



Building Permit Application Checklist for Additions or New Single/Two Family Dwellings

An appointment is required with a Building Official in order to make a building permit application. To make an appointment please email building@whiterockcity.ca or call 604-541-2149.

Incomplete Building Permit applications cannot be accepted, it the responsibility of the applicant to ensure that they have all required documentation and submissions prepared for a complete application to be accepted.

Civic Address:			
File Manager:		Building Permit Number:	

Required Associated Permits <small>These permits are required to have had their applications submitted in advance of the Building Permit Application</small>	YES	NO
Lot Servicing Application Has Been Submitted	<input type="checkbox"/>	<input type="checkbox"/>
Highway Use Permit Application Submitted	<input type="checkbox"/>	<input type="checkbox"/>
Tree Management Permit Application Submitted	<input type="checkbox"/>	<input type="checkbox"/>

Site Specific Permit Requirements	YES	NO
Property located within the Geotechnical Assessment Area <small>If yes, a Geotechnical report is required that has been prepared in accordance with the "Guideline for Legislated Landslide Assessments for Proposed Residential Developments in BC" EGBC Professional Practice Guide. The submission must include an Appendix D.</small>	<input type="checkbox"/>	<input type="checkbox"/>
Site located in the Flood Plain Development Permit Area <small>If yes, a Development Permit is required see Official Community Plan</small>	<input type="checkbox"/>	<input type="checkbox"/>
Site located in the Ravine and Significant Trees Development Permit Area <small>If yes, a Development Permit is required see Official Community Plan</small>	<input type="checkbox"/>	<input type="checkbox"/>
Site located in the Watercourse Development Permit Area <small>If yes, a Development Permit is required see Official Community Plan</small>	<input type="checkbox"/>	<input type="checkbox"/>

Required Building Permit Application Documents	Included	N/A
Building Permit Application Form	<input type="checkbox"/>	<input type="checkbox"/>
Schedule 1 – "Owner's Acknowledgment of Responsibility and Undertakings"	<input type="checkbox"/>	<input type="checkbox"/>
Owner's Authorization Form	<input type="checkbox"/>	<input type="checkbox"/>
Land Title Search (dated within 30 days of the date of application)	<input type="checkbox"/>	<input type="checkbox"/>
2 original sealed topographical surveys (see next page on details for drawing requirements)	<input type="checkbox"/>	<input type="checkbox"/>
2 Sets of architectural drawings (see next page on details for drawing requirements)	<input type="checkbox"/>	<input type="checkbox"/>
2 Sets of original sealed structural drawings	<input type="checkbox"/>	<input type="checkbox"/>
2 sets of original sealed sprinkler drawings with hydraulic calculations (See City of White Rock Fire Sprinkler System Bylaw # 1683 for details)	<input type="checkbox"/>	<input type="checkbox"/>
2 sets of original sealed shoring and excavation plans (required if property is within Geotechnical Assessment Area)	<input type="checkbox"/>	<input type="checkbox"/>
Original sealed Letters of Assurance (Schedule B for registered professional)	<input type="checkbox"/>	<input type="checkbox"/>
Schedule 2 – "Proof of Professional Liability Insurance" for each registered professional	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Insurance for each registered professional	<input type="checkbox"/>	<input type="checkbox"/>
New Homes Registration Form from BC Housing (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Original sealed Schedule A from Coordinating Registered Professional (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Building Permit Application Fee	<input type="checkbox"/>	<input type="checkbox"/>

REQUIREMENTS OF SURVEY

All topographical surveys submitted are required to be original sealed from a British Columbia Land Surveyor and are required to show the following:

