

The purpose of this guideline is to assist the homeowner builder and contractor through the New Single Detached and Duplex Dwelling, Additions and Accessory Building Permit process. This guide will provide the customer with information on the City's requirements for permits and inspections. This bulletin is a guide only. It should be used in conjunction with, and not as a substitute for the New Westminster Building Bylaw, New Westminster Zoning Bylaw, current editions of the B.C. Building Code, B.C. Plumbing Code and Canadian Electrical Code (with B.C. amendments). At any time during the course of the process please feel free to call staff for assistance or clarification.

Building Permits are required when you wish to:

- construct a new home;
- construct a new detached accessory building or accessory structure greater than 100sqft
- repair, renovate or add to an existing building;
- remove, relocate, alter or construct interior walls;
- complete a previously unfinished area in an existing building;
- create a secondary suite
- construct, cover or enclose a porch or sun deck;
- demolish, relocate or move a building (note water and sewer cap off fees are required);
- construct a swimming pool, hot tub or spa pool;
- construct a chimney or install a wood stove or insert;
- construct retaining walls over 0.9m in height, drawings and engineers approvals required for permit

Building Permits are NOT required for non-structural minor modifications such as:

- cupboards;
- painting;
- roofing repairs or re-roofing (third party inspection recommended);
- exterior finish repair or replacement;
- landscaping, sidewalks, fences (check with the Planning Department for fence heights).
- Accessory buildings less than 100 sq ft .(note: the accessory structure needs to comply to the current zoning, please check with the Planning Department);

Plumbing, Hydronic Heating and Sewer Permits are required when you wish to:

- install new plumbing fixtures
- install a Hydronic Heating System (separate Hydronic heating permit required)
- alter or extend a Hydronic Heating System (separate Hydronic heating permit required)
- construct a swimming pool, hot tub or spa pool
- install fire sprinkler
- install a in-ground sprinkler irrigation system
- install, replace or alter and a sanitary sewer
- install a new drain tile system
- install, replace or alter a water service

Plumbing, Hydronic Heating and Sewer Permits are NOT required for:

- repair minor leaks in water pipes
- repair minor leaks in hydronic heating systems
- replace plumbing fixtures (C.S.A). approved only)
- remove soil or waste pipe blockage (via system clean outs only)
- minor repairs to existing sanitary sewer (removal or blockage)
- minor repairs to existing water service (repair a leak)
- minor repairs to existing drain tile system (removal of blockage or damaged pipe)
- regular scheduled maintenance

APPLICATION FOR A BUILDING PERMIT:

- 1. One set of plans is to be submitted to the Planning Division for a Preliminary Zoning Analysis before an application can be made to the Building Division.**
- 2. Applications for a Building Permit are to be made at the Building Department and will be accepted between Monday and Friday, 8:30 to 4:00 pm.**

The applicant must provide:

- current survey/posting plan to scale by BCLS
- legal description and/or civic address;
- disclosure of whether or not there are any right-of-ways, water courses, easements or other covenants on title;
- three sets of building plans drawn to scale
- the name, address and phone number of the owner, builder and designer if applicable;
- the completed exempt or non-exempt Homeowner Protection Office (HPO) form;
- signed and sealed engineered drawings, including Schedules B1 and B2, as applicable
- Site Service design signed & sealed by a Professional Engineer
 - Locations and inverts of existing and proposed water and sewer connections
 - storm water retention and/or disposal plan
 - sediment & Erosion Control Plan for work involving excavations or site grading/landscaping
- Letter of Authorization where the Property Owner is not making the application.
- Refer to other Single Detached & Duplex Residential Guides for further information:
 - Building Permit Process
 - Application Checklist
 - Construction Guide for Queensborough
 - Building Permit Requirements Questionnaire

Processing of Building Permit Application:

The review of plans for compliance with the bylaws of the City will take approximately **4 weeks*** or longer depending on:

- volume of applications;
- the complexity of the project;
- the accuracy of the application;
- heritage building review by Planning Department;
- if a development variance permit or rezoning is required
- if restrictive covenants need to be registered (secondary suite or flood/subsidence)
- building in Queensborough (refer to the Construction Guide for Queensborough for further information)
- the compliance of the plans with the applicable zoning and other bylaws including the current edition of the building code;

*** During peak periods of construction activity, these estimated times might be exceeded.**

Issuance of a Building, Plumbing or Hydronic Heating Permit:

A Permit will be issued following the acceptance of plans showing compliance with City Bylaws and other applicable enactment's and the payment of the appropriate permit fees, applicable engineering fees and the site development undertaking (SDU). Please note that contractors are required to have valid trade qualification identification for sub-trade permits and a current Business License with the City.

Engineering Department Fees:

(to be paid at time of Building Permit Issuance)

- water connection, disconnect or replacement;
- sanitary sewer connection, disconnect or replacement;
- storm sewer connection, disconnect or replacement
- installation of culverts or bulkheads.
- lane tie-ins as necessary
- installation or removal of driveway crossings
- site development undertaking (SDU)

Development Services Department, Building Division

Phone 604-527-4580

The purpose of this guide is to assist the homeowner-builder and contractor through the Building Permit Process.

