



**CITY OF COURTENAY**  
 Building Division  
 830 Cliffe Avenue  
 Courtenay, BC V9N 2J7  
 Tel: 250-703-4862 Email: building@courtenay.ca

# Required Application Submissions For Standard Buildings

APPLICATION FORM	Fully filled out form, including the 'owner's undertaking' and 'damage to infrastructure' agreements	
PROVIDE DIGITAL SET OF DRAWINGS	Must be of a suitable scale (min. 1/4") . Details must be drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to BC Building Code.	
	FOUNDATION PLAN	Showing all required bearing locations of the structure being transferred to the foundation.
	FLOOR PLANS	Showing the dimensions and uses of all areas: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall and ceiling finishes; plumbing fixtures, structural elements and stair dimensions.
	CROSS SECTIONS	Cross section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems.
	ELEVATIONS	Of all sides of the building or structure showing finish details, roof slopes, windows, doors and finished grade
	SITE PLAN	(From Building Bylaw No. 3001, 2020) Prepared by a British Columbia Land Surveyor showing <ul style="list-style-type: none"> <li>• dimensions of the parcel taken from the registered subdivision plan</li> <li>• the legal description and civic address of the parcel</li> <li>• the location and dimension of all statutory rights of way, easements and setback requirements as well as the location and dimension of all existing and proposed buildings or structures on the parcel</li> <li>• setbacks to the natural boundary of any lake, swamp, pond or watercourse where the City of Courtenay's land use regulations establish siting requirements related to flooding</li> <li>• 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 where the City of Courtenay's land use regulations establish siting requirements related to minimum floor elevations</li> <li>• the location, dimension and gradient of parking and driveway access</li> <li>• <i>The Building Official may waive the requirements for a site plan, in whole or in part, where the permit is sought for the repair or alteration of an existing building or structure.</i></li> </ul>
ENERGY STEP CODE COMPLIANCE	documents including: Hot2K Report (proposed and reference) and Pre-Construction BC Energy Compliance Report	
CURRENT TITLE SEARCH	Copy must have been pulled no older than thirty (30) days and cannot be a transfer of ownership. Copies of title certificates must also include any easements or covenants (if they are not supplied, the City will pull the documents and then invoice the applicant for the cost).	
TRUSS LAYOUT	Complete with point and factored loads.	
(HPO)	Either completed and sealed Owner Builder Declaration or HPO Registration Form	
SEALED DRAWINGS AND LETTER OF ASSURANCE	Engineered components for standard buildings must be accompanied by the Engineer's sealed drawings and schedule B and C-B. The Engineer of Record will be responsible for the design & field review of these components. However, if <b>more than six (6)</b> engineered design elements are noted, the Engineer of Record will be responsible for structural aspects of the whole building.	
FIRE SAFETY PLAN	For large multi-family projects.	
LANDSCAPE DRAWINGS	Required for any project that had a Development Permit issued prior to the building permit application submission.	
MOBILE/ MANUFACTURED HOMES	Applications for a permit to locate a mobile home need not be accompanied by any structural details of the mobile home itself, but it must include a site plan illustrating where the home will be sited on the property and the CSA Certification Number as well as foundation details.	
STRATA APPROVAL	Either a letter from the property owner of the adjoining unit of a duplex or a strata council resolution approving any alteration, addition or accessory structure.	