

MULTI-FAMILY RESIDENTIAL APPLICATION CHECKLIST (INTERIOR RENOVATIONS / ALTERATIONS)

Project Address: _____

- Building Type:** Rental * Owner Occupied (Strata)
- Apartment Townhouse Other _____
- Proposed Work:** Alteration Repair Water Re-pipe

All plans and information submitted must be of an appropriate scale with sufficient detail to establish compliance with the building code and the bylaws of the city. The plans are to be **legible** and of **suitable quality** for archival storage. **If you are unable to draw appropriate plans, then you must obtain the services of a qualified person.** Drawings will be accepted in either metric or imperial, but all documentation must be consistent throughout in one standard only.

PRIOR TO APPLICATION - ADDITIONAL CONSIDERATIONS	Not Req'd	Required
More complex project may require review and approval from other City Departments during the permit review stage. While the review of these aspect will occur during the permit application review, we do recommend that applicants consult the relative Department prior to submission, to ensure their application meets all requirements.		
Chief License Inspector Approval – <i>For work in residential rental units or buildings (604-527-4645)</i>		
Planning Division Approval (Zoning) – <i>For additional bedrooms, exterior works, etc. (604-527-4532)</i>		
Engineering and Public Works Review – <i>For Projects over \$100,000.00 in construction value, sewer replacement & separation, and new water service may be required. (604-527-4592)</i>		

REQUIRED DOCUMENTATION	Submitted	Not Req'd	Required
	* items required for ALL applications		
Permit Application Form	*		
Title Search (<i>no older than 48h old – obtain from BCLTSA office</i>)	*		
Letter of Authorization – Strata Council (<i>For strata units only</i>)			
Letter of Authorization (<i>Signed by every person on title</i>)	*		

STRUCTURAL ENGINEERING CHECK		Submitted	Not Req'd	Required
Engineering Required? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure- (Contact Building Department for further information)				
Designed Under? <input type="checkbox"/> Part 3 <input type="checkbox"/> Part 4 <input type="checkbox"/> Part 9				
Signed / Sealed Structural Drawings – 2 copies				
Schedule B signed & sealed by Professional				
Schedule A , required for projects with more than 1 Professional				

Note: Any plumbing and/or electrical work must be completed by a trades qualified professional. A homeowner is not permitted to do their own work. Appropriate permits are required.

Please ensure that your permit drawings meet all of the below requirements. Should the drawings not contain required information, your permit application will not be accepted

SUITE RENOVATION & ALTERATION		Submitted	Not Req'd	Required
REQUIRED DRAWINGS – (3 Copies are required,)		Submitted	Not Req'd	Required
Key Plan *	Full Floor Plan showing location of suite			
Min. Scale:				
1:100 or 1/8"=1'-0" (if plans exceed A2 paper, may be reduced to 1:200 or 1/16" = 1'-0")				
*For residential strata building, pages from the Land Title and Survey Authority (LTSA) strata plans may be acceptable as a site/key plan: 1. Page showing entire site and building location; and 2. Page of the floor on which the unit is located				
Suite Floor Plan	Existing suite layout with room uses identified			
Min. Scale:	Proposed demolition work			
1:50 or 1/4"=1'-0"	Proposed suite layout with room uses identified (fully dimensioned) Include door sizes, window locations, fixture layouts, location of electrical panel & smoke detectors			
Construction Details	Fire Resistance Rated walls			
Min. Scale:	Interior Partition walls			
1:20 or 1/2" = 1'-0"	Floor / Ceiling details			
	Firestopping Details			
	Materials Specification Sheet (listed firestopping product)			

Letters of Assurance	Coordinating Professional
<i>(provide name of professionals)</i>	Architectural:
	Seismic:
	Structural:
	Other:
	Other:

OTHER:		Submitted	Not Req'd	Required
Is the building sprinkled?	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Does the building have a fire alarm system?	<input type="checkbox"/> YES <input type="checkbox"/> NO			
How many storeys is the building?				
Construction Fire Safety Plan				

Notes: _____

****NOTE: THIS IS NOT AN EXHAUSTIVE LISTING OF ALL BYLAW AND BUILDING CODE REQUIREMENTS. ADDITIONAL INFORMATION MAY BE REQUIRED. ****

****INCOMPLETE APPLICATIONS WILL BE TURNED AWAY****