All applicants are encouraged to inform themselves of City requirements prior to applying for a permit. The informed and prepared applicant will be able to apply for a permit and build within a clear and expeditious process. Visit the City website at www.newwestcity.ca for more information, and to refer to the applicable Bylaw(s) and applicable requirements prior to making a permit application.

Development Services staff are available to answer questions at the counter or by telephone. If you require information specific to your property or of a technical nature, please call the general numbers below and you will be referred to the appropriate staff member. If you require assistance with preparing your submission, a meeting can be arranged with a permit coordinator.

CONTACTS:

General Inquiries:	Engineering Department	604-527-4592
	Planning Division	604-527-4532
	Building Division	604-527-4580
	Web site	www.newwestcity.ca
	Email(Building)	inspections@newwestcity.ca

Hours of Operation: 8:30 a.m. – 4:30 p.m Monday to Friday, except Statutory Holidays

Building Permit Application: 8:30 a.m. – 4:00 p.m. Monday to Friday, except Statutory Holidays

Accepted Method of Payment: Cash Debit or Cheque only

PREPARING YOUR SUBMISSION:

- Complete a Single Detached & Duplex Residential Permit Questionnaire. This booklet is designed to create a property profile with specific requirements. The requirements must be met and compiled prior to making an application for a permit. By reading, understanding and complying with the requirements, the customer will be able to apply for and receive permits in a timely and expedient manner. At any time during the course of the process, the applicant is encouraged to call City staff for assistance and/or clarification.
- The applicant **must** complete City service connection requirements for connections to storm, sanitary and water (if applicable) **prior to application** for building permit. For further information contact the Engineering Department at 604-527-4592.
- Residential builders (applying for new construction building permits) must be licensed by the HPO. Registration forms are obtained from the HPO and must be received by the Building Department prior to permit issuance.
 - Contact: HPO
PO Box 11132 Royal Centre, Suite 2270 – 1055 W Georgia St
Vancouver, BC V6E 3P3
Tel 604-646-7055 Website www.hpo.bc.ca
- The applicant makes application with all required documentation **in person** at the City Hall Building Counter. At time of application, 50% of the building permit fee is paid. At permit issuance, the customer will pay the remaining balance of the permit fee, plus any other fees and securities, as required. (Note – there is no application form available online – forms will be printed at the front counter at the time of application.)
 - **Fees** may be paid by cheque, cash or debit (credit cards are not accepted)
 - A permit application expires after six months if it is unable to be issued. The building permit must be picked up within 60 days from notification or it will expire and the application fee forfeited.

- The City is committed to providing efficient service. Depending on the volume of applications in the system at the time of your application, processing times will vary. As soon as the application has completed the cycle, the permit will be prepared for issuance and the applicant will be advised for pick-up. During this phase your application will be coordinated by the Residential Plan Reviewer.
- Once the permit is issued, **Construction** must commence within six months of date of issuance, and the project must be completed within two years.

Note: All permits have conditions and expiry dates. It is the responsibility of the homeowner builder/contractor to read and understand the conditions.

- **Sub-trade permits** are taken out after the building permit is issued. These include: plumbing, drainage, gas and electrical permits. The person doing the work must take out the permit, and if a contractor is doing the work, a valid business licence for the current year must also be in place with the City.

Note: gas and electrical permits are handled by the **BC Safety Authority**,
505 6th Street, Suite 200, New Westminster V3L 0E1, Phone: (778) 396-2000)

NOTE: No excavation, shoring, erection, alteration, enlargement, repair, removal, *move* or demolition of any building or structure, part thereof, shall be commenced or undertaken without a permit being first obtained from the City.

INSPECTIONS:

- During this stage, City staff will work closely with the applicant and sub-trades to ensure permit conditions are met, and inspections conducted. Inspections will generally be conducted on the next business day, however if there is a high demand for inspections they may be deferred to the next business day.

- REQUIRED BUILDING INSPECTIONS (as applicable):
Forms, Floor Slab, Sheathing, Rain Screen, Frame, Insulation & Vapour Barrier, and Final
- REQUIRED PLUMBING INSPECTIONS (as applicable):
Service Connections, Drain Tile, Rough Plumbing, hot Water Heating, Sprinkler, and final Plumbing

Note: the approved plans and all prior inspection notices, including plumbing notices, are to be available on site for all inspections.

