

**Certified Professional Program – Building Permit Application Submission List**

Name of CP: \_\_\_\_\_ Project Address: \_\_\_\_\_  
Date: \_\_\_\_\_ Building Permit #: \_\_\_\_\_

Checklist of minimum requirements for full or staged building permit applications.

NOTE: The Certified Professional should initial in the applicable column to indicate documents submitted for each stage or mark N/A (not applicable).

No.	Item	Excavation /Shoring		Fdn/Struct Up to Grade		Super-structure	
		CP	COV	CP	COV	CP	COV
1	Building Permit Application Form (including contractor's business license number)	Y					
2*	Authorized Staged Construction Form	Y		Y		Y	
3	Project Directory	Y					
4	Land Title Charge Summary	Y					
5	Building Code Data Sheet	Y					
6	Building By-law Checklist (or Report)	Y					
7	Development Permit Confirmation/Change Letter	Y		Y		Y	
8	Proof of Professional Liability Insurance (including endorsement for CP Program)	Y					
9	Owner's Undertaking / Lessee's Undertaking / Strata	Y					
10	CP-1 Confirmation of Commitment by Owner and CP	Y					
11	CP-2 Certification of Design and Field Review Compliance	Y					
12	CP-4 Certification of Tenant Improvement Compatibility Schedule A	Y				Y	
13	Schedule A	Y					
14	Architectural B-1/B-2					Y	
15	Structural B-1/B-2			Y			
16	Structural Concept Review Letter			Y			
17	Mechanical B-1/B-2					Y	
18	Plumbing B-1/B-2					Y	
19	Fire Suppression B-1/B-2					Y	
20	Electrical B-1/B-2					Y	
21	Geotechnical B-1/B-2	Y					
22	Building Envelope D-1					Y	
23	Completed original HPO form (white and yellow sheets) or On-line Registry registration	Y					
24	Adjacent Owner Notification (encroachment/driftng)	Y					
25	Energy Utilization Calculations (elect / mech / envel)					Y	
26	Copy of BC Hydro Clearance Form & Electrical Plan Examiner's Transmittal Form	Y					
27	Kitchen Ventilation Details Checklist (Form K2) and associated drawings					Y	
28	Soils report	Y					
29	Sealed topographical site survey	Y					
30	Code Compliance drawings	Y					
31**	2 sets Architectural drawings					Y	
32	2 sets Architectural/Building Envelope Detail Books					Y	
33**	2 sets Landscape drawings					Y	
34	2 sets Structural drawings			Y			
35	2 sets Mechanical drawings					Y	
36	2 sets Electrical drawings					Y	
37	2 sets Excavation and shoring drawings	Y					
38**	2 sets Erosion and sediment control drawings	Y					

\* - only required if the construction is in stages

\*\* - approval stamp from each department is required

Y - required documents for the noted construction stage

Revised: February 18, 2010