

The following items are to be filled out by your Designer (where applicable by scope of work).

Definitions for some terms are provided at the end of the document.

# RESIDENTIAL ADDITION DRAWING CHECKLIST

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**Civic Address:** \_\_\_\_\_

The checklist below outlines the information required to be included on the permit drawing submission.

## **Seismic Design**

- Part 9 Prescriptive design (show all braced wall bands, details and calculations where required by BCBC); or
- Part 4 Engineered Structural Design

<b>Addition to:</b>	
Deck Only	<a href="#">continue below</a>
Interior Only	<a href="#">continue to Page 2</a>
Exterior Only	<a href="#">continue to Page 3</a>

## **DECK ADDITIONS ONLY**

### **Site Plan**

- North arrow
- Correct lot size with dimensions
- Proposed building location and dimensions
- Location of all existing buildings
- Zoning setbacks
- SROW / Easements shown
- Watercourses and required setbacks
- All existing trees that are proposed to be retained (not removed) shall have their location and trunk diameter indicated
- Retaining wall locations and proposed heights (Top of Wall & Bottom of Wall)
- Deck, stairs and sidewalk locations
- Projections / cantilevered areas indicated

### **Floor Plans (items required where included in scope of new works, unless noted and confirmed existing)**

- Footing sizes / location
- Joist spans / sizes / spacing
- Beam / lintel sizes
- Bearing for point loads to foundation
- Landings (where required) with dimensions
- Stairs (rise / run / tread / headroom)
- Handrails (locations)
- Guards (location / heights)
- Fully dimensioned
- Truss or Rafter layout (for covered decks)

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# RESIDENTIAL ADDITION DRAWING CHECKLIST

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## **Elevations (items required where included in scope of new works, unless noted and confirmed existing)**

- Roof finish specified (for covered decks)
- Stairs shown
- Floor elevations specified
- Guards (location / heights)
- Lot grading and design consistent with existing grades as indicated on the Topographic survey

## **Cross Sections (through proposed addition)**

- Ceiling heights (for covered decks)
- Consistent with floor and foundation plans
- Geodetic Elevations (Floors, ceilings, and peak of roof)
- Protected soffit detail (for covered decks)

## **Construction Assemblies**

- All required assemblies listed
- Verified Code Compliant materials

## **INTERIOR ADDITIONS ONLY**

## **Floor Plans (items required where included in scope of new works, unless noted and confirmed existing)**

- Footing sizes / location
- Window Wells
- Windows (size / egress and safety glass)
- Joist spans / sizes / spacing
- Beam / lintel sizes
- Bearing for point loads to foundation
- Landings (where required) with dimensions
- Stairs (rise / run / tread / headroom)
- Door sizes
- Hallways (minimum width)
- Handrails (locations)
- Guards (location / heights)
- Ceiling heights (difference in ceiling heights to be noted)
- Plumbing fixture locations
- Rooms labeled
- Smoke / CO detector locations
- HWT and furnace locations
- Fully dimensioned

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# RESIDENTIAL ADDITION DRAWING CHECKLIST

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## **Elevations (where windows or doors are added)**

- Spatial calculations shown (additional design considerations may be required if located outside of the Fire Department 10 minute response time area)
- Window and door locations/sizing consistent with floor plans

## **Cross Sections (through proposed addition)**

- Wall ceiling heights
- Consistent with floor and foundation plans
- Geodetic Elevations (Floors, and ceilings)

## **Construction Assemblies**

- All required assemblies listed
- Verified Code Compliant materials

## **EXTERIOR ADDITIONS (Vertical and Horizontal)**

### **Site Plan**

- Zoning compliance summary
- North arrow
- Correct lot size with dimensions
- Proposed building location and dimensions
- Location of all existing buildings
- Zoning setbacks
- SROW / Easements shown
- Watercourses and required setbacks
- Objects in adjacent boulevard to be shown and identified (e.g. hydrants, trees, street lights, etc.)
- All existing trees that are proposed to be retained (not removed) shall have their location and trunk diameter indicated
- Location and dimension of driveway
- Existing and finished grade elevations to be shown at building and lot corners
- Retaining wall locations and proposed heights (Top of Wall & Bottom of Wall)
- Deck, stairs and sidewalk locations
- Projections / cantilevered areas indicated
- Location of rock-pit , well and/or septic field (where applicable)

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# RESIDENTIAL ADDITION DRAWING CHECKLIST

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## **Floor Plans (items required where included in scope of new works, unless noted and confirmed existing)**

- Footing sizes / location
- Slab / Wall thickness specified
- Window Wells (sizing / protection)
- Windows (size / egress and safety glass)
- Radon Ready
- Truss layout (location and reactions of point loads)
- Joist spans / sizes / spacing
- Beam / lintel sizes
- Bearing for point loads to foundation
- Landings (where required) with dimensions
- Stairs (rise / run / tread /headroom)
- Door sizes
- Hallways (minimum width)
- Handrails (locations)
- Guards (location / heights)
- Ceiling heights (difference in ceiling heights to be noted)
- Attic / crawl access (indicated / sizing) Fire separations (rating / assembly details/ compliant listing)
- Exterior wall rating / construction
- Protected soffit locations / alternate roof venting (where required)
- Exits
- Plumbing fixture locations
- Rooms labeled
- Smoke / CO detector locations
- HWT and furnace locations
- Fully dimensioned

## **Elevations**

- Spatial calculations shown (additional design considerations may be required if located outside of the Fire Department 10 minute response time area)
- Window and door locations/sizing consistent with floor plans
- Wall and roof finish specified
- Stairs identified
- Building height and floor elevations (MBE / GPE / Flood)
- Guards (location / heights)
- Lot grading and design consistent with existing grades as indicated on the Topographic survey

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# RESIDENTIAL ADDITION DRAWING CHECKLIST

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## **Cross Sections (through proposed addition)**

- Wall and ceiling heights
- Protected soffit detail
- Consistent with floor and foundation plans
- Perimeter drainage shown and specified
- Crawlspace / attic venting specified
- Damp proofing indicated
- Insulation values (RSI)
- Geodetic Elevations (Floors, ceilings, and peak of roof)

## **Construction Assemblies**

- All required assemblies listed
- Verified Code Compliant materials
- RSI Calculations (9.36 Requirements) or Step Code (Not required for un-insulated buildings)

## **Geotechnical**

- 2 original sealed shoring and excavation plans by the geotechnical engineer of record. Required if the excavation exceeds 4' (1.2m) in-depth and is within the mapped Steep Slopes Development Permit (SSDP) Area. To determine if your project is with the SSDP please review on the City's [Web Map](#).

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## **DEFINITIONS**

**BCBC** – Current Edition of the BC Building Code

**MBE (Minimum Basement Elevation)** – A minimum elevation for the basement floor determined by the Civil Consultant so that sanitary facilities may achieve gravity flow to the sewer system.

**GPE (Garage Pad Elevation)** – A specified elevation for the garage slab elevation at the garage door, determined by the Civil Consultant so that driveway may achieve gravity flow to the boulevard drainage system.

**Spatial Calculation** – A Building Code calculation used to reduce the potential spread of fire to adjacent properties by limiting the maximum permitted glazed area in walls facing these adjacent properties. The calculation is dependent on the area of the wall, the area of glazed openings in the wall, and the distance to the nearest property line.

**SROW (Statutory Right-of-Way)** – SROWs are rights that a municipal or industrial user has over certain lands. For example, municipalities often have SROWs over lands for water or sewer uses, and BC Hydro has thousands of kilometers of SROWs over lands for their hydro lines.