

<b>Property Address:</b>	<b>Date:</b>
<b>Legal Description:</b>	<b>Construction Value:</b>
<b>Required documents: <a href="#">See all Village of Lytton application forms</a></b>	✓
<a href="#">Certificate of title</a> dated within 30 days of application	
<b>Documents to support title</b> , including covenants, easements, statutory rights of way ( <i>these can be downloaded along with your Certificate of Title if any shown on Title</i> )	
<a href="#">Appendix D: Owners Undertaking</a> – Building Bylaw 710 Upload to Cloudpermit as an attachment. <a href="#">Appendix C: Letter of Authorization</a> – Building Bylaw 710 Upload to Cloudpermit as an attachment.	
<b>Truss, beam, and floor package</b> , with layouts and point loads over 5,000 lbs from supplier	
<b>BC Land Surveyor site plan</b> showing: <ul style="list-style-type: none"> <li>location of <b>proposed</b> building(s) and all setbacks to property lines and other buildings, as well as location of any retaining walls</li> <li>covenants, easements, statutory rights of way, etc.,</li> <li>watercourse &amp; lake setbacks to building &amp; high-water mark elevation</li> </ul>	
<b>BC Home warranty registration form:</b> (for new homes) Builder <input type="checkbox"/> Owner-builder <input type="checkbox"/> Exception letter from BC Housing <input type="checkbox"/>	
<b>BC Energy Compliance Report form</b> from a Certified Energy Advisor for <b>Energy Step Code 3 in Zone 5 for Part 9 and Part 3 buildings:</b> The <a href="#">Part 3</a> and <a href="#">Part 9 Step Code Compliance Checklists</a> include the greenhouse gas emissions level. <b>Part 9</b> buildings include single family houses OR <b>Part 3</b> buildings (large or complex buildings) Effective <b>March 10, 2025, the checklists shall include an emissions level minimum of EL-1 of the Zero Carbon Step Code.</b> A <b>Pre-Construction Compliance Report</b> – is to be provided by a Certified Energy Advisor for each building.	
<b>Contaminated Sites Regulation Schedule 2, Site Disclosure Statement (SDS)</b> for commercial and industrial sites – Lytton has SDSs for the main area of the Village; other sites are required to provide one. Email <a href="mailto:building@lytton.ca">building@lytton.ca</a> to check.	
<b>Required blueprint drawings and schedules</b> For single family homes, structural and geotechnical Schedule Bs required. See on our website <a href="#">Bulletin-Building-Blueprint-Requirements-1.pdf</a>	✓
<b>One set of Architectural construction blueprints</b> drawn to scale – digital PDF (To include Zoning & Building Compliance Summary Tables and Spatial separation Tables for each elevation drawing & a site plan showing all lot line measurements, distance to the building from all directions, the driveway & parking location and size) <b>** BCBC 2024 Adaptable Dwelling Units accessible design and Seismic design requirements are in force for applications submitted on or after March 10/2025. BCBC 3.8.2.1. Notes that PART 9 detached houses, semi-detached houses, houses with a secondary suite, duplexes, triplexes, townhouses, row houses and boarding houses are exempt from accessibility requirements except for at least one bathroom must be provided with reinforcement backing for grab bars for toilets, showers and bathtubs as per BCBC 2024 9.5.2.1. &amp; 3.8.5.7.(1)(e). Seismic design drawings for braced walls and panels will need to be included in the submission package. See page 3 for the LATERAL BRACING PLAN requirements to be noted.</b> <b>**Note that this includes Lateral Bracing Plans for Part 3 and Part 9 buildings. See Structural drawing requirements below.</b>	
<b>A set of sealed Structural foundation &amp; whole building drawings</b> to include the design for bracing to resist <b>Wind &amp; Seismic forces for braced wall bands and braced wall panels</b> based on the <b>Geotechnical report findings</b> and <b>Site Class</b> determination, the HWP, snow load, open or rough terrain, weight of construction, as well as the locations, materials required, blocking & nailing requirements etc. <b>See page 3 for the LATERAL BRACING PLAN requirements to be noted.</b> (Structural P.Eng.) – digital PDF design  <b>BCBC 2024 Seismic design requirements are in force for applications submitted on or after March 10/2025.</b> <b>**Note that this includes Part 3 and Part 9 buildings.</b>	
<b>Schedule B: Structural</b> with sealed drawings to be submitted   Schedule E-Bylaw 710   Certificate of Liability insurance Upload <a href="#">Appendix E Confirmation of Professional Liability Insurance</a> after it's completed by engineers or architects.	

