



BUILDING PERMIT Checklist – Single Family or Duplex Dwelling

This checklist outlines requirements to complete an application for a Single Family Dwelling or Duplex Dwelling. Specific requirements are dependent on the nature and complexity of the application.

This information is provided for your convenience only and it should be clearly understood that you must satisfy applicable Land Code and assure that the premises conform to the B.C. Building Code and all Shuswap Indian Band regulations and codes.

Submit completed checklist with your Building Permit application

Shuswap Indian Band staff will be glad to provide assistance and information regarding your application. Building permit applications must be complete when submitted to enable plan checking to begin.

Documents (as required)

- Three sets of scaled architectural drawings and site plans. Plans must be prepared to a standard acceptable to the Shuswap Indian Band. Plans that are not suitable will be rejected.
- Septic Approval (if applicable)
- Truss & Beam Layouts & Designs
- Engineer’s Designs (Schedules B, D & Proof of Insurance) (if applicable)
- Owner’s Authorization (Agency Agreement)
- Owner’s Acknowledgement Form
- Certificate of Title

Property & Construction Details

Zone: _____ Building Height / Storeys

Front: _____

Building Setbacks (Proposed Setbacks) Left Side: _____

Right Side: _____

Front: _____ Rear: _____

Side: _____

Side: _____

Rear: _____

Source of Heating: _____

**INFORMATION LISTED
MUST BE SHOWN ON
PLAN AS INDICATED**

Site Plan

- North arrow and scale
- Lot dimensions
- Driveway location
- Driveway grade
- Building set-backs (front, sides and rear)
- Easements, Rights-of-Way, Covenants
- Septic Tank (if applicable)

27 September 2018

INFORMATION LISTED
MUST BE SHOWN ON
PLAN AS INDICATED

Site Plan (continued)

- Projection illustrations beyond foundation
- Surface drainage (include lot grading, swales, etc.)
- Retaining walls (include material, height, etc.)
- Geometric elevation of property corners
- Proposed basement elevation
- Distances from and elevations above any watercourses on or near the property (including creeks, springs, seasonal drainages, rivers, lakes, wetlands, ponds, etc)
- All existing buildings and structures on the property, including area of each building or structure

Foundation Plan

- Minimum footing size
- Foundation wall thickness
- Dimensions of foundations (ie. building dimensions)
- Drain tile, connection and/or drywell
- Maximum wall height
- If retaining wall is greater than 1.5 m. in height, a Building Permit is required for wall

Elevations

- Spatial separation
- Walk-out basement
- Guard rails
- Chimney height
- Framing clearance from finished grade
- Flashing
- Siding
- Dimensions, including height of building

Floor Plans

- Label the function of all rooms
- Floor joist spans
- Engineered floor systems
- Beams
- Engineered beams & lintels
- Smoke alarms, carbon monoxide detectors

**INFORMATION LISTED
MUST BE SHOWN ON
PLAN AS INDICATED**

Floor Plans (continued)

- Bedroom windows and the direction they open
- Window sizes
- Dimensions, including room sizes
- Total finished floor area
- Total unfinished floor area
- Bathroom Fans
- Attic Access
- Wood stoves and wood fireplaces with CSA standards
- Number of plumbing fixtures (Toilet, Lavatory Basin, Bathtub, Shower, Hose Bib, Kitchen Sink, Clothes Washer, Dishwasher, Bar Sink, Laundry Tub, Bidet, etc)

Cross-Sections

- Assemblies for walls, roof, floors, ceilings and decks
 - Insulation
 - Sheathing
 - Interior Finish
 - Exterior Finish
 - Roofing Material
- Roof Slope
- Height of each floor
- Height of the entire building
- Stair Detail
- Roof Venting