

Addition or Renovation to Single Family Dwelling/Duplex Checklist

Address: _____ Date: _____

Please note that only complete applications will be accepted.

Please attach this checklist when submitting the application.

Yes No ☐ ☐	Is the property within a Development Permit Area? (check one) • A Development Permit is required for some projects within Development Permit Areas • Please review the Development Permit Area Map to determine whether the property is within a Development Permit Area • If your project is within a Development Permit Area, please contact the City Planner at 250-784-3601 or planner@dawsoncreek.ca
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- ☐ **Building Permit Application**
Complete form attached
- ☐ **Plumbing Permit Application (if Applicable)**
Complete form attached
 - Applicable when altering, extending, or changing any plumbing
- ☐ **TECA Ventilation Checklist (if Applicable)**
Relevant TECA Ventilation Checklist completed and attached
- ☐ **Owner Authorization Form (If Applicable)**
Required when an agent is submitting the application on behalf of the property owner.
Must be completed and signed by the property owner.
- ☐ **Land Title**
Title Search must be submitted
- ☐ **Site Plan**
Drawn to scale, showing:
 - North arrow
 - Property lines and dimensions of the parcel taken from the registered legal plan.
 - The location and dimensions of all statutory right of ways and easements.
 - Zoning setbacks and ensuring that they are met
 - The location and dimensions of any existing and proposed structures on the site showing the nearest measurement to each parcel boundary. (including decks and covered decks)
 - A buffer distance of at least 1.5 meters (5') between structures on the property

Refer to Development and Subdivision and Servicing Bylaw

<https://www.dawsoncreek.ca/departments/corporate-administration/bylaws/>

For permitted uses and building setbacks refer to the zoning bylaw and zoning map

<https://www.dawsoncreek.ca/departments/corporate-administration/bylaws/>

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Foundation Plan

Drawn to scale showing sufficient information to show that the proposed work will conform to the current BC Building Code:

- Width and height of footings
- Width and height of footing pads or screw pile layout for decks.
- Rebar size and placement for footings
- Type and strength of concrete
- Type of foundation (conventional or ICF), width and height of wall including rebar size and placement, size of openings, concrete lintel dimensions, rebar reinforcement and type and strength of concrete
- Soil gas control measures (radon installation)
- Rebar size and placement, concrete type and strength and thickness for concrete slab
- Waterproofing and weeping tile including sump pit location showing drainage from front or rear of the property. Draining to the rear is only permitted where there is lane.

A survey certificate must be submitted prior to placement of concrete to ensure it meets setback requirements

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Floor Layout, Cross Sections, and Elevations

Drawn to scale showing sufficient information to show that the proposed work will conform to the current BC Building Code:

Plans need to include:

- Building area and building height
- Floor Layout plans:
 - showing the dimensions and use of all rooms and other areas
 - the location, size, type, and swing of doors
 - the location, size, and opening of windows
 - Location of smoke alarms and carbon monoxide detectors
 - Location and construction of any decks or covered decks, framing, flashing details, stair construction, and handrail and guardrails heights and construction
- Cross sections of the building:
 - typical wall section (see attached)
 - stair construction
 - handrail and guardrail details showing height, continuity
- Elevations of the building:
 - Showing the proposed and existing building and how they connect

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Floor Plan

- If the project is utilizing engineered floor package, the plan must be stamped by a Professional Engineer.
Or
- If the project is conventionally framed, plan showing
 - Joist size and spans
 - Beam size and spans
 - Column location and size

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Roof Plan

- If the project is utilizing trusses, the engineered truss plan must be stamped by a Professional Engineer.

Or

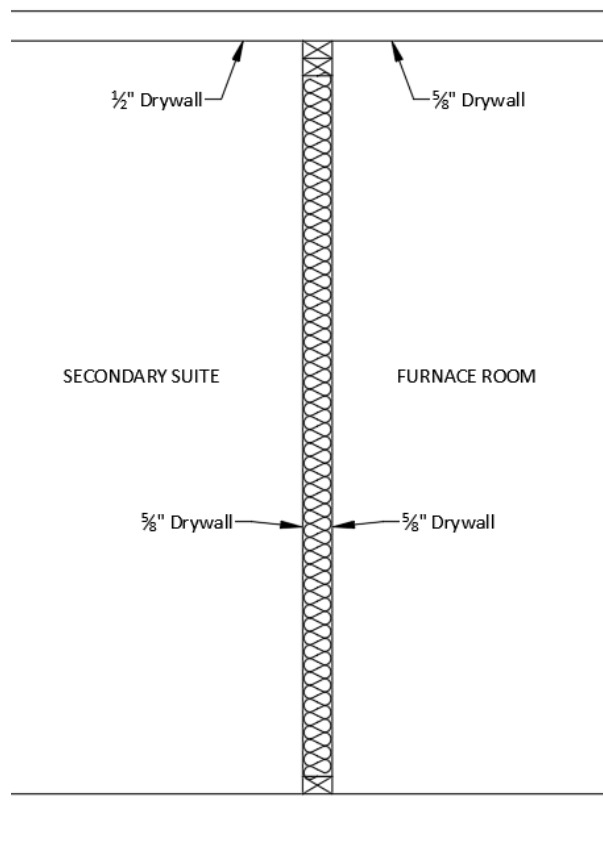
- If the project is conventionally framed, plan showing
 - Rafter size and span
 - Ceiling joists size and span



