



**CITY OF COLWOOD
BUILDING PERMIT APPLICATION CHECKLIST**

APPLICATION SUBMISSION	
<input type="checkbox"/> Agent Authorization form completed <i>If applicant is different from registered owner</i>	<input type="checkbox"/> Application Fee <i>Fee slip will be provided after application submitted</i>
MINIMUM SUBMISSION REQUIREMENTS	
<input type="checkbox"/> Certificate of Title <i>Dated within 14 days of application submission</i>	
<input type="checkbox"/> Copies of ALL charges, covenants, statutory right of ways, and easements owned by the City of Colwood <i>Name Documents using the Charge Number (ex. CA1234567)</i>	
<input type="checkbox"/> Construction Plans <i>Sealed/engineered pages combined with architectural pages</i>	
ADDITIONAL REQUIREMENTS	
<input type="checkbox"/> BC Building Code Letters of Assurance <i>Complete with proof of liability insurance from professional engineer(s)</i>	
<input type="checkbox"/> BC Housing Registration Form - Residential builder <i>For new dwellings</i>	
<input type="checkbox"/> New Home Registration Form – Owner Builder <i>For new dwellings</i>	
<input type="checkbox"/> Pre-Construction BC Energy Compliance Report <i>Performance paths for Part 9 buildings</i>	
<input type="checkbox"/> Sewerage Filing <i>Or Registered Practitioner’s Report (ROWP), as applicable</i>	
<input type="checkbox"/> Site Plan <i>Showing all buildings, measurements and setbacks, driveway access Site plan can be combined with plans</i>	
<input type="checkbox"/> Tree Management Permit	<input type="checkbox"/> Truss Layout C/W Concentrated Loads <i>Can be on new plans</i>

Personal information collected on this form is collected for the purpose of processing this building permit application and for administration and enforcement. The personal information is collected under the authority of the Community Charter and/or Local Government Act and pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act. If you have any questions about this collection, contact the City of Colwood, 3300 Wishart Road, Colwood, B.C., V9C 1R1, Tel: 250-478-5999.

ENGINEERING REQUIREMENTS

- Servicing Agreement with:
 - Accepted drawings set with cost estimate
 - Security for the works
110% of accepted cost estimate
 - Admin fee
~4% of accepted cost estimate

- Right of Way Permit
For works completed in the municipal Right of Way
 - Application fee of \$150.00
 - Permit fee
Waived if works are related or covered in servicing agreement
 - Damage deposit
Based on value of works within boulevard

- | | |
|---|---|
| <input type="checkbox"/> Sewer Connection Application | <input type="checkbox"/> Site Specific Sewer Design Brief |
|---|---|

- | | |
|---|--|
| <input type="checkbox"/> Site Specific Stormwater Management Plan | <input type="checkbox"/> Fire Underwriter’s Survey (FUS) |
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DOCUMENT FORMAT AND REVISIONS

- All document files named using the following format: **Item Name_Civic Address_BP App**

- Digital .pdf copies of all documents
Attached to the Building Permit Application or emailed to building@colwood.ca

- PDFs of any revised plans or documents are required with each set of revisions, including:
- One clean version; no markups
 - One marked-up version; numbered revision bubbles identifying all changes made
 - One transmittal letter; numerically itemized, outlining all proposed changes, corresponding with the numbered revision bubbles
 - No revisions

Additional reports, plans, or documents may be requested by staff during the application process. Please contact building@colwood.ca for more details regarding the list of application requirements.

