

If you have any questions regarding the information requested on this form, please call 604-873-7344 and ask to be forwarded to the Processing Centre - Building Branch staff member "on duty" for general inquiries.

Project Address:	Building Permit:
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Drawings Required - Professional must sign and seal each page of all drawings and details. Scale not less than 1/4" = 1'-0" (1:50) unless otherwise noted.				Staff Use Only	
Document	Copies Required	Details	Notes	Copies Attached	Accepted
Architectural Site Plan	5	Site Plan should include the following: <ul style="list-style-type: none"> ▪ Dimensions of site (include north arrow) ▪ Location and dimensions of all buildings on the site. Indicate loading and parking. ▪ Street names and location as well as width and location of any lanes ▪ Legal description (Lot number, Block number, District Lot number, Plan number) ▪ Street address, floor number(s) and tenant suite number(s) ▪ Indicate proposed and existing construction including building exits 	Scale not less than 1/16" = 1'-0" (1:200).		
Architectural Elevations	5	Elevation should include the following: <ul style="list-style-type: none"> ▪ Roof & floor elevations related to the building grades ▪ Indicate all new & existing window, door, intake and exhaust openings ▪ Mechanical equipment, shaft and related screening 	Required for all building permit applications where any exterior work is contemplated.		
Architectural Roof Plan	5	<ul style="list-style-type: none"> ▪ Roof top units indicating location, dimensions, setbacks from roof edges and separation between units, anchorage, and differentiation of proposed/existing exhaust intake. 			
Architectural Ceiling Plans	5	<ul style="list-style-type: none"> ▪ Lighting ▪ Finish materials, including T-bar layout if applicable 	Including details of floor/ceiling penetrations.		
Architectural Floor Plans	5	<ul style="list-style-type: none"> ▪ All interior and exterior alterations ▪ Indicate the use of all rooms and areas ▪ Indicate all door and window sizes (may be provided in door and window schedules) ▪ Construction of wall assemblies and fire separations where applicable ▪ Indicate all plumbing fixtures and access for disabled persons where applicable ▪ Indicate the locations of all exit signs, emergency lighting and fire alarm devices where applicable ▪ Room finishes 			
Photographs	1	<ul style="list-style-type: none"> ▪ Exteriors and roof of the existing building 			

K1 - Restaurants or Kitchen Exhaust Systems cont'd

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Construction Details/Cross Sections	5	Construction Details/Cross Sections should include the following: <ul style="list-style-type: none"> ▪ Stair dimensions (width, rise, run, number of risers), height of guards, handrails and extensions ▪ Wall, floor, roof and/or ceiling assemblies (written descriptions or cross sections) ▪ Fire-resistance rating details of any required fire separations including test references (copy of listed assemblies where applicable) ▪ Fire stopping details for service penetrations of fire separations 	Required for applications for new buildings, additions to existing buildings and most applications which involve the alterations of existing buildings. Construction details/cross sections should indicate dimensions and construction details for floor, wall and roof assemblies.		
Building Envelope Details	3	<ul style="list-style-type: none"> ▪ Details for penetrations through roof and exterior wall(s) 			
Structural	2	<ul style="list-style-type: none"> ▪ Locations of structural elements ▪ Material specifications ▪ Design criteria including live loads and dead loads 	Floor/ceiling penetrations, penetrations through structural walls, adequate support for ecology unit, fan(s) & new/replacement mechanical unit(s), anchors for fall restraint/arrest.		
Mechanical	5	<ul style="list-style-type: none"> ▪ Indicate all clearances and dimensions and assembly penetrations and fire stops ▪ Material specifications and listed assemblies 	Kitchen exhaust hood/duct work/ecology unit/make-up air/hood fire suppression		
Plumbing	5	<ul style="list-style-type: none"> ▪ Grease interceptor size & location ▪ Piping and equipment connected to grease interceptor 			
Kitchen Equipment Layout	5	<ul style="list-style-type: none"> ▪ Indicate all kitchen equipment ▪ Sink type(s) and number of compartments 			
Electrical	3	<ul style="list-style-type: none"> ▪ Indicate all manual stations, exit directional signs, alarms, detectors, emergency lights 	Applicable if existing or required for Fire Alarm equipment.		

Documents Required					
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Document	Copies Required	Details	Notes	Copies Attached	Accepted
Application Form/Fees	1				
Owner's and Lessee's Undertakings	1				
K2, Kitchen Ventilation Details Checklist	1		Required for Class 1 Cooking Operations (refer to the Kitchen Ventilation Guidelines).		
Building Code Data Sheet	1				
Occupant Load Calculations	1				
Strata Council Letter	1				
Letter certifying existing duct is clean	1		If reusing an existing duct, a letter by an ASTTBC-CO member certifying the existing duct is clean.		

K1 - Restaurants or Kitchen Exhaust Systems cont'd

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Letters of Assurance				Staff Use Only	
Document	Copies Required	Details	Notes	Copies Attached	Accepted
* Professionals must seal and sign (preferably <i>not</i> sign on top of a seal) all individual pages of the Letters of Assurance.					
Schedule A	1				
Schedule B1/B2 - Architectural	1				
Schedule B1/B2 - Structural	1		Item 2.6 may be crossed off if a Concept Review letter is not required (see below).		
Schedule B1/B2 - Mechanical	1				
Schedule B1/B2 - Plumbing	1				
Schedule B1/B2 - Building's Fire Suppression	1	NFPA 13, 13R or 13D	May indicate "For Performance Specification Only" per Scenario 2, Appendix A-2.2.7.3(3.2.4) of Division C.		
Schedule B1/B2 - Kitchen Hood's Fire Suppression	1	NFPA 96			
Schedule B1/B2 - Electrical	1		Not required when the project is only a kitchen exhaust system.		
Record of Professional Structural Concept Review	1	Required for every application when structural engineer signs/seals drawings– except 1 & 2 Family Dwellings.	Per APEGBC, not required for small projects which only deal with duct penetrations and mechanical equipment weights.		
The above noted list of requirements is not limited to its content. Further review of the application documents may reveal additional requirements.					

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Planning Clearance	Cleared by: