

Addition or Renovation to Single Family Dwelling/Duplex Checklist

Address: _____ Date: _____

Please note that only complete applications will be accepted. Please attach this checklist when submitting the application.

- ☐ **Building Permit Application**
Completed form including:
 - Property information
 - Contact information
 - Building area and estimated value of construction
 - Property size and zoning
 - Signed and dated by the owner or agent

- ☐ **Plumbing Permit Application (Applicable if altering, extending or changing any plumbing)**

- ☐ **TECA Ventilation Checklist (If Applicable)**
Relevant TECA Ventilation Checklist completed

- ☐ **Owner Authorization Form (If Applicable)**
Required when an agent is submitting the application on behalf of the property owner.
Must be completed and signed by the property owner.

- ☐ **Land Title**
If the land title is not supplied with the application, an additional charge of \$12.50 (\$11.37 + 10% Admin fee) will be added to the building permit fee for the City to acquire the title.
Any additional charges for restrictive covenants (+ 10% admin fee) will be added to the building permit fee

- ☐ **Site Plan- See example of Site Plan Drawing**
Drawn to scale, showing:
 - North arrow
 - Property lines
 - The road and any lanes
 - Any existing buildings and structures
 - Zoning setbacks and ensuring that they are met
 - A buffer distance of at least 1.5 meters (5') between buildings on the property
 - The location and dimensions of the proposed construction on the site showing the nearest measurement to each parcel boundary. (including decks and covered decks).

Refer to the Zoning Map and Zoning Bylaw for setbacks.

<https://www.dawsoncreek.ca/departments/corporate-administration/bylaws/>

☐

Floor Plan-See example of Floor Plan Drawing

Drawn to scale, showing:

- If Applicable- Foundation drawings: Footing size, type of foundation, rebar placement, waterproofing and weeping tile including sump pit location and tie-in
- Each floor- Showing the dimensions and use of all existing rooms and other areas and proposed rooms or area. Location, size, type, and swing of doors, and location, size, and opening of windows
- Proposed construction- Foundation drawings with footing size, foundation type, rebar placement, waterproofing and weeping tile including sump pit location and tie-in. Room location showing size, type, and swing of doors, and location, size, and opening of windows
- Cross sections of the building taken at sufficient locations to adequately illustrate all structural details and finishes
- Location of smoke and carbon monoxide alarms
- Location and construction of any exterior decks or covered decks
- Location of floor drains. (If Applicable)

☐

Typical Wall Section- See example of Typical Wall Section Drawing

Form completed

☐

Engineered Floor Plan (If Applicable)

Required if the flooring is not conventionally framed. **Must be stamped by a Professional Engineer.**

☐

Truss Plan (If Applicable)

Required if the plan is utilizing trusses. **Must be stamped by a Professional Engineer.**

Building Permit Application

Property Information

Civic Address		PID
Legal Description		
Property Area (m ²)	Zoning Designation	

Project Information

<input type="checkbox"/>	Single Family Dwelling	<input type="checkbox"/>	Duplex up to 5-plex	<input type="checkbox"/>	Apartment
<input type="checkbox"/>	Shed	<input type="checkbox"/>	Deck	<input type="checkbox"/>	Detached Garage
<input type="checkbox"/>	Tenant Improvements (Commercial/Industrial)	<input type="checkbox"/>	New construction (Commercial/Industrial)	<input type="checkbox"/>	Manufactured Home
<input type="checkbox"/>	Wood Stove	<input type="checkbox"/>	Demolition	<input type="checkbox"/>	SFD Renovation/Addition
Estimated Value			Area of Project (m ²)		
Occupancy Classification			Does this Building Fall Under Part 3 or Part 9 of BC Building Code?		
Occupancy Classifications: Group A: Assembly Group B: Care, Treatment, and Detention Group C: Residential Group D: Office & Personal Services Group E: Mercantile Group F: F-1 High Hazard Industrial F-2 Medium Hazard Industrial F-3 Low Hazard Industrial			Part 3 Buildings Consist of: <ul style="list-style-type: none"> • Group A • Group B • Group F-1 • Buildings exceeding 600m² in building area 		Part 9 Building Consist of: <ul style="list-style-type: none"> • Group C • Group D • Group E • Group F-2 • Group F-3 • Buildings under 600m² in building area

Property Owner Information

Name	Company
Address	City & Province
Email	Postal Code
Phone	Fax

Contractor Information

Name		Company	
Address		City & Province	
Email		Postal Code	
Phone	Fax	Business Licence Number	

Agent / Tenant Information

Is an agent submitting the application on behalf of the property owner? ☐ Yes ☐ No

If Yes, the Owner Authorization form needs to be completed and submitted.