1. The bearing, dimensions, and area of the parcel taken from the registered subdivision plan;
2. The legal description, civic address and lot area of the parcel;
3. The location and dimensions of all existing and proposed statutory rights of way, easements and setback requirements;
4. The location and dimensions of all existing and proposed buildings or structures on the parcel;
5. Setbacks to the natural boundary of any lake, swamp, pond or watercourse;
6. The existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or structure in floodplain areas;
7. The location, dimension and gradient of parking and driveway access;
8. The proposed building foundation footprint and the average natural grade; which is the average elevation that is determined by measuring at the midpoints of the walls of the four sides of the building or structure. For further clarification please see subsection 4.8 of City of White Rock Zoning Bylaw);
9. A statement on the plan from the British Columbia Land Surveyor that the elevations given on the property are, in the surveyors opinion, natural grades or their estimate of natural grade before a site was altered;
10. Top of wall and bottom of wall geodetic elevations every 10' along retaining walls;
11. The location, dimension of the existing driveway, driveway access, existing retaining walls and stairs on the City boulevard, hydro poles, fire hydrants, curbs, gutters and sidewalk, location of existing storm, sanitary and water connections; and
12. The location, size and type of all trees located on the property, City Boulevard or adjacent to the property in accordance with the City of White Rock Tree Management Bylaw, 2008, No. 1831, and amendments thereto.

REQUIREMENTS OF ARCHITECTURAL DRAWINGS FOR BUILDING PERMIT APPLICATION

The purpose of the architectural drawings are to demonstrate compliance with City's Zoning Bylaw as well conformance with applicable construction regulations including the BC Building Code. The quality and detail of the building permit drawings are critical to ensure a timely review of your permit application. All permit drawings are to be drawn in accordance with an architectural standard. The following drawings are required for your building permit application and are to show the following (but not limited to):

Site Plan:

1. Site plans are to be drafted to a minimum scale of 1/8" to 1'-0" (or equivalent Metric scale);
2. Show all easements, rights of ways or water courses;
3. Include overall building dimensions of the principle building, any additions and any accessory buildings;
4. Show all setbacks to property lines as well adjacent buildings/structures;
5. Details of decks, projections and/or cantilevers;
6. Top of wall and bottom of wall geodetic elevations every 10' along retaining walls;
7. Finished grades and top of foundation elevations at each corner of the building and finished grades for the side property lines;
8. Show trees and vegetation within 10m of the property and City Boulevard. Including location of tree protection barriers and the location of trees proposed to be removed; and
9. A table summarizing conformance of the Zoning Bylaw including (but not limited to): lot coverage calculations, residential gross floor area calculations, setback and proposed building height.

Civil Site and Details Plan:

1. Civil Site plans are to be drafted to a minimum scale of 1/8" to 1'-0" (or equivalent Metric scale);
2. Show all easements, rights of ways or water courses;
3. Top of wall and bottom of wall geodetic elevations every 10' along retaining walls;
4. Grading and landscaping of City boulevard;
5. Show the location of the proposed driveway, including details to demonstrate the following:
 - a. Driveway crossing minimum width 4.5m and maximum 6.0m;
 - b. Driveway access to slope up minimum 2% from road edge to property line; and
 - c. Driveway from the property line to the garage slab has a maximum of 15% slope.
6. Elevation detail of the driveway from the road edge, property line to the proposed garage slab;
7. Include a centerline profile drawing of the crossing/driveway;
8. Show trees and vegetation within 10m of the property and City Boulevard. Including location of tree protection barriers and the location of trees proposed to be removed; and
9. Show the location of the proposed storm and sanitary service location, including the invert elevation and confirmation of gravity fed system;

Foundation and Floor Plans:

1. Required to be drafted to a minimum scale of 1/4" to 1'-0" (or equivalent Metric scale);
2. Drawings to include foundations with the dimensions of the principle building/addition;
3. Indicate foundation wall thickness, size of footings including pad footings;
4. Show all partitions and bearing walls. Indicate finished/unfinished areas;
5. Label and identify all room uses and sizes, as well as adjacent rooms to the addition/alteration;
6. Show all windows/doors, including the sizes and door swings, and, if applicable, ratings;
7. Identify stairs showing direction of travel, stair dimensions and required handrails and/or guardrails;
8. Show all plumbing fixtures, appliances, hot water tank, fireplaces and heating system (include proposed method of heating, ventilation, and location of equipment); and
9. Layout and sizes of all floor, ceiling and roof structural components, including beams and lintels. (If done by a structural engineer, a separate set of structural drawings is required.)

