

ADDRESS: _____
 LEGAL DESCRIPTION: _____

DATE: _____
 VALUE:\$ _____

BUILDING PERMIT APPLICATION REQUIRED DOCUMENTS CHECKLIST	DONE	NOT DONE	N/A
NOTE: The Builder, Architect or Project Manager is to act as the owner's agent and should apply for and submit application for a Building Permit within the online Cloudpermit system. 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. 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.			
\$200 APPLICATION FEE (non-refundable) to be paid at time of application submission			
SECURITY DEPOSIT FEE: \$250 for Simple Part 9 or \$500 for Complex Part 3 Building to be paid at permit issuance			
COMPLETED BP APPLICATION FORM includes Appendix C: Letter of Authorization for Agent; Appendix D: Owner's Undertaking Declaration. NOTE: If Owner is a company or corporation - Proof of signing authority is required; Appendix E: Confirmation of Professional Liability Insurance (Engineers or Architects to fill out). <i>Appendix C and D can be filled out right in Cloudpermit and E can be uploaded.</i>			
SECONDARY SUITE APPLICATION: Requires all fire separations to have a FRR (fire resistance rating)			
CERTIFICATE OF TITLE DATED WITHIN 30 DAYS of application			
TITLE SUPPORTING DOCUMENTS: Covenants, SROWs, Easements, Development Permit, DVPs			
Truss, Beam & Floor Package with Layouts & Point Loads over 5000 lbs noted			
BC Land Surveyor SITE PLAN showing the location of the PROPOSED building & all setbacks to property lines and other buildings; Covenant, SROW, Easement lines etc & distance to building; Watercourse & lake setbacks to bldg, HWM elevation noted; Location of retaining walls.			
BC Home Warranty REGISTRATION FORM: Builder Owner-Builder OR Exception Letter provided by BC Housing			
BC ENERGY COMPLIANCE REPORT FORM from Certified Energy Advisor for STEP 3 for Part 9 & Part 3 buildings. A Pre-Construction Compliance Report is required.			
Contaminated Sites Regulation Schedule 2, Site Disclosure Statement (SDS): The Provincial Government requires that this Schedule be filled out for <i>Commercial and Industrial</i> sites. Environmental Management Act - Contaminated Sites Regulation. See Quick Links document for links to site. Currently (Sept-2023) Lytton has all the SDSs for the main area of the Village.			
Blueprint Drawings and Schedules: Note that for a Single-family home only the Geotechnical and Structural Schedule B's are required unless the building is sprinklered. Other projects may require some of the other Professional Engineering discipline Schedules.			
Two sets of detailed, to scale CONSTRUCTION Blueprint Drawings: in Digital pdf format			
Two sets of STRUCTURAL Foundation Drawings: (P.Eng.) in Digital pdf format			
SCHEDULE B STRUCTURAL: with Sealed Drawings Schedule C-Bylaw Certificate of Liability Insurance REQUIRED			
SCHEDULE B GEOTECHNICAL: Sealed Report & Drawings Schedule C-Bylaw Certificate of Liability Insurance Geotechnical Temporary Geotechnical Permanent in Digital pdf format REQUIRED			
Confirmation Letter of Coordination between Structural & Geotechnical P Eng from Structural Engineer			
ONLY IF REQUIRED for your project submit the following: (Orange colored lines)			
SCHEDULE A: Confirmation of Commitment by Owner & Coordinating Registered Professional			
SCHEDULE B: ARCHITECTURAL Sealed Drawings Schedule C-Bylaw Liability Insurance OR Building Envelope Consultant: Membrane Waterproofing			
SCHEDULE B PLUMBING: Sealed Drawings Schedule C-Bylaw Liability Insurance			
SCHEDULE B MECHANICAL: Sealed Drawings Schedule C-Bylaw Liability Insurance			
SCHEDULE B FIRE SUPPRESSION: Sealed Drawings Schedule C-Bylaw Liability Insurance			
SCHEDULE B ELECTRICAL: Sealed Drawings Schedule C-Bylaw Liability Insurance			
Alternate Solutions: P. Engineer to fill out the provided form found at https://lytton.ca/building-permits/forms/			
Submit all information in DIGITAL pdf format			
DEVELOPMENT PERMIT APPROVAL: A copy of the Permit details is required by the BUILDING DEPT. to complete a Plan Review. NOTE: This section is NOT APPLICABLE if you don't need to apply for a Development Permit, Variance or Amendment. planning@lytton.ca			
See Schedule C - Development & Temporary Commercial & Industrial Permit Map Zone #1: Gold Rush Centre Revitalization Zone #2: Eastern slope Hazardous conditions <i>Development Permits for these two zones have been TEMPORARILY SUSPENDED until further notice.</i>			
Development Permit if applicable: Copy of Details required.			
Development Variance Permit if applicable: Copy of Details required.			
OCP and Zoning Amendments if applicable: Copy of Details required.			
EMAIL: Building Dept. building@lytton.ca			
DRIVEWAY & PARKING: (Site plan to show location, grade, length and width of parking space, and width of driveway at road) Driveway Fees = \$ Actual Cost			
WATER AND SEWER APPLICATIONS: Connection & Disconnection = \$Actual Cost			
Water Regulations & Connections Bylaw 649, 2011 requires Appendix A Application for Water Connection filled out <i>Water Connection Fees: As per Schedule D - Fees & Charges Bylaw 713, 2022 = ACTUAL COST of work</i>			
Sewer Regulations & Connections Bylaw 650, 2011 requires Appendix A Application for Sewer Connection filled out <i>Sewer Connection Fees: As per Schedule E - Fees & Charges Bylaw 713, 2022 = ACTUAL COST of work</i>			
HIGHWAY ACCESS PERMIT for Hwy 1: Copy of approval required from the Ministry of Transportation and Highways for development within 800m of a controlled access highway. Applies to development adjacent to all Provincial highways.			