

Certified Professional Program – Building Permit Application Submission List

Name of CP: _____ Project Address: _____
 Date: _____ Building Permit #: _____

Checklist represents 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 licence 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 Compliance Report	Y					
7	Development Permit Confirmation/Change Letter	Y		Y		Y	
8	Owner's Undertaking/Lessee's Undertaking/Strata Letter	Y					
9	CP-1 Confirmation of Commitment by Owner and CP	Y					
10	CP-3 Certification of Tenant Improvement Compatibility	Y				Y	
11	Schedule A	Y					
12	Architectural Schedule B					Y	
13	Structural Schedule B			Y			
14	Structural Concept Review Checklist			Y			
15	Mechanical Schedule B					Y	
16	Plumbing Schedule B					Y	
17	Confirmation of sprinkler permit application			Y		Y	
18	Electrical Schedule B					Y	
19	Geotechnical Schedule B	Y					
20	Building Envelope D-1					Y	
21	Confirmation of HPO Warranty or Exemption	Y					
22	Adjacent Owner Notification (drifting) and/or Acknowledgement (encroachment)	Y					
23	ASHRAE/NECB Energy Checklist					Y	
24	Copy of BC Hydro Clearance Form / Electrical Plan Examiner's Transmittal Form	Y					
25	Kitchen Ventilation Details Checklist (Form K2) & drawings					Y	
26	Geotechnical Report	Y					
27	Sealed Topographical site survey	Y					
28	Code Compliance drawings	Y					
29	2 sets Architectural drawings †					Y	
30	2 sets Architectural/Building Envelope Detail Books					Y	
31	2 sets Landscape drawings †					Y	
32	2 sets Structural drawings			Y			
33	2 sets Mechanical drawings					Y	
34	2 sets Electrical drawings					Y	
35	2 sets Excavation and shoring drawings	Y					
36	2 sets Erosion and sediment control drawings †	Y					

† approval stamp from each department is required
 Y required documents for the noted construction stage