Secondary Suites (if Applicable)

Drawn to scale, showing:

- Each floor - Showing the dimensions and use of all existing rooms and other areas and proposed rooms or areas. Location, size, type, and swing of doors, and location, size, and opening of windows
- Location of interconnected smoke and carbon monoxide (CO) alarms
- Type of detector (circle one)
 - photo-electric type
 - standard smoke alarm
- Fire separation and fire-resistance rating of all assemblies separating primary dwelling unit from secondary suite
- Doors and the fire-resistance ratings
- Furnace Room must have 1 hour fire separation as shown below



Building Permit Application

Property Information

Civic Address		PID
Legal Description		
Property Area (m ²)	Zoning Designation	

Project Information

☐	Single Family Dwelling/Duplex	☐	New construction (Commercial/Industrial)	☐	Weeping Tile
☐	Tri-plex or Greater/Apartment	☐	Tenant Improvements (Commercial/Industrial)	☐	Demolition
☐	SFD Renovation/Addition	☐	Detached Garage	☐	Wood Stove
☐	Secondary Suite	☐	Shed	☐	
☐	Manufactured Home	☐	Deck	☐	
Estimated Value			Area of Project (m ²)		
Occupancy Classification			Does this Building Fall Under Part 3 or Part 9 of BC Building Code?		
Occupancy Classifications: Group A: Assembly Group B: Care, Treatment, and Detention Group C: Residential Group D: Office & Personal Services Group E: Mercantile Group F: F-1 High Hazard Industrial F-2 Medium Hazard Industrial F-3 Low Hazard Industrial			Part 3 Buildings Consist of: • Group A • Group B • Group F-1 • Buildings exceeding 600m² in building area		Part 9 Building Consist of: • Group C • Group D • Group E • Group F-2 • Group F-3 • Buildings under 600m² in building area

Property Owner Information

Name	Company
Address	City & Province
Email	Postal Code
Phone	Fax

Contractor Information

Name		Company	
Address		City & Province	
Email		Postal Code	
Phone	Fax	Business Licence Number	

Agent / Tenant Information

Is an agent submitting the application on behalf of the property owner? ☐ Yes ☐ No	
If Yes, the Owner Authorization form needs to be completed and submitted.	
Will there be commercial tenants? ☐ Yes ☐ No	Tenant Company Name
Contact Person	Business Licence Number
Address	City & Province
Email	Postal Code
Phone	Fax

1. I acknowledge that if I am granted a building permit pursuant to this application that I am responsible for compliance with the current edition of the British Columbia Building Code, this bylaw and any other applicable enactment, code, regulation or standard relating to the work in respect of which the permit is issued, whether or not the said work is undertaken by me or by those whom I may retain or employ to provide design and/or construction services.
2. I acknowledge that neither the issuance of a permit under this bylaw, the acceptance nor review of plans, specifications, drawings or supporting documents, nor inspections made by or on behalf of the City constitute a representation, warranty, assurance or statement that the current edition of the British Columbia Building Code, the City of Dawson Creek's Building Bylaw, Subdivision and Development Servicing Bylaw, and Sign Bylaw or any other applicable enactment, code, regulation or standard has been complied with.
3. Where the City requires that Letters of Assurance be provided by a Registered Professional pursuant to Section 11 of the City of Dawson Creek Building Bylaw and Section 55 of the Community Charter I confirm that I have been advised in writing by the City that it relied exclusively on the Letter of Assurance of "Professional Design and Commitment for Field Review" prepared by in reviewing the plans, drawings, specifications and supporting documents submitted with this application for a building permit.
4. I confirm that I have relied only on the said Registered Professional for the adequacy of plans, drawings, specifications and supporting documents submitted with this application.
5. I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a building permit by the City pursuant to this application and in respect of the execution of this acknowledgement.

I hereby agree to indemnify and keep harmless the City of Dawson Creek against all claims, liabilities, judgements, costs and expenses which may, in any way, occur against the said City in consequence of and incidental to, the granting of this permit, if issued. I further agree to conform to all requirements of the Building Bylaw and all other statutes and bylaws in force in the City of Dawson Creek.

Name (Please Print)

Signature

Date

Arrange for inspections by phone or email

Phone: 250-784-3618

Email: buildinginspection@dawsoncreek.ca



Owner Authorization Form

FILE NUMBER: _____ - _____

PROPERTY INFORMATION

Municipal Address(es): _____

Legal Description(s): _____

Project Description: _____

Registered Owner Name(s): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ E-mail Address: _____

Please be advised that I/we, the registered owner(s) of the above mentioned property(ies),
(select one)

- ☐ will apply for all applications related to the above mentioned project.
- ☐ authorize the following agent to apply for all applications related to the above mentioned project on my/our behalf

Agent Name		Agent Company	
Mailing Address			
City:	Province:	Postal Code:	
Telephone:	Cell:		
Email address:			

I/We agree to immediately notify the City of Dawson Creek, in writing, of any changes regarding this information.

Owner's Name(s) (printed): _____

Owner's Signature(s): _____ Date: _____