

RESIDENTIAL – Detached Accessory Buildings

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

- Detached Garage or Carport
- Shed
- Other detached outbuildings

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.

- TITLE SEARCH(s)** for ALL lots
(no older than 30 days)
- COPIES OF ALL NON-FINANCIAL CHARGES** listed on the Title(s)
- LOT CONSOLIDATION**
- SURVEYED CERTIFICATE OF LOCATION**
by a Registered BC Land Surveyor performed as soon as possible after placing concrete foundations.
**It is also recommended that the surveyor pin the footings or foundation walls prior to placing concrete*
- GEOTECHNICAL ENGINEERING**
Schedules and reports
- 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.*

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SITE PLAN

Drawn accurately to a minimum scale of 1:100 or 1/8"=1'

- Street names & north arrow
- Street address and full Legal Description
- Property lines and lot dimensions
- Setbacks of buildings to property lines
- Parking & driveway I
- Location and full dimension of all buildings on the site (include decks, shed, carport, cantilevers)
- Lot coverage calculations
- Show easements & Right-of-Ways (where applicable)
- Locations of utility services

FLOOR PLANS

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

- Outside dimensions
- Inside floor dimensions and use of all rooms
- Footings, foundation walls, slab, crawlspace construction details
- Beam sizes & locations
- Point loads (if required)
- Rafter size and layout
- Truss layout (if required)
- Joist size and layout
- Wall construction details
- Door, window & skylight sizes – label new or existing
- Stair width, rise & run

ELEVATION PLANS of all four sides

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

- Roof overhang and projections on all sides
- Windows, doors & gable vents on all sides
- Finished grade on all sides
- Average building height
- Roof pitch
- Floor to ceiling height of all storeys
- Total area (m2 or ft2) of windows & doors on each wall
- Indicate portion(s) of building being renovated
- Railing details
- Exterior finishes and flashing

CROSS SECTIONS & DETAILS

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

- Finished grade
- Footing details, including depth & perimeter drains
- Foundation wall, including height, damp-proofing, ventilations, insulation
- Above foundation walls with materials & dimensions
- Wall construction
- Insulation/vapour barrier and interior/exterior finishing materials
- Floor/slab including under-slab preparation
- Ceiling construction and insulation/vapour barrier
- Roof including materials, ventilation, drainage
- Stair dimension including headroom
- Floor to ceiling height
- Mechanical drawings (HVAC, etc)

End of Form

OFFICE USE ONLY	FILE #
Form Completed	