- Requirements for inspection documentation will be attached to your building permit. All required Letters of Certification and field reports must be submitted to the Building/Plumbing Inspection Office **48 HOURS** prior to the date of inspection. Note: these must be original copies – faxes are not accepted. Electrical Contractors **MUST** submit an Electrical Authorization and Declaration of Compliance form prior to an inspection being requested or conducted.
- Any deficiencies will be clearly communicated on the building Services Report form and/or by verbal clarification.
- After any deficiencies and corrective actions are completed, homeowner builder/contractor requests a Final Building Inspection. Occupancy is authorized by the Building Inspector after the file has been completed and signed-off.
- The homeowner builder/contractor ensures that **all** inspections (including Final) are conducted and approved, and that no outstanding issues remain. Failure to meet the conditions of the permits would result in a delay in releasing the securities and the withholding of Occupancy. As well the City file will reflect the failure to successfully complete the project.
- An automatic internal process is triggered by the Final Inspection and a 'Final site' inspection is conducted by the Engineering Department. Once completed they authorize the release of the security deposit and reimbursement is made to the person/company named on the deposit.

CONSTRUCTION NOISE:

- Construction work is **permitted** between 7:00 a.m. and 8:00 p.m. on Weekdays and Saturdays
- Residents may do construction work on their own residence on Sundays and Holidays between 9:00 a.m. and 6:00 p.m. (this does not include professional contractors working for a resident)
- Construction work that has no impact on the neighbourhood (i.e. interior work that does not create noise) is permitted anytime.

The Questionnaire is intended as a guide to the building permit application requirements for work on a single detached or duplex dwelling lot. A YES answer to any of the questions will point to a companion reference document or requirement note. The reference document outlines both the purpose and the associated submission requirements. Individual reference documents may be requested at the Development Services – Building Division counter or found online at www.newwestcity.ca. By completing the Questionnaire, becoming familiar with the associated requirements and providing the necessary documentation an applicant will avoid costly delays in the application process.

Project Address _____

Description of work _____ Zone _____

Contact Name _____ Phone _____
(please print)



No Requirements **proceed to next question.**



See corresponding, notes, reference documents and submission requirements

QUESTION	YES	NO	Reference Document	Notes
1. Owner/Owner's Agent				
1.1. Are you acting as the property owner's agent?			DOC 104792	Letter of Authorization required if applicant is not the property owner
2. Zoning and Development				
2.1. Do you need to find the Zone of your property?			Zoning Map	Locate your property on the map to determine Zone, RS, NR, or RQ or call Planning Division 604-527-4532. 1. Zoom into approximate property location. (Click Zoom In button on the top menu and click the location on the map about 5 times.) 2. On the left menu double-click the followings Parcel & Zoning 3. Under Parcel & Zoning, click the followings: - Zoning Labels - Zoning Parcels
2.2. Is Rezoning required?				See Planning Department for guidelines.
2.3. Is the existing building "legally non-conforming" in any way (including setbacks)?				Please inform staff if a non-conformity is discovered once the zoning analysis is completed
2.4. Do you need to confirm that your Application documents are complete?			DOC 105032	Single Family& Duplex Residential Building Application Checklist. Please check the completeness of your permit plans as this will save you time.

2.5. Do you need to determine your construction permit fees, estimates and deposits will be?			DOC 105263	Building Permit Fees, Estimates and Deposits
2.6. Are you building in Queensborough? See Section 9.			DOC 105044	Guide for Queensborough Additional requirements specific to Queensborough. See also Single Family & Duplex Residential Building Permit Guides
2.7. Are you building a Duplex?			RS NR RQ Zones	Correct zone required.
			Building Bylaw 6897- 4.1	Sprinkler system and properly sized water system required.
2.8. Are you constructing a new Single Family Dwelling?			RS NR RQ Zones	Information: See Residential Zones
			DOC 105005	Building Permit Guide
			DOC 104985 DOC 105032	Building Permit Process Permit Application Checklist
2.9. Are you adding on to an existing dwelling?			RS NR RQ Zones	Information: See Residential Zones
			DOC 105005	Building Permit Guide
			DOC 104985 DOC 105032	Building Permit Process Permit Application Checklist
2.10. Does this project involve a <i>secondary suite</i> ?			Zoning Regulations for Secondary Suites	Information: See Zoning Regulations for secondary Suite, Design Standards, & Single Family Building Permit Guide Building Permit Process Permit Application Checklist
			Suite Design Standards for buildings-before July 1998	
			Suite Design Standards for buildings-after July 1998	
			DOC 105005 DOC 104985 DOC 105032	
2.11. Are you building an attached deck?			DOC 105332	Information: See Residential Zones and Guide for Residential Deck Construction. Deck template may be used for permit plans.
			DOC 105316	
			RS NR RQ Zones	
2.12. Are you building a detached garage?			DOC 105335	Information: See Residential Zones and Guide for Residential Construction. Garage template may be used for permit plans.
			DOC 105333	
			RS NR RQ Zones	
2.13. Is the construction work limited to the interior of the building			DOC 105005 DOC 104985 DOC 105032	Information: Single Family & Duplex Residential Building Permit Guides
2.14. Will you be raising the house more than 3 ft.			Zoning Bylaw 190.11	If existing setbacks are non-compliant you will be required to move house setbacks in compliance with present zoning
2.15. Does this project include a pool?			RS NR RQ Zones	Information: See Residential Zones for site coverage
2.16. Are you demolishing a building?			DOC 105345	Refer to Demolition Guidelines and Discontinuing Service Connections
2.17. Will you require a survey plan be prepared?			DOC 105268	Requirements for Property Surveys
2.18. Has work been started without permits?			Building Bylaw Reference	Permit fees will be doubled

