



**CITY OF COLWOOD
BUILDING PERMIT APPLICATION CHECKLIST**

APPLICATION SUBMISSION	
<p>Application Fee <i>Fee slip will be provided after application submitted</i></p>	
MINIMUM SUBMISSION REQUIREMENTS	
<p><input type="checkbox"/> Certificate of Title <i>Dated within 14 days of application submission</i></p>	
<p><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></p>	
<p><input type="checkbox"/> Construction Plans <i>Sealed/engineered pages combined with architectural pages</i></p>	
ADDITIONAL REQUIREMENTS	
<p><input type="checkbox"/> BC Building Code Letters of Assurance <i>Complete with proof of liability insurance from professional engineer(s)</i></p>	
<p><input type="checkbox"/> BC Housing Registration Form - Residential builder <i>For new dwellings</i></p>	
<p><input type="checkbox"/> New Home Registration Form – Owner Builder <i>For new dwellings</i></p>	
<p><input type="checkbox"/> Pre-Construction BC Energy Compliance Report <i>Performance paths for Part 9 buildings</i></p>	
<p><input type="checkbox"/> Sewerage Filing <i>Or Registered Practitioner’s Report (ROWP), as applicable</i></p>	
<p><input type="checkbox"/> Site Plan <i>Showing all buildings, measurements and setbacks, driveway access Site plan can be combined with plans</i></p>	
<p><input type="checkbox"/> Tree Management Permit</p>	<p><input type="checkbox"/> Truss Layout C/W Concentrated Loads <i>Can be on new plans</i></p>

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) |
|---|--|

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.

