



COLUMBIA SHUSWAP REGIONAL DISTRICT

555 Harbourfront Drive NE, PO Box 978, Salmon Arm, BC V1E 4P1

T: 250.832.8194 | F: 250.832.3375 | TF: 1.888.248.2773 | E: buildingpermit@csrd.bc.ca | www.csrd.bc.ca

<p align="center">Building Permit Application Document Checklist</p> <p align="center">(mandatory items at time of permit submission)</p> <p>***the documents listed below are the basic minimum requirement to obtain a permit but the CSR D reserves the right to request further documentation if the project requires it before issuing the building permit***</p>	Single Family Dwelling/Reno	Accessory Building	Manufactured/ Mobile Home	Demolition	Complex Buildings
<p>Building Permit Application Form & \$72.00 Application Fee or \$288.00 for Complex Building</p> <ul style="list-style-type: none"> Complete Plumbing Permit if any plumbing fixtures located on interior or exterior of building Complete Solid Fuel Permit if any solid fuel burning appliances (fireplaces etc.) to be installed Complete Authorization of Agent if the CSR D will be communicating with someone other than the registered property owner Construction Value must be completed and must be the fair market value of construction not including the land. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Owners Undertaking – to be completed with all registered owners' signatures</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Drawings – two (2) Sets of ¼" scaled drawings for plan review and permit issuance to include</p> <ol style="list-style-type: none"> Site Plan Foundation Plan Floor Plan Elevations Cross Sections Layouts for engineered systems (trusses/floor packages/intels/beams *must show point loads) <p>(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)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Land Title Search – Complete with copies of all Covenants, Easements and Right of Ways registered on title – obtained through BC Land Title & Survey (www.ltsa.ca) dated within 30 days of application</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Mechanical Ventilation Checklist – To be completed and submitted with the building permit application</p>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
<p>BC Housing Registration or Owner/Builder Authorization – With new habitable space or a substantial renovation of 75% or more of the existing structure</p>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
<p>Ministry of Health/Septic Approval/Proof of Septic (if new SFD, or any renovation that may put strain on the septic system)</p>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

Building Permit Application Document Checklist

(Only required at time of submission if applicable to job)

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

	Single Family Dwelling/Renos	Accessory Building	Manufactured/Mobile Home	Demolition	Complex Buildings
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"/>
Engineered 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"/>
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"/>
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"/>
Permanent Affixed Manufacturer Labels – confirming certification body, manufacturer, SN/product code/part #			<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"/>		
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"/>		