3. Subdivision/Consolidation				
3.1. Is a subdivision planned at this time or in the near future?			Subdivision Process Guidelines	See Subdivision Process Guidelines Refer to Engineering Dept. for details.
3.2. Does your property include more than one legal lot?			Zoning Bylaw 170.8	New construction/renovation cannot occur across a property line. Consolidation will be required.
4. Legal Notices Registered on Property Title				
4.1. Are there registered charges, notations, covenants, easements or right-of-ways that may limit the scope of work?			Council Policy #70	These will be listed on the Title. You should obtain copies of them and understand how they limit your use of your property.
4.2. Are there any unregistered encroachments from other properties onto the property?			Council Policy #70	These could prevent you from building to your maximum potential. You may have the right to order the encroachment to be removed from your property.
4.3. Does any part of a building on the property encroach on an adjacent property?			Council Policy #70	Encroachment onto another property may effect the location of an addition
4.4. Does the property share a driveway with an adjacent property?				If an easement guaranteeing access to a driveway that is partially (or completely) on the adjacent property is not registered you may someday lose access to the driveway.
4.5. Do you require a current Title Search?				Title search can be provided for a fee. See counter clerk.
5. Homeowner Protection Act				
5.1. Are you constructing a new Single Family Dwelling or are you removing more than 75% of the existing structure?			Homeowner Protection Office Website	In B.C. residential construction must register for insurance coverage under the Homeowner Protection Act.
5.2. Are you an Owner Builder as defined by the Homeowner Protection Act? or			Homeowner Protection Office Website	Applicants are required to submit completed HPO documentation PRIOR to issuance of a permit.
5.3. Are you a Residential Builder as defined by the Homeowner Protection Act?			Homeowner Protection Office Website	
6. Heritage				
6.1. Is your home is on the Heritage Inventory?			Heritage Inventory List	If you are changing the exterior of an existing building, you may require a review by the Heritage Committee
6.2. Does your project involve the exterior alteration or demolition of a building that is either designated or on the Heritage Resource Inventory?				See policy for Heritage Buildings
6.3. Does your project involve the exterior alteration or demolition of a building that is built before 1950?				See policy for demolitions or alterations to buildings - pre- 1950.
7. Professionals Required*				
7.1. Are you building on a flood plain/ Queensborough? Engineered foundations are required. Go to Section 9.			DOC 105044 DOC 105082 DOC 105065	Guide for Queensborough Geotechnical & Soil Report Requirements Fill Permit

7.2. Does your project include structural work (e.g. point loads, oversized beams, non-uniform loading, etc.) which falls outside the scope of Part 9 of the BC Building Code?			BC Building Code	Structural Engineer - B1/B2 - Letters of Assurance required.
7.3. Are you building retaining walls?				Structural Engineer req. over 4' height.
7.4. Does your project involve excavation?				Geotechnical Engineer Required for <i>Excavation, shoring, WCB side slope regulations</i> . B1/B2 Letters
7.5. Will you have more than one <i>Registered Professional</i> involved with your project?				Schedule "A" required from coordinating professional.
9. Queensborough				
9.1. Is a Flood & Subsidence Covenant in place on your property?			<i>Soil Deposit Bylaw</i> 7012, 2006	Blank forms available. Ask counter clerk. <i>Schedule A (Geotechnical report summary) required.</i>
9.2. Will you be placing fill material on your property?			<i>Soil Deposit Bylaw</i> 7012, 2006 DOC 105065	Fill Permit required as per Soil Bylaw 7012. Information: Fill Permits
Have you had a geotechnical report and soils investigation completed that is specific to your Property?			DOC 105044 DOC 105082 DOC 105065	Guide for Queensborough Geotechnical & Soil Report Requirements Fill Permit
9.3. Do you have a Certificate of Contractor's Liability insurance?			DOC 105392	Contractors Liability Insurance
9.4. Are flood or subsidence covenants on title or required to be registered on title?			Flood Covenant Subsidence Covenant Flood and Subsidence Covenant	Blank copies of #1 or #2 covenant available. See counter clerk.
10. Plumbing Requirements				
10.1. Draintile requirements				<i>Service Permit</i> required for placing or repairing draintile. Sump required inline prior to connection to city system.
10.2. Water service				Contact Engineering Department to determine cost and timing requirements.
10.3. Duplex - Sprinkler System requires larger diameter water service				Contact Engineering Department to determine cost and timing requirements
11. Sanitary & Storm Sewer System				
11.1. Is a pump required to connect to the City's Sanitary Sewer System?				Registered Professional design High Level Alarm required
11.2. Will the City Service cross another property?				An easement (City approved format) must be registered on title.
11.3. Roof drainage.				Settling sump required or no connection required and splash pads at down pipes required.
12. Electrical System				
12.1. Are you constructing a dwelling or duplex?			Electric Utility Amendment By Law	Underground services including electrical, telephone and cable-television are required.

