

## Part 3 Building Permit Application Checklist

### Commercial/Multi-Family/Industrial – Part 3 Buildings Building Permit Application Checklist

**Overview:** This checklist provides the requirements for a building permit application for Commercial, Multi-Family, and Industrial buildings falling under Part 3 of the BC Building Code. Part 3 Buildings are buildings classified as Group A, B or F-1; or exceeding 600 m<sup>2</sup> in building area or exceeding three storeys in building height and have major occupancies: Group C (residential), Group D (office/service), Group E (retail), or Group F-2, F-3 (medium- and high-hazard industrial) or Post Disaster Classification.

#### Required Items:

- [Building Permit Application - online application.](#)
- Application Fee- The application fee will be requested after your building permit application has been accepted.
- Appointment of Agent is required if the permit is to be applied for, revised or permit issued to other than the registered owner. To be completed as part of the building permit application process.
- Coordinating Registered Professional (CRP) (Architect or Professional Engineer)  
Letters of Assurance (Schedule A)
- Architectural Drawings – sealed
  - Letters of Assurance (Schedule B)
  - Site Plan and Parking Layout
  - Landscaping working drawings and estimate.
  - BC Building Code analysis
- Structural Drawings – sealed
  - Letters of Assurance (Schedule B)
- Mechanical Drawings – sealed
  - Letters of Assurance (Schedule B)
- Plumbing Drawings – sealed
  - Letters of Assurance (Schedule B)
- Electrical Drawings – sealed (including fire alarm and emergency lighting)
  - Letters of Assurance (Schedule B)
- Fire Suppression – sealed (Sprinkler Drawings & Adequate Water for Firefighting (3.2.5.7.)
  - Letters of Assurance (Schedule B) Hydraulic calculations
- Civil Drawings – sealed
  - Design of on-site servicing
  - Design of off-site servicing and access
  - Geotechnical Report – sealed

**Note:** All professional drawings and Letters of Assurance are to be submitted with a professional seal and signature as part of the application.

## Part 3 Building Permit Application Checklist

### Additional Items that may be required:

- Alternative Solutions Report – sealed
- Unit (suite) Addressing – where the building will not be stratified
- BC Housing Licensing & Consumer Services documents for residential occupancies
- Street Names and Phasing Plan – for multi-family developments
- Signage
- Tenant improvements
- Demolition or renovation of existing buildings
- Supporting Information, Documentation and Forms:

### Supporting Information, Documentation and Forms:

#### Architectural Plans

All Part 3 buildings require plans sealed by an Architect. Some exceptions may apply, such as, simple industrial buildings, which can be sealed by an Engineer, dependent on clearance by the Architectural Institute of BC. Architectural Letters of Assurance (Schedule B) are required to accompany all plans, whether sealed by an Architect or Engineer.

#### Building Permit (BP) Fees

\$6.00 per \$1000.00 of total estimated construction value (minimum \$100.00).

#### Appointment of Agent

Required if someone other than the registered owner is to apply for, revise or be issued the building permit.

#### Alternative Solution Report

Required if an Alternative Solution is proposed for compliance with the requirement of the BC Building Code. Typically developed by a Fire Protection Engineer specializing in building code analysis.

#### BC Building Code Analysis

Completed by the Architect, Engineer.

#### BC Housing Licensing & Consumer Services (BCH) Documents (for Residential occupancies)

Prior to issuance of a building permit for residential use, the builder must provide proof they are licensed by the BC Housing Licensing & Consumer Services Branch and the proposed project is covered by a third-party home warranty insurance provider authorized by the BC Financial Services Authority (BCFSA).

Detailed information can be found on the BCH website.

#### Coordinating Registered Professional (CRP)

Letters of Assurance (Schedule A) is required from an Architect for all projects falling within Part 3 of the BC Building Code and for projects involving more than two registered professionals. Projects involving industrial buildings may have a registered Professional Engineer act as the Coordinating Registered Professional.

In accordance with the duties of a CRP, as per the BC Building Code Schedule A, it is the responsibility of the CRP to collect and submit all Schedules A and B with the building permit application and Schedule C's at project completion. All correspondence will be directed to the owner or his agent with copies to the CRP.

#### Civil Drawings

Sealed drawings are required for on-site works, including drainage from parking areas and off-site works, if required (see Works & Services below).

## Part 3 Building Permit Application Checklist

### Supporting Information, Documentation and Forms (Continued):

#### Electrical / Fire Alarm

Drawings and Letters of Assurance (Schedule B) are required for most projects falling within Part 3 of the BC Building Code. Electrical drawings including the emergency lighting and fire alarm system will be reviewed by the Fire Department as part of the plan review process.

#### Fire Safety Plan Construction & Demolition

A Construction Fire Safety Plan is required before occupancy can be granted. Your plan will be forwarded to the Fire Department for approval prior to occupancy can be granted

#### Geotechnical Report

A report is required for most proposed developments falling within Part 3 of the BC Building Code and where the Building Official identifies geotechnical concerns. Registration of a covenant on title may be required for subsidence, flood, landslide or erosion, dependent on the contents of the report. Existing reports may be on title or have been required at the subdivision or development permit phase.

#### Mechanical Drawings and Letters of Assurance (Schedule B)

Sealed drawings and Letters of Assurance are required for all complex projects and projects with ventilation/heating systems serving more than one suite or floor.

**Site Plan** Site survey must be scaled, dimensioned, show all property lines, rights-of-way, easements, setbacks of proposed and existing buildings, parking layout, accesses from the street, natural boundary, top of bank and leave strips of watercourses and wetlands. A survey from a BC Land Surveyor is required for layout of multi-family sites and any proposed buildings located within 6" of any required setback or as required by Building Inspections staff.

If you have any questions or require clarification, please contact District of Vanderhoof office at 250-567-4711. This guideline should not be used as a substitute for existing building codes and other regulations. All requirements of Division C Part 2 of the 2018 Building Code take precedence over any of information provided in this checklist. The building owner is responsible for compliance with all codes, bylaws, and other regulations whether or not described in this guideline.

### Incomplete applications will not be accepted.