<p><b>Schedule B: Geotechnical</b> to be submitted along with a <b>sealed report for each building site that includes Site Class determination and other factors</b> that would support the <b>Structural design drawings for Wind &amp; Seismic forces</b> of a building. <b>Provide this information to the Structural engineer.</b>  Appendix E-Bylaw 710  Certificate of Liability insurance  Geotechnical temporary  Geotechnical permanent  Plumbing 4.1, 4.2 Upload <a href="#">Appendix E Confirmation of Professional Liability Insurance</a> after it's completed by engineers or architects – digital PDF</p>	
<p><b>Secondary suite drawings</b> shall include Fire Resistance Ratings for wall &amp; ceiling fire separations, rated doors etc.</p>	
<p><b>Other building permit requirements, if applicable</b> (Questions? Email <a href="mailto:building@lytton.ca">building@lytton.ca</a>.)</p>	✓
<p><b>Driveway and parking site plan</b> showing location, length and width of parking space, and width of driveway, grade. <b>Show on Site Plan.</b> <i>Driveway fees = actual cost</i></p>	
<p><a href="#">Appendix A: Application for Water Turn-on or Connection and Inspection</a> <i>Fees in Schedule D of Fees and Charges Bylaw 696, 2018 = actual cost of work</i></p>	
<p><a href="#">Appendix A: Application for Sewer Connection, Disconnection and Inspection</a> <i>Fees in Schedule E of Fees and Charges Bylaw 696, 2018 = actual cost of work</i></p>	
<p><a href="#">Appendix B: Water Turn-Off or Disconnection (for demolition permits)</a> <i>Fees in Schedule D of Fees and Charges Bylaw 696, 2018 = actual cost of work</i></p>	
<p><b>INTERIOR HEALTH: Approvals and permits for: Septic Permit</b> if out of the Lytton sewer system area. <b>ROWP (Registered onsite wastewater practitioner); Drinking water, Industrial Camps, and for COMMERCIAL Food Premises.</b></p>	
<p><b>DOMESTIC USE WELLS:</b> potable waterlog <a href="https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/groundwater-wells-aquifers/groundwater-wells/information-for-property-owners">https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/groundwater-wells-aquifers/groundwater-wells/information-for-property-owners</a></p>	
<p><b>Highway access permit for Highway 1</b> required for development within 800m of controlled access highway and development adjacent to all provincial highways – <i>Copy of approval from Ministry of Transportation and Infrastructure (MOTI)</i> Check with <a href="mailto:planning@lytton.ca">planning@lytton.ca</a> to confirm if required.</p>	
<p><b>Other potential requirements</b></p>	✓
<p><b>Schedule A: Confirmation of commitment by owner and coordinating registered professional</b></p>	
<p><b>Schedule B: Architectural</b> sealed drawings  <a href="#">Appendix E: Confirmation of Professional Liability Insurance</a>   Liability insurance OR Building envelope consultant: Membrane   waterproofing</p>	
<p><b>Schedule B: Plumbing</b> sealed drawings  <a href="#">Appendix E</a>   Certificate of Liability insurance</p>	
<p><b>Schedule B: Plumbing CIVIL</b> sealed drawings  <a href="#">Appendix E</a>   Certificate of Liability insurance</p>	
<p><b>Schedule B: Mechanical</b> sealed drawings   <a href="#">Appendix E</a>   Certificate of Liability insurance</p>	
<p><b>Schedule B: Fire suppression</b> sealed drawings  <a href="#">Appendix E</a>   Certificate of Liability insurance</p>	
<p><b>Schedule B: Electrical</b> sealed drawings   <a href="#">Appendix E</a>   Certificate of Liability insurance</p>	
<p><a href="#">Alternate solution requests:</a> <i>completed by Professional Engineer or Architect</i></p>	
<p><b>Development permit approval</b> (Questions? Email <a href="mailto:planning@lytton.ca">planning@lytton.ca</a>.) <i>Only required if you are applying for a development permit, development variance permit, or Official Community Plan or Zoning amendment</i></p>	✓
<p><b>Development Permit, Development Variance Permit, Official Community Plan or Zoning Amendments</b> if applicable <i>copy of details</i></p>	

<p><b>Commercial – Industrial – Institutional Part 3 &amp; Part 9 Projects: Contact <a href="mailto:building@lytton.ca">building@lytton.ca</a> for further information. Provide a Building Code Analysis**See <a href="#">Guide for Commercial-Industrial-Multi-family buildings</a> for details. For other than Single Family dwellings (SFDs)</b></p>	
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**Requirements for drawings: Lateral Bracing Plan for loads due to wind and earthquake**

- Lateral bracing plans must be drawn for each floor level and the crawlspace (if required). The drawings must be to scale (1/4"=1'-0") and drawn on a separate sheet or beside the architectural floor plan on the same page.
- Note any exceptions, trade-offs, or additional system considerations used in the design, complete with dimensions. *Refer to BCBC 9.23.13.5. (2) to (4) and BCBC 9.23.13.10 (2) to (4) and Article 9.23.13.7.*
- The length, width and distance between band centerlines is to be dimensioned.
- Braced wall bands must be indicated by light shading or hatching, and braced wall panels by darker shading.
- Indicate the required percentage, minimum length required, and proposed length of braced wall panels in each braced wall band.
- Indicate the distance from the end of the braced wall band to the edge of the first braced wall panel, the length of the braced wall panel, and the distance between braced wall panels in each braced wall band.
- Each braced wall panel is to be labeled as per the type of construction. Indicate type of sheathing, lumber, wood panel or GWB (gypsum).
- A legend should be provided to indicate the type of braced wall panel with all the design criteria (*refer to 9.23.13.6.*).
- Legends to indicate fasteners to be used, number of nails and pattern, anchorage type and spacing, support of walls, blocking and fastening requirements, joints in top plates, spacing of screws for gypsum and taped joints etc.
- Or design to Part 4.

**NOTE: When applying for a permit: Review this webpage. [Planning for Rebuilding or Construction](https://www.lytton.ca/business-development/building-permits/planning-rebuilding-or-construction)**  
<https://www.lytton.ca/business-development/building-permits/planning-rebuilding-or-construction>

**The Builder, Architect or Project Manager should act as the owner's agent and apply for and submit application for a Building Permit within the online Cloudpermit system as they will need to supply a number of documents for the application along with you as the owner.**

- The Owner is able to see the permit information and is a part of the application process to sign for and give authorization to their Agent to act on their behalf and to sign the Owner's Undertaking form and to sign the permit application.
- An email address and other information will be required for each person that is to have access to the Building Permit online.
- Being the Agent, the builder/project manager will be able to submit documents and request inspections within Cloudpermit.
- **Questions contact:** [building@lytton.ca](mailto:building@lytton.ca) or [lberlin@lytton.ca](mailto:lberlin@lytton.ca)