



## ACCESSORY BUILDING APPLICATION CHECKLIST

See next page for an explanatory guide to this checklist.

### ACCESSORY APPLICATION REQUIREMENTS

#### ACCESSORY BUILDING

- Building permit application
- Corporate Registration/summary (if required)

#### TWO SETS OF BUILDING PLANS, INCLUDING:

- Site plan(s)
- Elevations
- Foundation
- Cross-section
- Floor plan(s)
- Truss/floor beam layout showing point loads

#### SOME PROJECTS MAY REQUIRE:

- Sewage disposal approval
- Registered Professional\*\*

Application requirements vary for accessory buildings due to size and assembly of building. For example, a registered professional will be required for a pre-assembled building. This checklist is meant to be used as a guideline and specific requirements may be requested throughout the application review process.

#### FEES\*\*\*:

- Application fee (varies)
- Building permit fee (varies)
- Surcharge fee (varies)

### ADDITIONAL PERMITS THAT MAY BE REQUIRED

#### DEMOLITION APPLICATION

- Application (use same form as Building permit application)
- Corporate Registration/summary (if required)
- Demolition permit fee (\$50) & deposit as applicable
- Site plans (two copies)
- Building demolition form (confirmation of utility disconnection)

#### PLUMBING PERMIT

- Plumbing permit application\*
- Plumbing permit fees

\*Typically TQ plumbers apply for this permit. If owner applies for this permit, please provide a plumbing schematic for inspector review.

\*\*Required engineered drawings must accompany application package at time of submittal. In addition to Schedule B, we require a copy of the Letter of Assurance and Registered Professional's Proof of Insurance.

\*\*\*Building Permit fee is based on construction value.

#### CONTAMINATED SITES & CONSTRUCTION

Under BC Law, Building Permits which involves any excavation must submit a *Site Disclosure Statement* which discloses the history of the land, specifically if ANY of the commercial or industrial uses/activities on the Prov Gov list (called *Schedule 2*) took place. Link to Schedule 2: [Contaminated Sites Regulation - Schedule 2](#)

If the owner can attest that none of these activities happened on the land, they may opt to complete the **Contaminated Site Declaration** on page 2 of the BP application. Otherwise they must complete the *Schedule 1 Site Disclosure Statement*. For more information go to: [Contaminated Sites - Province of BC \(gov.bc.ca\)](#)


#### FOR OFFICE USE:

DATE:

APPLICATION NUMBER:

## HOW TO COMPLETE THE APPLICATION PACKAGE

### Building Permit Application

All owners named on the property title are required to initial and sign the Application form. See  throughout the application for places to initial and sign.

In the event that a company owns the property, complete the '**Company-Owner**' section. You must submit a copy of your current corporate registration/summary **OR** your certified AGM (of the current year) showing the authorized signatories. For institutions, please confirm your title/authorization.

### Two sets of Building Plans

**Two sets of building plans** are to be included with the application. For more details regarding drawing requirements, please reference page 2 of Guide to Building Permits. Drawings to be  $\frac{1}{4}"=1'-0"$ , typically 24 x 36, in size. At time of application we require preliminary truss and floor layouts (or schematics) including point load information from the truss supplier. The final stamped and sealed engineered truss/beam drawings are required at or prior to the framing inspection

### Sewage Disposal Systems

All buildings with indoor plumbing must have a sewerage system in compliance with the BC Sewerage System Regulation. **Depending on the use of the building, we may require onsite sewerage system approval.** More information may be obtained from the Interior Health Authority. Contact information for their main and satellite offices may be found on page 5 of Guide to Building Permits.

### Application Fee

**TNRD approved methods of payment are cash, debit or cheque.** Cheques are to be made payable to the "TNRD". Kindly note, there are no other payment options.