



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

Required Submissions

For Complex Buildings

AT A MINIMUM, THE FOLLOWING ITEMS ARE TO BE SUBMITTED

Completed Building Permit Application and Application Fee

Coordinating Registered Professional (Architect/P.Eng.) Letter of Assurance (Schedule A)

Architectural Drawings – 2 copies, plus:

- Letters of Assurance (Schedule B)
- Site Plan and Parking Layout (2 copies)
- Landscaping working drawings and estimate (2 copies)
- BC Building Code Analysis

Structural Drawings – 2 sealed sets plus:

- Letters of Assurance (Schedule B)

Mechanical Drawings – 2 sealed sets plus:

- Letters of Assurance (Schedule B)

Plumbing Drawings – 2 sealed sets plus:

- Letters of Assurance (Schedule B)

Fire Suppression (Sprinkler Drawings) – 2 sealed sets plus:

- Letters of Assurance (Schedule B)
- Hydraulic calculations – 2 sealed sets

Electrical Drawings – 2 sealed sets (including fire alarm and emergency lighting) plus:

- Letters of Assurance (Schedule B)

Civil Drawings – 2 sealed sets that must include:

- Design of on-site and off-site servicing
- Lot Grading Plans
- Storm Water Management Plan
- Erosion and Sediment Control Plan
- Letters of Assurance (Schedule B)
- Third Party Utility Plan
- Sealed Engineered Cost Estimate for Off-Site Works

Geotechnical Report – 1 sealed original, 1 copy plus:

- Letters of Assurance (Schedule B)

Development Permit Number: _____

ADDITIONAL ITEMS THAT MAY BE REQUIRED

(REQUIRED)	(SUBMITTED)
Appointment of Agent (if applicant is other than owner or Coordinating Registered Professional)	
Alternative Solutions Report – 1 sealed original	
BC Housing registration documents for residential occupancies (documents are required prior to Building Permit Issuance)	

ADDITIONAL PERMITS WILL BE REQUIRED FOR:

Signage (Planning Division – Sign Permit)	
Retaining Walls (over 1.2 meters or structurally supporting the building) – Building Permit	
Tenant Improvements (Building Permit)	

ANY NECESSARY REZONING, DEVELOPMENT PERMIT, OCP AMENDMENTS, ETC, PERMITS ARE TO BE APPROVED AND COMPLETED PRIOR TO SUBMITTING FOR BUILDING PERMIT.

Incomplete applications will be returned to the applicant. If you have any questions or require any additional information, please contact the City of Courtenay's Building Division by phone, 250-703-4862, or email, building@courtenay.ca. This guideline should not be used as a substitute for existing building codes or other regulations. The building owner is responsible for compliance with all codes, bylaws, and other regulations whether or not described in this guideline.