

▶ **COMMERCIAL** ▶ **MULTI-RESIDENTIAL**
▶ **INDUSTRIAL** ▶ **INSTITUTIONAL**

⇒ **New Buildings**

Submit this completed checklist with your Building Permit application form for:

- **New principal buildings**
- **New detached accessory buildings**

Address: _____

Building Footprint (m² or ft²): _____ **Number of building storeys:** _____

Type of Occupancy (restaurant, retail, office etc): _____

Building plans submitted **must** comply with the current BC Building Code (BCBC), The City of Nelson Zoning Bylaw, Building Bylaw and Off-Street Parking and Landscape Bylaw.

It is the responsibility of the Property Owner to ensure all regulations and requirements are met.

RED TEXT → required to accept your application.

BLUE TEXT → will be required prior to issuance of your Building Permit.

GREEN TEXT → if applicable.

- TITLE SEARCH(s)** for ALL lots
(no older than 30 days)
- COPIES OF ALL NON-FINANCIAL CHARGES** listed on the Title(s)
- BUILDING CODE DATA SHEET**
- COMPLEX COMPONENTS/DESIGN**
*All components, systems or design not contained within Part 9 of the BCBC must be reviewed by a Registered Professional Engineer (Examples: manufactured beams, trusses, point loads, fire suppression, ICF foundations...)
Sealed drawings and Schedules or Letters of Assurance will be required.*
- Sealed Drawings, Schedules and Reports from (as required):**
 - Coordinating Registered Professional**
For buildings over 600 m² and/or 4 or more storeys in building height.
 - Architectural**
 - Mechanical Engineering**
 - Fire Suppression Engineering**
 - Mechanical Engineering**
 - Structural Engineering**

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All Plans to be drawn accurately and to the following minimum scale: Site Plan 1:100 or 1/8"=1'; All other Plans 1:50 or 1/4"=1'

- BUILDING CODE ANALYSIS**
- ZONING ANALYSIS**
- SITE PLAN**
 - Street names & north arrow
 - Street address and full Legal Description
 - Property lines and lot dimensions
 - Setbacks of ALL buildings to property lines (new and proposed) - include decks, sheds, cantilevers
 - Parking, loading, bike and waste requirements per approved Development Permit
 - Locations of new buildings
 - Show easements, Right-of-Ways, setbacks to watercourses (where applicable)
- SITE SERVICING PLANS**
- FOUNDATION PLANS**
- ARCHITECTURAL PLANS**
- STRUCTURAL PLANS**
- MECHANICAL & ELECTRICAL PLANS**
- ELEVATION PLANS of all sides**
- CROSS-SECTIONS**
- SPECIFICATIONS**
 - Building Envelope/Energy Requirement Analysis
 - Specs on all construction
 - Alternative Solutions report
- OTHER**
 - Restaurants and/or liquor establishments: Seating plan clearly indicating area for public use, stages, and areas for staff - fully dimensioned
 - Kitchen drawings for commercial kitchens
 - Locations of required ventilation (ie: for commercial kitchens)
 - Health Department approval
- PLUMBING PERMIT**
 - For any plumbing fixtures being added, removed or altered.
 - All work must be performed by a Licenced Plumber
- DEVELOPMENT PERMITS required for:**
 - All exterior changes or renovations in Development Permit Area 2 (Downtown & Waterfront)
 - Some exterior changes or renovations in Development Permit Area 1 (General Commercial, Industrial and Multi-Residential – outside of Downtown/Waterfront)
 - All changed or altered signs in Sign Area A
 - Sidewalk patios

NOTE: Upon review of your application further information may be required

End of Form