13. Scope of Work (to determine required drawings)				
13.1. Please check the type of work you are applying for:				
13.2. Demolition				NOTE: Homeowners should contact a City plan checker early in the planning stage to determine the need for a topographic survey and to verify required drawings. Non-encroachment type surveys (mortgage surveys) or existing building permit plans may be sufficient to establish setbacks for minor work. It may, however, be necessary to submit a topographic survey in order to verify compliance with setback, eave and height requirements. A non-encroachment survey is generally required for all types of work.
13.3. Retaining walls greater than 3 ft (0.9 m) in height				
13.4. In-ground pool only				
13.5. Interior renovation only				
13.6. Interior renovation with a secondary suite				
13.7. Interior renovations with exterior modifications (e.g. windows added)				
13.8. Minor additions and alterations, sun decks, parking structures and accessory buildings				See note above
14. Driveways, Property Access & Off-Street Parking			Zoning Bylaw 150.42(e)	
14.1. Does the property abut a useable lane that is at least 12 feet wide?			Zoning Bylaw 150.42(e)	If a lot abuts an open lane, no vehicular access will be permitted from the street.
14.2. Is there more than one driveway crossing to the property?				Only one crossing permitted. Non-compliant crossing to be removed by City at applicant's cost.
14.3. Is the existing driveway crossing paved?			Zoning Bylaw 150.62	If it is not paved the City will pave at applicant's cost.
14.4. Does the property have compliant off-street parking?				
14.5. Are you building a new driveway or adjusting the location of the existing one?				Driveway crossing work order will be attached to the Permit. Deposit required. Include sketch of proposed driveway size and location.
14.6. Does the proposed driveway involve a slope greater than 10 %?				Indicate slope on plans.
14.7. Queensborough. Is a new driveway culvert required to be installed by the City?				Work order will be attached to the Permit. A deposit will be required and applied toward final costs.
15. Slopes				
15.1. Does any portion of the property exceed a 10 percent slope?				A site and foundation drainage plan may be required. Geotechnical Engineer.
15.2. Will you excavate or deposit soil on the slope?				WCB Side slope Regulations - Geotechnical Engineer required

16. Soil				
16.1. a. Are you removing and/or depositing more than two truckloads (18 cubic metres) of soil, or b. Is the proposed work a new dwelling or a detached structure?			Soil Deposit Bylaw - 7012, 2006 DOC 105065	Fill Permit required. Information – see Fill Permits Guide Contact Engineering Department for application and fee. Phone: 604-527-4592
17. Underground Tanks				
17.1. To the best of your knowledge, are there any underground storage tanks on your property?				Contact to Fire & Rescue Services – Fire Protection Division Phone: 604-519-1004

Additional Notes:_____

Completed by:_____Date:_____

Reviewed by:_____Date:_____

REQUIRED DOCUMENTATION		Submitted	Not Req'd	Required
Planning Division approval & completed Preliminary Zoning Analysis				
Engineering Department approval of Site Service Design				
Title Search (within 48 hours)				
Demo:	Permit #			
BCLS survey				
HPO approval				
Single Family Residential Permit Questionnaire				
Heritage Approval:	if on heritage inventory			
Flood & subsidence covenant (Queensborough)				
Geotechnical report, Slope Stability Analysis & Appendix D				
Geotechnical report & Schedule A (Summary) (Queensborough)				
Schedules A and B signed/sealed from Professionals				
Contractor Liability Insurance (\$3,000,000) (Queensborough)				
REQUIRED DRAWINGS – (3 Copies are required)		accurately scaled with building construction notes		
FIRST PAGE				
• Site Plan	north arrow, street name shown			
Min. Scale:	setbacks shown			
1:100 or 1/8"=1'-0"	main floor/eave/ridge geodetic elev.			
	natural & finished geodetic grades			
	datum determination points shown (4 corners of lot)			
	finish elev. of sidewalks & driveway			
	driveway & parking location			
	stairs, decks, light wells, projections			
	lot grading and drainage (existing & proposed)			
	ditch locations and inverts			
	retaining walls - top and bottom elev.			
• Zoning analysis	Site area, building area, floor space ratio, etc			
• Cross-Section	Elevation of finished geodetic grades			
Min. Scale:	floors/eave/ridge geodetic elev.			
1:50 or 1/4"=1'-0"	rooms labelled			
	room clear height shown			
	construction & finish details			

