

## RESIDENTIAL – Interior Renovations

Submit this completed checklist with your Building Permit application form if you are building or renovating a:

- Interior renovations to a residential dwelling
  - \* Does NOT include Secondary Suites
  - \* Does NOT include Building Additions

Address of Project: \_\_\_\_\_

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.**

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

**RED TEXT** → required to accept your application.  
**BLUE TEXT** → will be required prior to issuance of your Building Permit.  
**GREEN TEXT** → if applicable.

- |  |  |
|--|--|
| <input type="checkbox"/> <b>TITLE SEARCH(s)</b> for ALL lots<br>(no older than 30 days)    | <input type="checkbox"/> <b>VENTILATION CHECKLIST</b>  |
| <input type="checkbox"/> <b>COPIES OF ALL NON-FINANCIAL CHARGES</b> listed on the Title(s) | <input type="checkbox"/> <b>COMPLEX COMPONENTS/DESIGN</b><br><i>All components, systems or design not contained within Part 9 of the BCBC must be reviewed by a Registered Professional Engineer.<br/>(Examples: manufactured beams, trusses, point loads, fire suppression, ICF foundations...)<br/>Sealed drawings and Schedules or Letters of Assurance will be required.</i> |
| <input type="checkbox"/> <b>LOT CONSOLIDATION</b>  |  |

Continued over →

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**FLOOR PLANS of all affected storeys**

*Drawn accurately to a minimum scale of 1:50 or 1/4"=1'*

- Outside dimensions
- Inside room dimensions including hallways
- Purpose of all rooms (kitchen, bedroom etc)
- Highlight areas to be renovated
- Footings, foundation walls, slab, crawlspace construction details (if altered or new)
- Proposed wall structure including footing, foundation, floor construction, wall construction, roof construction, beam and lintel sizes, include wall covering details, as applicable
- Details of all load bearing walls or point loads (if removing walls)
- Details of fire-rated walls, doors, floor and ceiling assemblies separating the principal suite from the secondary suite, as applicable
- Joist size and layout, if changing
- Wall construction details, if changing
- Beam construction details, if changing
- Door, window & skylight sizes – label new or existing
- Stair width, rise & run
- Floor to ceilings heights, and height to undersides of beams and stairs
- Locations of plumbing fixtures
- Locations of smoke and carbon monoxide detectors, if bedrooms are affected
- Detail principal exhaust fan, kitchen, bathroom and laundry room venting & ducts/ duct lengths, if affected

**ELEVATION PLANS of all sides of the building with new/changed windows and/or doors only**

*Drawn accurately to a minimum scale of 1:50 or 1/4"=1'*

- Total area (m2 or ft2) of windows/doors on each wall (*on the sides with new windows/doors only*)
- Existing window and door sizes
- Finished grade
- Floor to ceiling height of all storeys
- Indicate portion(s) of building being renovated
- Exterior finishes and flashing at new windows/doors

**CROSS SECTIONS & DETAILS of all storeys**

*Drawn accurately to a minimum scale of 1:50 or 1/4"=1'*

- Footing and foundation wall details, if applicable
- Wall construction for new walls and connection to existing walls
- Ceiling and roof construction and insulation/vapour barrier, if changing
- Location and size of framing (beams, joists etc), as applicable
- Stair dimension including headroom
- Headroom height (under ceilings, beams, bulkheads)

**End of Form**