

DISTRICT OF KITIMAT

BUILDING PERMIT



Documentation Submittal Checklist

BUILDING INSPECTION DEPARTMENT
Ph. 250-632-8900 Fax: 250-632-4995

Civic Address _____ Roll # _____
Lot _____ Block _____ Plan _____ P.I.D. _____

In order to process your Building Permit Application in a timely manner, please ensure the following has been completed prior to submittal of your application. Please note that some items may not be applicable to your project.

- If your project may be in conflict with either the Kitimat Municipal Code or Kitimat's Official Community Plan, please contact the Community Planning & Development Department to discuss your project before applying for a Building Permit. Building Permit(s) will not be issued until required approval(s) have been obtained from the Community Planning & Development Department or Kitimat Council.
- Additional information and documentation may be requested following submission of your application.

List of Documentation / Drawings to be Submitted Prior to Acceptance of Building Permit Application	Submitted <input checked="" type="checkbox"/>	Office Use
Building Permit Application — Standard Permit (FORM A) or Complex Permit (FORM B)		
Building Permit Documentation Submittal Checklist		
Acknowledgement of Owner (SCHEDULE B) -Acceptance of Owner's responsibility for meeting all <i>BC Building Code</i> and <i>Kitimat Municipal Code</i> requirements.		
Owner's Authorization Form (SCHEDULE C) - Permission for representative to act on behalf of the owner.		
Damage Deposit Form + Fee (SCHEDULE G)		
Land Title Search - This can be obtained from the BC Land Title and Survey Authority of British Columbia. Visit www.ltsa.ca for more information. Must be dated within 30 days of the date of the application. If any restrictive covenants, easements, statutory Rights-of-Way or any other special conditions on the property, copies of these documents must accompany your application. Ownership Papers in lieu of Land Title Certificate would be accepted for recently purchased properties.		
HPO Registration - Applicable to all single, two-family and multi-family home construction and major renovations. Visit www.bchousing.org for more information.		
Letter from Strata Council - If your property is Strata Titled then include a letter approving proposed construction.		
Plumbing Permit Application (FORM C) - For all new plumbing installations including new construction.		
Homeowner's Plumbing Declaration (SCHEDULE L) - For homeowner's performing plumbing work		
Building Code Analysis — required for Part 3 Complex Buildings and upon request by the AHJ for Part 9 Buildings; to be signed and sealed by the person responsible for the design;		
Construction Drawings — <u>2 sets</u> of detailed design drawings are required at time of application. See List of Drawing Requirements attached for more information.		
<ul style="list-style-type: none"> • Architectural Drawings – if an Architect is required for the project, all architectural drawings are to be signed, sealed and dated by a member of the Architectural Institute of BC (AIBC) prior to submittal <ul style="list-style-type: none"> • Site Plan / Drainage and Grading Plan • Foundation Plan – refer to Building Bylaw Bulletin 16-01 for engineering requirements for Part 9 buildings • Floor Plan(s) – one drawing for each floor • Elevation(s) – one drawing for each elevations (front, rear and sides) • Section(s) – minimum two sections required • Structural Drawings – If required, all structural drawings and submittals including Part 4 components are to be signed, sealed and dated by a member of the Engineers and Geoscientists of BC (EGBC). Please refer to Bylaw Bulletin 16-01 for engineering requirements for Part 9 buildings. <ul style="list-style-type: none"> • Engineered Foundation Drawings • Engineered Floor Joist Layout and Drawings - layout to show <u>all point loads</u> clearly labelled 		

	<ul style="list-style-type: none"> • Engineered Beam/Column Layout and Drawings 		
	<ul style="list-style-type: none"> • Engineered Roof Truss Layout and Drawings – layout to show <u>all point loads</u> clearly labelled 		
	<ul style="list-style-type: none"> • Pre-engineered Steel Building Drawings 		
	<ul style="list-style-type: none"> • BCBC Part 4 Component Engineering Drawings 		
	<ul style="list-style-type: none"> • Mechanical Drawings – if applicable, provide the following drawings: <ul style="list-style-type: none"> • Plumbing Drawings – shows piping plans, piping schematics, materials, and fixtures used in the installation of all piping, fixtures, and appliances associated with sanitary and storm drawing age, venting and water supply • Mechanical HVAC and Ventilation 		
	<ul style="list-style-type: none"> • Electrical Drawings – if applicable, including alarm and electrical drawings: 		
	Letters of Assurance		
	<ul style="list-style-type: none"> • BCBC Schedule A – required for all Part 3 Buildings; may be required upon request by the AHJ for Part 9 Buildings. • BCBC Schedule B – required for all Part 3 Buildings; may be required upon request by the AHJ for Part 9 Buildings. <ul style="list-style-type: none"> • Architectural • Structural • Mechanical <ul style="list-style-type: none"> ▪ Plumbing, ▪ Mechanical (HVAC) ▪ Fire Suppression • Electrical <ul style="list-style-type: none"> ▪ Fire Alarm • Civil • Geotechnical 		
	Registered Professionals' Proof of Insurance (SCHEDULE D) – One form required for each Registered Professional		
	Geotechnical Report –may be required due to scope of work and site conditions.		
	Site Profile – must be completed for all demolitions where any Schedule 2 activities have taken place in the past. https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation		
	Application for Solid Fuel Burning Appliance Permit – Include a copy of the manufacturer's installation instructions for all fireplaces, woodstoves & stove/chimney pipes		
	TECA Ventilation Checklist – For Single, Two-Family and Multi-Family Buildings only		
	Application for Water Service and Water Meter Installation		
	Request for Water Shut-Off or Turn-On Application		
	Request for Sewer Shut-Off or Turn-On Application - Only applicable to subdivisions with low pressure sanitary sewer systems.		
	Septic Sewerage System and Holding Tank Approval - For properties without municipal sewer service (ie. Cable Car subdivision, Kitimaat Village Road): <i>Northern Health</i> must approve all new septic systems or alterations to existing septic sewer systems and holding tanks. Visit the following for more information https://northernhealth.ca/YourHealth/EnvironmentalHealth/SewerageandSubdivision.aspx.aspx		
	Water System Operating Approval - For properties without municipal water services: owner or operator of any system which provides water for domestic purposes is required to have a valid water supply operating permit from Northern Health. Visit the following for more information https://northernhealth.ca/YourHealth/EnvironmentalHealth/DrinkingWaterSafety/Permits.aspx		
	Driveway Permit Application - For all new driveways, changes or reconstruction of existing driveways		
	Application for Curb Cut – For all new driveways, extension of existing driveways or replacement of existing curb.		
	Culvert Installation Permit - For properties with access across a municipal ditch (above ground storm water system).		
	BC Ministry of Transportation and Infrastructure (MOTI) Approval - For properties abutting a provincial highway, submit proof of MOTI approval		