Will there be commercial tenants? <input type="checkbox"/> Yes <input type="checkbox"/> No	Tenant Company Name
Contact Person	Business Licence Number
Address	City & Province
Email	Postal Code
Phone	Fax

1. I acknowledge that if I am granted a building permit pursuant to this application that I am responsible for compliance with the current edition of the British Columbia Building Code, this bylaw and any other applicable enactment, code, regulation or standard relating to the work in respect of which the permit is issued, whether or not the said work is undertaken by me or by those whom I may retain or employ to provide design and/or construction services.
2. I acknowledge that neither the issuance of a permit under this bylaw, the acceptance nor review of plans, specifications, drawings or supporting documents, nor inspections made by or on behalf of the City constitute a representation, warranty, assurance or statement that the current edition of the British Columbia Building Code, the City of Dawson Creek's Building Bylaw, Subdivision and Development Servicing Bylaw, and Sign Bylaw or any other applicable enactment, code, regulation or standard has been complied with.
3. Where the City requires that Letters of Assurance be provided by a Registered Professional pursuant to Section 11 of the City of Dawson Creek Building Bylaw and Section 55 of the Community Charter I confirm that I have been advised in writing by the City that it relied exclusively on the Letter of Assurance of "Professional Design and Commitment for Field Review" prepared by in reviewing the plans, drawings, specifications and supporting documents submitted with this application for a building permit.
4. I confirm that I have relied only on the said Registered Professional for the adequacy of plans, drawings, specifications and supporting documents submitted with this application.
5. I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a building permit by the City pursuant to this application and in respect of the execution of this acknowledgement.

I hereby agree to indemnify and keep harmless the City of Dawson Creek against all claims, liabilities, judgements, costs and expenses which may, in any way, occur against the said City in consequence of and incidental to, the granting of this permit, if issued. I further agree to conform to all requirements of the Building Bylaw and all other statutes and bylaws in force in the City of Dawson Creek.

Name (Please Print)

Signature

Date

Arrange for inspections by phone or email

Phone: 250-784-3618

Email: buildinginspection@dawsoncreek.ca



Owner Authorization Form

FILE NUMBER: _____ - _____

PROPERTY INFORMATION

Municipal Address(es): _____

Legal Description(s): _____

Project Description: _____

Registered Owner Name(s): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ E-mail Address: _____

Please be advised that I/we, the registered owner(s) of the above mentioned property(ies),
(select one)

- ☐ will apply for all applications related to the above mentioned project.
- ☐ authorize the following agent to apply for all applications related to the above mentioned project on my/our behalf

Agent Name		Agent Company	
Mailing Address			
City:	Province:	Postal Code:	
Telephone:	Cell:		
Email address:			

I/We agree to immediately notify the City of Dawson Creek, in writing, of any changes regarding this information.