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

REQUIRED DRAWINGS (Cont'd)		Submitted	Not Req'd	Required
SECOND PAGE				
• Floor Plans	structural framing indicated			
Min. Scale:	foundations indicated			
1:50 or 1/4"=1'-0"	Basement FSR calculation shown			
	section line			
	room use and size			
	doors, windows, stairs dimensioned			
THIRD PAGE				
Elevations	natural & finished geodetic grades			
Min. Scale:	spatial separation calculation			
1:50 or 1/4"=1'-0"	building height calculation shown			
	On each elevation show geodetic elevations of floors/eave/ridge			
Construction Details:	Floor, ceiling, roof and wall assemblies			
Min. Scale:	Rain Screen details			
1:20 or 1/2" = 1'-0"				
STRUCTURAL ENGINEERING CHECK				
Engineering Required? Yes? No? Maybe?				
Sealed Structural Drawings/Engineered Truss Drawings				
Engineered pile foundation (Queensborough)				
Letters of Assurance	Structural			
	Geotechnical			
OTHER:				
Hot Water Heating	☐ YES ☐ NO			

This is not an exhaustive listing of all bylaw and building code requirements. Additional information may be requested during the building permit processing.

- Single line drawings are acceptable for site plans only;
- Any changes or additions to stock plans are to be made in other than red ink and deletions are to be whited out from the drawing. Exterior dimensions shall be rounded to the inch.

Project Address: _____

Legal Description: _____

Proposed Work: ☐ New ☐ Addition ☐ Alteration ☐ Repair

☐ Single Family Dwelling ☐ Accessory Building ☐ Secondary Suite ☐ Other _____

Project Description:

Estimated Construction Value: _____

Applicant: ☐ Owner ☐ Tenant ☐ Contractor ☐ Designer ☐ Agent

Name: _____ Signature: _____

Contact Person During Plan Review: _____

Phone: _____ Fax: _____ Cell: _____ E-mail: _____ Postal Code _____

SURVEY OF EXISTING CONDITIONS (for permit application):

A property survey is required to establish compliance with zoning, building and environmental requirements as well as to identify charges against property that may impact the permit process.

SURVEY REQUIREMENTS (prepared by BCLS)

- North Arrow
- Complete Legal Description
- Street address
- Lot dimensions at property lines
- Corner Datum Geodetic elevations (heights)
- Topographical elevations of adjacent properties to 3 metres from adjoining property line
- Geodetic elevations at corners of existing building
- Front, rear, and sideyard setbacks (required by zoning bylaw)
- Geodetic elevations at main floor, ridge line, and underside of eaves for existing house
- Location of detached Garage
- Location of retaining walls with top and bottom heights at spot locations
- Location of existing and proposed driveways and heights at spot locations
- Elevations at significant changes in topography
- Locations and inverts of existing water and sewer connections

Where a permit is required for a detached building work such as a garage, shed, carport, deck or small addition where there are no height implications, a Mortgage Survey is typically acceptable.

CONCRETE SURVEY (after pouring concrete):

A BCLS survey is required **after stripping form work** for footings or foundations. It is recommended that the owner/builder have the surveyor stake the lot corners for purposes of establishing the location of the property lines prior to placing form work.

SURVEY REQUIREMENTS

- North Arrow
- Complete Legal Description
- Street address
- Lot dimensions at property lines
- Corner Datum Geodetic elevations (heights)
- Front, rear, and sideyard setbacks of building
- Elevations of concrete

Surveys must be prepared and sealed by a British Columbia Land Surveyor (BCLS). The survey of existing conditions must be submitted with permit application drawings. The Concrete Survey must be submitted

- inspections must be requested by the owner or his agent;
 - all work being inspected must be complete and ready prior to inspection;
 - work must not proceed past any of the stages listed without prior clearance;
 - the street address and permit card must be posted in a visible location on the site;
 - all city roads and sidewalks along the frontage of the building lot must be kept clean during the course of construction, failure to do so may result in a requested inspection not being performed or City crews completing the cleaning and deducting it from the deposit provided
 - the approved permit plans and all prior inspection notices, including plumbing notices, are to be available on site for all inspections.
 - All letters of certification and field reports noted in the inspections below must be submitted to the Building Division 48 Hours Prior to requesting an inspection.
1. **Fill Placement Inspection:** on completion of the placement of the fill on the property and the installation of a perimeter drainage system (please note that a field report confirming that the imported fill is free from contamination and a field review from the geotechnical engineer needs to be provided outlining how the perimeter lot drainage will be achieved)
 2. **Forms Inspection:** Call inspection on completion of the concrete form work but prior to placing concrete for footings or foundations (A survey certificate with pour strip elevations MUST be submitted before a request for Forms Inspection is made) An excavation report from a qualified P. Eng. is required.
 3. **Floor Slab Inspection:** A Compaction Certificate from a P.Eng. for all sub-slab **fill material** deeper than 6" is required. Call inspection after insulation under slab and poly is placed, and thermal break between slab and foundation walls is installed.
 4. **Sheathing:** Call inspection after installation of wall and roof sheathing and windows are in place. Inspection report from the structural P. Eng. must be submitted prior to inspection request.
 5. **Rain Screen:** Call inspection after installation of exterior building paper and cladding vertical strapping or spacer.
 6. **Perimeter Lot Drainage/Retaining Wall Inspection:** to be called prior to backfilling the perimeter lot drainage system and after the construction of the retaining wall. Please note that no further inspections will be performed until the Perimeter Lot Drainage Inspection has been accepted. *(Performed by the City Plumbing Inspector) please ensure that the field report from the geotechnical engineer for the drainage system and soil bearing for the retaining walls and a field report from the structural engineer for the structural integrity of the retaining wall are all submitted prior to or at the time of inspection)*
 7. **Frame Inspection:** Call inspection when all framework, sheathing, duct work, chimney construction, electrical wiring and all plumbing inspections have been accepted but before the application of insulation or exterior cladding. A Mechanical Ventilation Checklist must be submitted prior to request for a framing inspection. An inspection report from the Professional of record is to be submitted prior to framing inspection request.
 8. **Insulation and Vapour Barrier Inspection:** Call inspection when the thermal insulation and vapour barrier are completed prior to any application of wallboard or paneling. The Insulation checklist MUST be submitted prior to a request for inspection. (The building paper must be applied to the exterior sheathing prior to the installation of the insulation in order to protect it from weather damage).
 9. **Final Building Inspection:** Call inspection when all construction is completed and before occupancy. *(please ensure that all Schedule C-B letter's from the geotechnical engineer and structural engineer along with all required documentation is submitted prior to requesting the inspection)*

