

- **COMMERCIAL**
- **MULTI-RESIDENTIAL**
- **INDUSTRIAL**
- **INSTITUTIONAL**

⇒ **New Buildings**

Submit this completed checklist with your Building Permit application form for:

- **New principal buildings**
- **New detached accessory buildings**

Address: _____

Building Footprint (m² or ft²): _____ **Number of building storeys:** _____

Type of Occupancy (restaurant, retail, office etc): _____

Building plans submitted **must** comply with the current BC Building Code (BCBC), The City of Nelson Zoning Bylaw, Building Bylaw and Off-Street Parking and Landscape Bylaw.

It is the responsibility of the Property Owner to ensure all regulations and requirements are met.

RED TEXT → required to accept your application.

BLUE TEXT → will be required prior to issuance of your Building Permit.

GREEN TEXT → if applicable.

- TITLE SEARCH(s)** for ALL lots
(no older than 30 days)
- COPIES OF ALL NON-FINANCIAL CHARGES** listed on the Title(s)
- BUILDING CODE DATA SHEET**
- COMPLEX COMPONENTS/DESIGN**
All components, systems or design not contained within Part 9 of the BCBC must be reviewed by a Registered Professional Engineer (Examples: manufactured beams, trusses, point loads, fire suppression, ICF foundations...)
Sealed drawings and Schedules or Letters of Assurance will be required.

- Sealed Drawings, Schedules and Reports from (as required):**
 - Coordinating Registered Professional**
For buildings over 600 m² and/or 4 or more storeys in building height.
 - Architectural**
 - Mechanical Engineering**
 - Fire Suppression Engineering**
 - Mechanical Engineering**
 - Structural Engineering**

BUILDING PERMIT APPLICATION CHECKLIST

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All Plans to be drawn accurately and to the following minimum scale: Site Plan 1:100 or 1/8"=1'; All other Plans 1:50 or 1/4"=1'

BUILDING CODE ANALYSIS

ZONING ANALYSIS

SITE PLAN

- Street names & north arrow
- Street address and full Legal Description
- Property lines and lot dimensions
- Setbacks of ALL buildings to property lines (new and proposed) - include decks, sheds, cantilevers
- Parking, loading, bike and waste requirements per approved Development Permit
- Locations of new buildings
- Show easements, Right-of-Ways, setbacks to watercourses (where applicable)

SITE SERVICING PLANS

FOUNDATION PLANS

ARCHITECTURAL PLANS

STRUCTURAL PLANS

MECHANICAL & ELECTRICAL PLANS

ELEVATION PLANS of all sides

CROSS-SECTIONS

SPECIFICATIONS

- Building Envelope/Energy Requirement Analysis
- Specs on all construction
- Alternative Solutions report

OTHER

- Restaurants and/or liquor establishments: Seating plan clearly indicating area for public use, stages, and areas for staff - fully dimensioned
- Kitchen drawings for commercial kitchens
- Locations of required ventilation (ie: for commercial kitchens)
- Health Department approval

PLUMBING PERMIT

For any plumbing fixtures being added, removed or altered.
All work must be performed by a Licensed Plumber

DEVELOPMENT PERMITS required for:

- All exterior changes or renovations in Development Permit Area 2 (Downtown & Waterfront)**
- Some exterior changes or renovations in Development Permit Area 1 (General Commercial, Industrial and Multi-Residential – outside of Downtown/Waterfront)**
- All changed or altered signs in Sign Area A**
- Sidewalk patios**

NOTE: Upon review of your application further information may be required

End of Form