Owner's Name(s) (printed): _____

Owner's Signature(s): _____ Date: _____

SITE PLAN EXAMPLE

Addition/Renovation Application

Building Department

10105 - 12A St, Dawson Creek, V1G 3V7

Tel: 250-784-3600 Fax: 250-782-3352

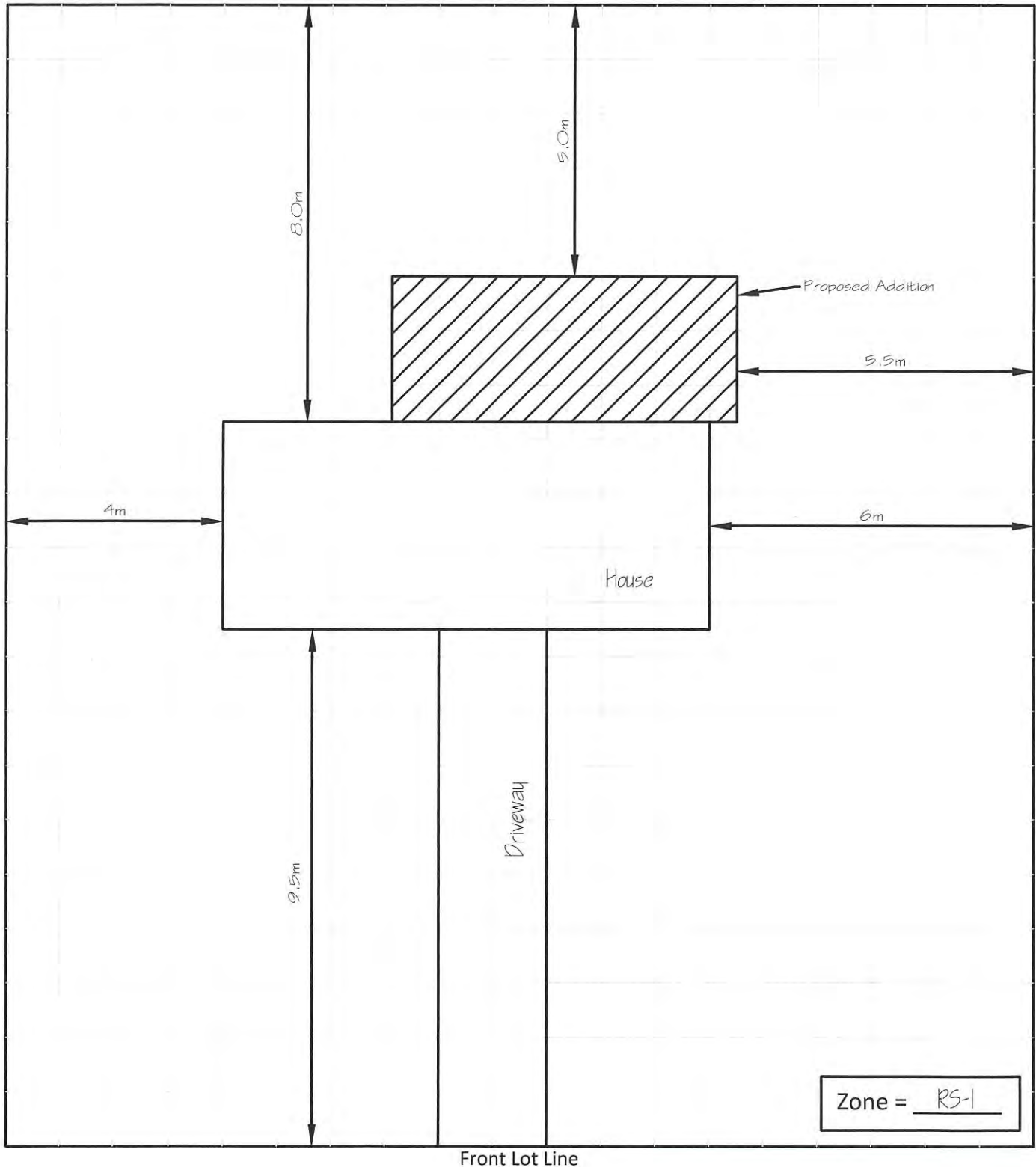
www.dawsoncreek.ca

Address: 2865 Thornhills Ave

Contact Name/Number: Builder Bob 250-555-1234

Please note existing building locations and distances from lot lines for any additions or decks.
This template does not need to be used if submitted on graph paper or as an architectural drawing set.

Scale: 1 Square = 1m





SITE PLAN

Addition/Renovation Application

Building Department

10105 - 12A St, Dawson Creek, V1G 3V7

Tel: 250-784-3600 Fax: 250-782-3352

www.dawsoncreek.ca

Address: _____ Contact Name/Number: _____

Please note existing building locations and distances from lot lines for any additions or decks.
This template does not need to be used if submitted on graph paper or as an architectural drawing set.

Scale: 1 Square = _____

A large rectangular area with a light gray grid pattern, intended for drawing the site plan. The grid is composed of small squares.