No person shall use or occupy or cause or permit to be caused or occupied any building or part thereof until he has received an Accepted FINAL Building Inspection from the Building Official.



NEW WESTMINSTER

Single Family Residential Plumbing Inspections

Development Services Department, Building Division

Phone 604-527-4580

1. **Service Connection Inspection**

This inspection is required when all piping for the water service, storm and sanitary sewer has been installed, when the storm sump has been installed but prior to backfilling.

2. **Drain Tile Inspection**

This inspection is required when the drain tile is in place and covered with the min. 6" of drain rock. The foundation damp-proofing will be inspected as well at this time.

3. **Rough Plumbing Inspection**

This inspection is required when all drainage, waste, vent piping and all domestic water distribution piping has been completed, and all appropriate tests applied. NOTE: Any plumbing to be covered by concrete must first be inspected and approved.

4. **Hot Water Heating Inspection**

This inspection is required for all hot water heating systems.

5. **Sprinkler Inspections**

This inspection is required for all sprinkler systems, which includes Rough-in, testing and final operation of a fire protection system.

6. **Final Plumbing Inspection**

This inspection is required when all plumbing fixtures have been installed, cleaned and all plumbing related systems are complete and operating, all outside service connections and components have been completed, all roof water gutters and downspouts have been completed.

24 HR. INSPECTION REQUEST SERVICE

Must be used for all Inspection Requests

Building Inspections: 604-527-4620

Plumbing Inspections: 604 527 4610

Next Day Request cut-off is at 2:00 PM.

All inspection requests MUST contain this information:

- **Building Permit Number**
- **Type of inspection requested (location for inspection on site)**
- **Address of building site**
- **Contact name and phone #**
- **Contractor's Business License #**

