkbox"/> Location of walls supporting a fire separation that require a fire-resistance rating.</p> <p><input type="checkbox"/> Fire-resistance rating of walls and the assembly to be used to support a horizontal fire separation between suites.</p> <p><input type="checkbox"/> Location and type of smoke detectors and interconnection within suites, in common areas, and between suites in the building.</p> <p><input type="checkbox"/> All plumbing fixtures (including rough-ins denoted by dashed lines).</p> <p><input type="checkbox"/> Location and type of heating, fire places, hot water tanks, laundry facilities.</p> <p><input type="checkbox"/> Location and size of makeup air for fuel-fired appliances</p> <p><input type="checkbox"/> Fans to exterior for range hoods and bathrooms (not principal exhaust fan, if applicable), make-up air for fuel-fired appliances.</p> <p><input type="checkbox"/> Room names, ceiling heights, skylights, door, and window sizes</p> <p><input type="checkbox"/> Identify door ratings and closures in fire separations</p> <p><input type="checkbox"/> Parking space for suite use to be identified on the site plan. A single family dwelling containing a secondary suite will need a minimum total of three off-street parking spaces</p> <p><input type="checkbox"/> Access to the street from the dwelling unit and the secondary suite shown on the site plan. Indicate all possible access routes.</p> <p><input type="checkbox"/> Additional information for design of a secondary suite can be found in the BC Building Code.</p>	

Site Plan Details:	
<ul style="list-style-type: none"> <input type="checkbox"/> Drawn to scale 1/16" = 1' or 1:250 <input type="checkbox"/> Showing the dimensions of the parcel on which the building is to be situated. <input type="checkbox"/> Include setbacks and locations of all existing and proposed buildings, with decks and cantilevers shown <input type="checkbox"/> Include the location and the dimension of the driveway and any right-of-ways or easements. <input type="checkbox"/> Where a dwelling unit has a secondary suite, the location of exterior exit pathways to the street and the dedicated parking space are to be identified. <input type="checkbox"/> Location Survey – In most cases for new building construction, a sealed site survey by a BC Land Surveyor (BCLS) will be required to verify the structures proximity to the setbacks. <input type="checkbox"/> Height Survey – May be required. 	
<p>If you have any questions or require clarification, please contact a building official at our office at 604-869-5671. This guideline should not be used as a substitute for existing building codes and other regulations. The building owner is responsible for compliance with all codes, bylaws, and other regulations whether or not described in this guideline.</p>	
OTHER IMPORTANT INFORMATION:	
<p>Business Licencing: The prime contractor and sub-trades require a valid business licence for operating in the District of Hope</p> <p>Hazmat Report: If hazardous materials are present at the worksite, the Hazmat Report should be posted at the worksite entrance.</p> <p>Gas and Electrical Permits: These must be obtained through Technical Safety BC. Building Permit Fees:</p>	