Zone = _____

Front Lot Line

FLOOR PLAN EXAMPLE

Addition/Renovation Application

Building Department

10105 - 12A St, Dawson Creek, V1G 3V7

Tel: 250-784-3600 Fax: 250-782-3352

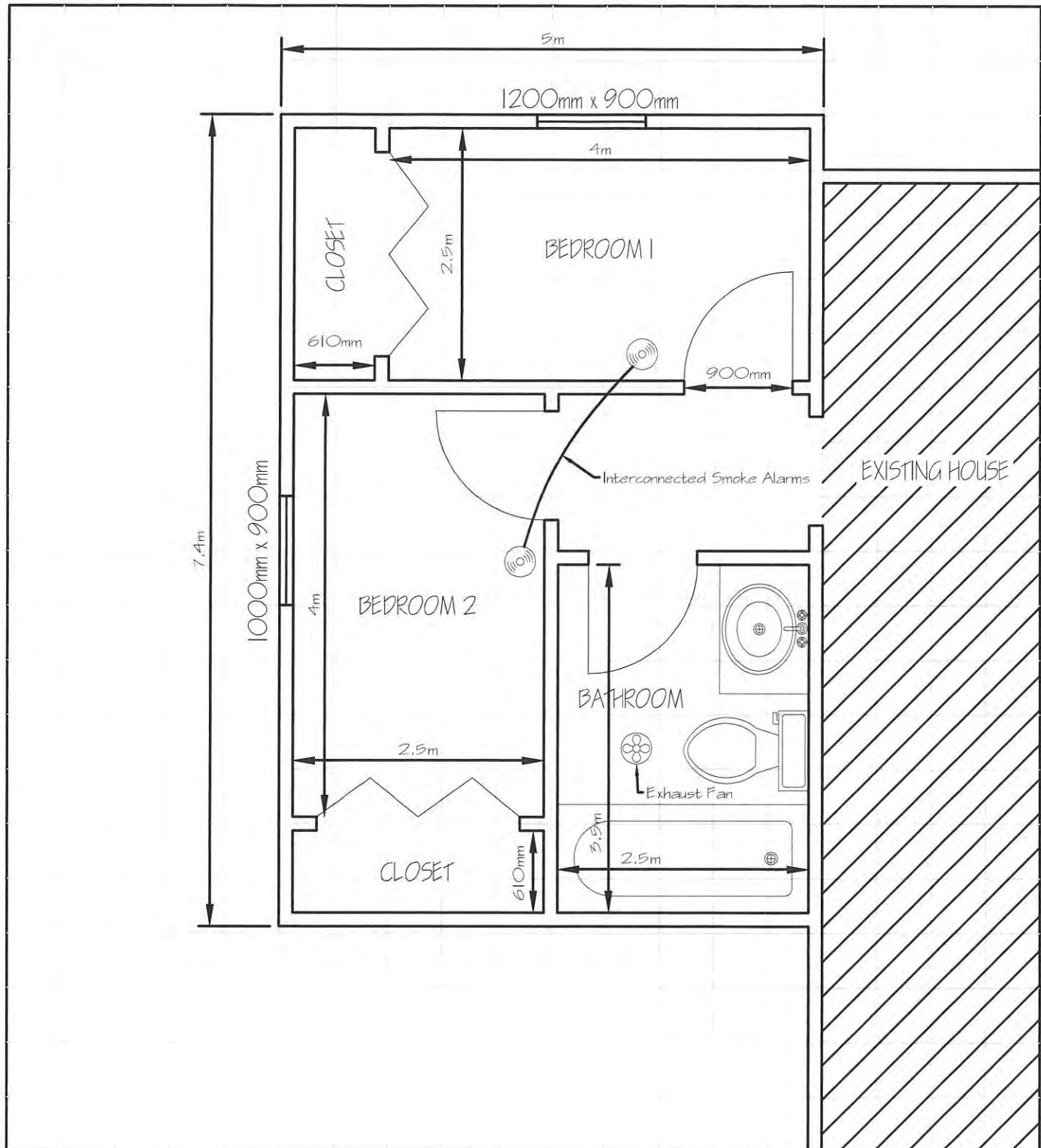
www.dawsoncreek.ca

Address: 2865 Thornhills Ave

Contact Name/Number: Builder Bob 250-555-1234

This template does not need to be used if submitted on graph paper or as an architectural drawing set.