NOTICE

SINGLE DETACHED & DUPLEX RESIDENTIAL PERMIT APPLICATIONS

New Engineering Department requirements

Effective April 1, 2011

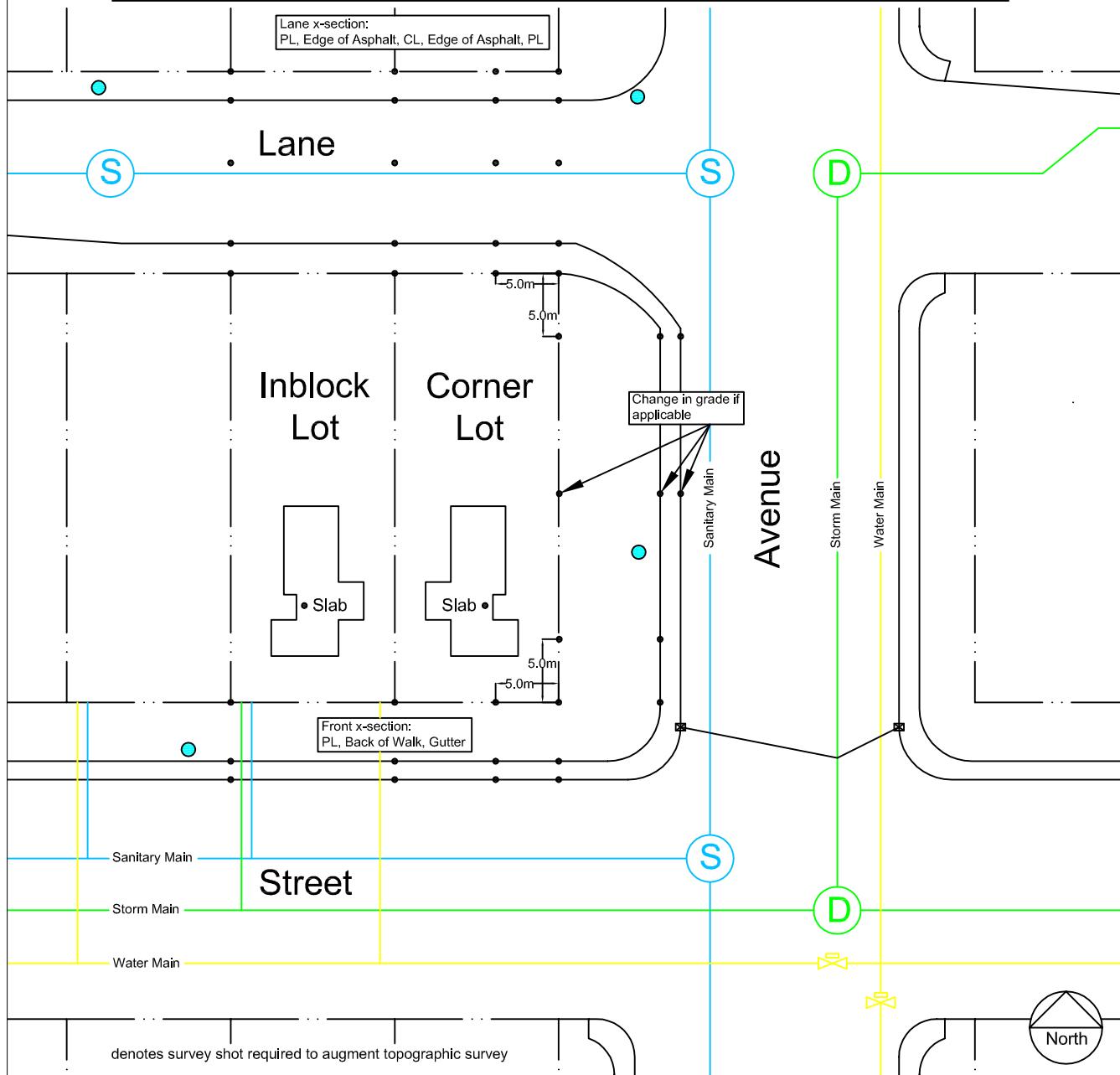
All applications for new single detached & duplex residential buildings, including major alterations involving changes to utility connections, must include a site plan showing the following information in addition to Building Division permit application requirements (incomplete applications will NOT be accepted)

- Survey Requirements for Service Information (by BCLS)
 - North Arrow;
 - Complete topographical survey including: gutter and back of walk at property lines, lane x-sections, road frontage up to centerline;
 - Adjacent signage, street lighting, utility poles, easements, on-site and off-site utilities, basement elevation, any changes in grade;
 - Existing driveway location(s);
 - Manholes and catch basins rims and inverts, open channels, culverts, upstream and downstream of subject property;
 - Topographical elevations of adjacent properties to 3 meters from adjoining property line;
 - Nearest fire hydrant;
 - Locate all trees on City property adjacent to lot:
- Site Servicing design for storm and sanitary services (plan and profiles) and lot grading, signed and sealed by a Professional Engineer, or referring to existing engineered site servicing plans
 - North Arrow;
 - Complete Legal Description;
 - Street address;
 - Lot dimensions at property lines;
 - Corner Datum Geodetic elevations ;
 - Geodetic elevations at corners of proposed building;
 - Front, rear, and sideyard setbacks (required by zoning bylaw);
 - Proposed location of building showing slab elevation and front, rear and side setbacks;
 - Location of detached garage;
 - Location of retaining walls with top and bottom elevations at grade changes;
 - Location of existing and proposed driveways and elevations at grade changes;
 - Elevations at significant changes in topography;
 - Locations and inverts of existing and proposed water and sewer connections at property line;
 - Locations and grades of existing and proposed driveway and/or culvert crossings;
 - Locations of existing and proposed Hydro, Telephone, Cable and Gas services:

An approved backflow prevention device is now required to be provided on Sanitary Sewer Services

- Completed Engineering Services cost estimate forms for cap-offs and/or new services
 - Water and sewer service connections
 - Driveway and/or culvert crossings

Survey Requirements for Service Information



Typical Survey shots for development site must include:

- A complete topographic survey including: gutter and back of walk at property lines, lane x-sections, road frontage up to center line.
- Adjacent signage, street lighting, utility poles, easements, on-site and off-site utilities, basement elevation, any changes in grade.
- Manholes and catch basins rims and inverts open channels, culverts, upstream and downstream of subject property.
- Nearest fire hydrant.
- Locate all trees on city property. Specify size and caliper.
- All existing and proposed services.

Survey must be submitted to City of New Westminster both on paper and in digital format.

Monument Benchmarks - set by the Provincial Government, are integrated brass caps embedded flush with surface or in a monument box. May require key access.

All New Development Sites Must Tie into a Monument

All Benchmark Information is Geodetic Datum - Metric (NAD 83)

Other Benchmarks set by the City of New Westminster