

# BUILDING PERMIT APPLICATION CHECK LIST

(Information for Applicant)

- PLAN CHECK DEPOSIT - \$ 100.00 new single-family dwelling  
\$ 200.00 new multi-family & commercial buildings
- HEALTH APPROVAL - Required for new buildings with plumbing or if bedrooms are being added to a single-family dwelling.  
- Could be submitted at a later date, but prior to issuance of a building permit.
- HIGHWAYS ACCESS - Required only if access is off a main highway;  
Not required if off a secondary road.
- DISCLAIMER - must be signed by one of the property owners and witnessed.
- TITLE SEARCH - must be obtained no more than 30 days prior to application  
- Owner must provide (obtain at BC Access Centre)  
- **Or** we can obtain it from BC ON-LINE for a fee of \$ 8.00
- COVENANTS – Owner must provide a copy of all the Covenants registered on Title  
- Covenants registered since 1992 we can obtain from BC ON-LINE for a fee of \$ 8.00 each;  
- Covenants registered prior to 1992 must be ordered from FIRST REGISTRY for a fee of \$ 20.00 each.
- SITE PLAN - Must have all the required details  
(see Sample Site Plan attached to application)
- CONSTRUCTION DRAWINGS - 2 sets are required  
- must provide adequate detail to clearly represent what is going to be built.

\*Note: The building permit process may be held up if plans are not submitted at time of application.

HOMEOWNER PROTECTION OFFICE (HPO) – Required for any **new** dwelling unit or for the **conversion** of a building to a dwelling unit.

**\*May be Owner/Builder or Licensed Builder (contractor) through the HPO**

1. **Owner/Builder** – Contact HPO to obtain ‘New Home Registration Form’.

**Homeowner Protection Office**

PO Box 11132 Royal Centre  
2270 – 1055 W Georgia Street  
Vancouver, BC V6E 3P3

Phone: 604-646-7050

Toll-Free: 1-800-407-7757

2. **Licensed Residential Builder** (contractor) - must submit proof of warranty insurance from HPO prior to issuance of a building permit.

MANUFACTURED HOME INFORMATION – Required prior to issuance of a permit.

- Obtain a T-number at the BC ACCESS Centre – this is a search at the Mobile Home Registry to make sure there are no liens against the manufactured home.

**A BUILDING PERMIT WILL NOT BE ISSUED UNTIL HPO APPROVAL HAS BEEN RECEIVED BY THE BUILDING DEPARTMENT.**