Scale: 1 Square = 0.5m



FLOOR PLAN

Addition/Renovation Application

Building Department

10105 - 12A St, Dawson Creek, V1G 3V7

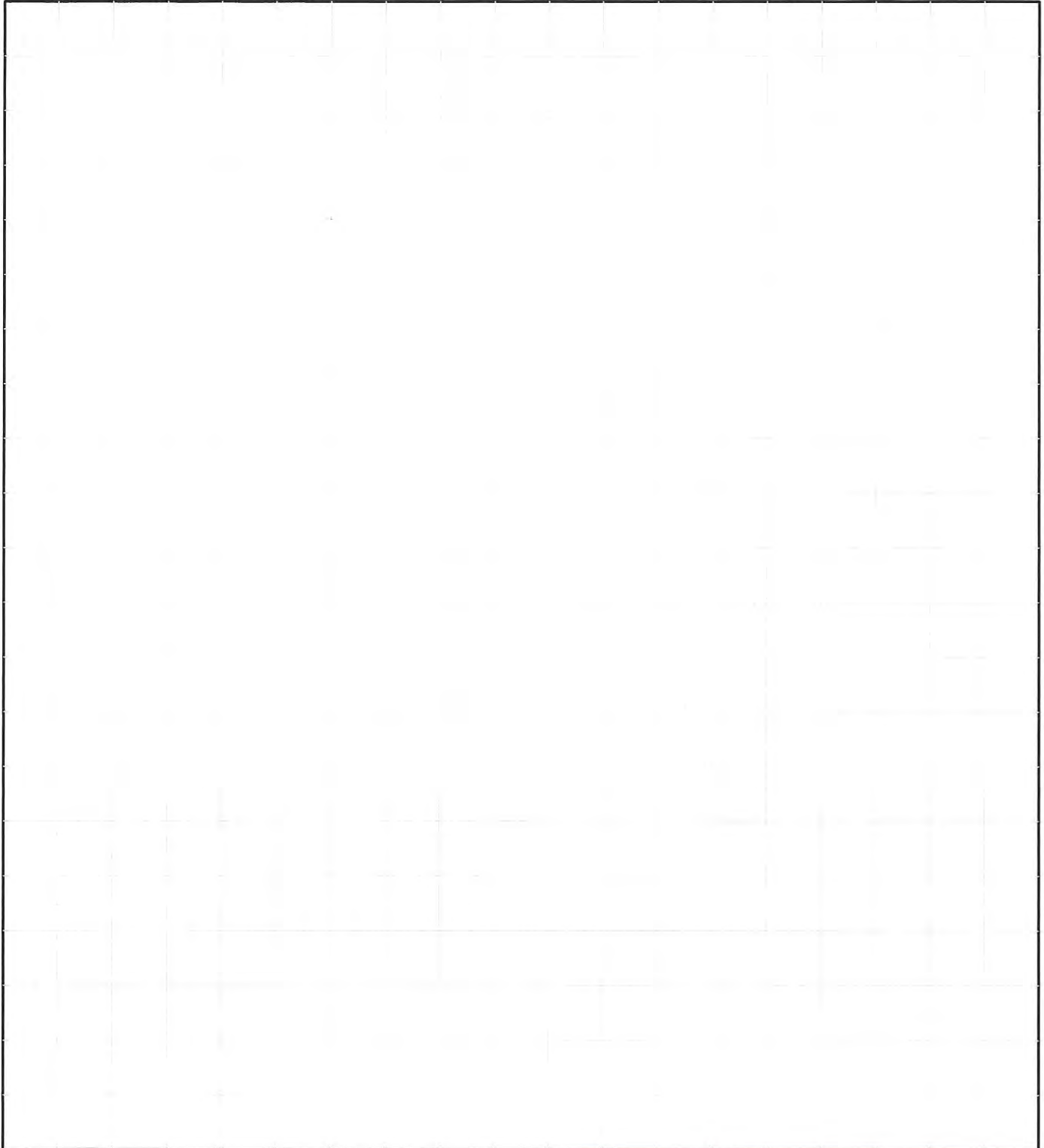
Tel: 250-784-3600 Fax: 250-782-3352

www.dawsoncreek.ca

Address: _____ Contact Name/Number: _____

This template does not need to be used if submitted on graph paper or as an architectural drawing set.

Scale: 1 Square = _____



TYPICAL WALL SECTION

Addition/Renovation Application

Building Department

10105 - 12A St, Dawson Creek, V1G 3V7

Tel: 250-784-3600 Fax: 250-782-3352

www.dawsoncreek.ca

Building Dimensions _____ x _____

Roofing finish _____

Sheathing thickness _____

Sheathing type _____

Roof slope _____

Rafter size _____ Spacing _____ OC

Ceiling Joist Size _____ Spacing _____ OC

OR

Truss Plan Attached? _____

Wall height _____

Wall studs 2 x _____ spacing _____ OC

Vapour barrier _____

Window u-value _____

Sheathing type _____

Sheathing thickness _____

Insulation type _____ R-value _____

Air barrier (house wrap/tar paper) _____

Flashing _____

(window flashing shall terminate at each end with end-dam of not less than 25mm in height)

Exterior cladding type _____

Floor joist size _____

Joist spacing _____ OC

Sub Floor Material _____

Foundation wall thickness _____

Rebar size _____ spacing _____ OC

Insulation _____

Height of wall _____

Footing size _____ x _____ x _____

Rebar size _____ spacing _____ OC

Depth _____ (min 1.5m / 5')

Ceiling finish type _____

Ceiling finish thickness _____

Interior wall finish type _____

Interior wall finish thickness _____

Interior finished floor material

NOTE: All sheathing joints must be staggered a minimum of 600mm.

