



COLUMBIA SHUSWAP REGIONAL DISTRICT

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<p align="center">Building Permit Application Document Checklist</p> <p>***the documents listed below are the basic minimum requirement to obtain a permit but the CSRD reserves the right to request further documentation if the project requires it before issuing the building permit***</p>	Single Family Dwelling	Accessory Building	Decks	Manufactured/ Mobile Home	Renovation/ Addition	RV Parks	Demolition	Complex Buildings
Building Permit Application Fee - \$72.00 non-refundable application fee. This may be deducted from the total building permit fee upon issuance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Permit Application Form – complete with every registered owners signature or Authorized Agent Signature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing Permit Application Form (if applicable) – complete with every registered owners Signature or Authorized Agent Signature	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Authorization of Agent (if applicable) – to be signed by all registered property owners if there is going to be one (1) acting agent (ex. Contractor) with which the CSRD will be communicating that is not a property owner, or if multiple property owners – one (1) person which will be the main point of contact for the entire application process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan – showing the location of the structure on the parcel complete with dimensioning showing the distances from the front, rear, and sides of the parcel, also noting proximity to creeks, ravines, and lakes (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drawings – two (2) Sets of ¼” scaled drawings for plan review and permit issuance to include Foundation Plan, Floor Plan, Elevations and Cross Sections (refer to 'A Guide to Building Plans for a more detailed list of requirements) (only include for demolition permit if it is a partial demolition)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineered Shop Drawings (if applicable) – original engineered signed and sealed by shop drawings and certificates required for all engineered products (trusses, floor/roof joists, beams, lintels, and heavy timber) must be on-site prior to framing inspection. Point loads shall be noted on the drawings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Letters of Assurance (if applicable) – Schedules necessary are A and/or B accompanied by C-A and/or C-B if more than one (1) certified professional is working on the project then a Schedule A will be needed from the Coordinating Professional. (this is required anytime engineering is done)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
BC Housing Authorization – With new habitable space or a substantial renovation of existing (75% or more) Owner/Builder Approval or Licensed Residential Builder Number is required with Home Warranty Insurance	<input type="checkbox"/>			<input type="checkbox"/>				<input type="checkbox"/>

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Land Title Search –obtained through BC Land Title & Survey (www.ltsa.ca) dated within 30 days of application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Covenants, Statutory Right of Ways, Easements – copies of all documents registered on title to be provided by the applicant and can be purchased through BC Land Title and Survey Office (www.ltsa.ca)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Estimated Construction Value – if this is not provided by the applicant it will be calculated as described in Appendix B of Building Regulation Bylaw No.660	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approval by Board, Strata Assoc. or park owner (if applicable) – letter and initialed construction drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BCBC 9.36 Energy Efficiency Checklist - to be used to show the Effective R-Value (RSI) of proposed wall assemblies when the drawings do not specify them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ministry of Health/Septic Approval/Proof of Septic (if new SFD, or any renovation that may put strain on the septic system)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Owners Undertaking – to be completed with all registered owners' signatures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Report (if applicable) – may be required by Building Official if slopes or unstable soils are onsite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical Ventilation Checklist – To be completed and submitted with the building permit application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solid Fuel Burning Appliance Permit (if applicable) – complete with every registered owners Signature or Authorized Agent Signature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A Map of RV Park or Campground (if applicable) - must detail where specific construction is located within the grounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permanent Affixed Manufacturer Labels – confirming certification body, manufacturer, SN/product code/part #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manufacturer letter and/or Dealer Invoice – complete with clients name, site address, plan numbers, unit SN, unit model no. and CSA-Z240 or CSA-Z277 compliance with snow load (refer to CSRD Climatic Data Table)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blocking Plan and Footing/foundation Schedule – provide manufacturer footing/foundation schedules that match submittal house drawings. (if installing above frost line the schedules must be engineered)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>