APPLICANT GUIDE

Compliance Checklist for Building Permit Applicants - Major Projects

Note: This checklist is provided as a convenience to the applicant in order to assess the level of completeness and compliance of a building permit submission prior to 4th and final reading of a Development Permit. Staff will use this criteria to evaluate the suitability of your early submission. Applicants will continue to use and submit the Building Permit Checklist for BP submissions.

This checklist applies to projects that:

1) Have obtained Third Reading for Rezoning and/or Development Permit; and
2) Will not be subject to major revisions between Third Reading and Final Reading; and
3) Will be able to comply with all Development Permit requirements at the time of Final Reading.

PART A: CHECKLIST - Development Services Requirements

1. Have all "further design considerations" in the Development Permit been resolved?
   As outlined in the report to Council or most recent review letter (urban design elements, form and character etc.)

2. Will Third Reading and Development Permit conditions be resolved prior to Fourth Reading? *Per Council's Minutes and Third Reading report, in order to be reviewed by staff for inclusion in the Final Reading Council report.*

3. Have all Alternative Solutions been approved *in principle* by the Building Permits Division Alternative Solutions Committee? *As referred to BPD by the Development Planning Group. Alternative Solutions may require further detailed review during BP review.*

4. Has the preliminary concept approval been granted for off-site servicing drawings from the Development Servicing File Manager?

5. Has the subdivision/consolidation plan been approved, or substantially advanced to the satisfaction of the Development Planning File Manager and the Building Permits Clerk responsible for property records and addressing?

6. Have all third party and outside agency approvals been received and/or approved?

7. Have you received the City's templates for all required legal documents?

8. Have all legal documents identified by the Development Planning File Manager been approved?

9. If not, will the outstanding documents cause the building permit application to be delayed?

PART B: CHECKLIST- Tenanted / Rental Buildings
Complete this checklist if there are existing purpose built rental and/or tenanted buildings

1. Have you issued a Notice to End Tenancy and applied for a Demolition Permit(s)?

2. Is the Demolition Permit application package complete and accepted by the Building Permits Division?

3. Has a Tenant Relocation and Assistance Strategy been submitted and accepted by staff?

PART C: CHECKLIST - Building Permit Requirements

1. Do you have an approved property addressing plan from the Development Servicing Clerk?
   Including, but not limited to, civic address assignments, floor and unit numbering, commercial tenant addresses etc.

2. Have you completed and submitted a civil engineering detailed design drawing package to the Development Servicing File Manager?

3. Do you have or have you completed the building permit and plumbing permit application checklists?

4. Have you met all Subdivision and/or Development Permit conditions related to Demolition Permits? If not, are there agreements in place for the timing of these?

5. Is a Coordinating Registered Professional required? If so, has he/she been engaged in this project?

6. Has a Construction Management Plan and a Construction Fire Safety Plan been completed?