Elevations:

1. Required to be drafted to a minimum scale of 1/4" to 1'-0" (or equivalent Metric scale);
2. Show exterior finish material;
3. All windows, doors, decks, guards, stairs and handrails;
4. Provide spatial separation calculations for each elevation;
5. Proposed and existing grades and top of foundation elevations shown at each corner of the building;
6. Include dimensioning of overall building height, including dimensions of floor assemblies and height between floor and ceiling levels;
7. Roof slope - building height of principal & accessory building (elevation of peak & elevation of natural average grade in accordance with the City of White Rock Zoning Bylaw);
8. Show compliance with the angle of containment (45 degree angle drawn at 6.0m from *natural grade* at mid-point of the most southerly wall/ flood construction level) RS-2 & RS-3 Zones.

Cross Sections:

1. Required to be drafted to a minimum scale of 1/4" to 1'-0" (or equivalent Metric scale);
2. Floor to ceiling height of all rooms including crawl/roof spaces;
3. Floor, ceiling, roof and wall assemblies;
4. Sloped / vaulted ceilings and roof decks indicating ventilation and insulation requirements;
5. Footings and foundation walls;
6. Building envelope details for the exterior cladding demonstrating compliance with 9.27 and 9.28 of the BC Building Code;
7. Finished grade, top of foundation, include Maximum Elevation Height as per the City of White Rock Zoning Bylaw; and
8. Proposed method of energy efficiency compliance including location of proposed air barrier.

Additional Required Construction Details:

1. Details to demonstrate compliance with 9.27. of the BC Building Code for cladding assemblies is achieved, including but limited to;
 - a. Wall to window detail;
 - b. Wall to door detail;
 - c. Wall transitions to different materials;
 - d. Walls intersecting horizontal assemblies such as a roof, balcony, deck etc;
 - e. Penetrations caused by vents, pipes, utility outlets etc.;
 - f. Flashing and caulking details where appropriate;
 - g. Material specifications; and
 - h. Specific code references.
2. Effective RSI calculations and values for assemblies, including wall, ceiling and roof assemblies, are to be provided;
3. Demonstration continuity, location and material proposed for the air and vapour membranes; and
4. Wall assemblies with references to Fire Resistance Rating and Sound Transmission Classification Ratings (STC).

RELATED INFORMATION:

White Rock Zoning and Development Requirements
www.whiterockcity.ca/336/Planning-Development
planning@whiterockcity.ca
604-541-2136

Technical Safety BC
Natural Gas & Electrical Inspections
#104 – 9525 201 Street
Langley, BC V1M 4A5
www.technicalafetybc.ca/contact-us
1-866-566-7233

BC Building and Plumbing Codes, Province of B. C.
(Free Online Access)
www.bccodes.ca

BC Housing
#203-4555 Kingsway
Burnaby, BC V5H 4T8
licensinginfo@bchousing.org

BC One Call
www.bc1c.ca/contractors/
1-800-474-6886

White Rock Water
water@whiterockcity.ca
Utility billing inquiries:
Financial Services Department 604-541-2100

BC Assessment Authority:
#100 - 5477 152 Street
Surrey, BC V3S 5A5
www.bcassessment.ca
604-576-4700 or 1-866-825-8322

BC Land Title Office
Land Registrations, Easements, Rights-of-Way
#300 - 88 Sixth Street
New Westminster, BC V3L 5B3
www.ltsa.ca
604-630-9630 or 1-877-577-5872

BC Hydro
www.bchydro.com
Call: 1 800 BCHYDRO (1 800 224 9376)

Ministry of Environment
10470 152nd Street
Surrey, BC V3R 0Y3
<http://www2.gov.bc.ca/gov>
1-800-663-7867