

<b>Property Address:</b>	<b>Date:</b>
<b>Legal Description:</b>	<b>Construction Value:</b>
<b>Required documents</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 – Building Bylaw 710</a> Upload to Cloudpermit as attachment.	
<a href="#">Appendix C: Letter of Authorization – Building Bylaw 710</a> Upload to Cloudpermit as 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</b> <b>for Part 9 and Part 3 buildings:</b> <a href="#">Energy Step Code compliance checklist for Part 9 buildings</a> such as houses OR <a href="#">Energy Step Code Design Checklist for Part 3 buildings</a> (large or complex buildings) <ul style="list-style-type: none"> <li>Pre-Construction Compliance Report – Provided by a Certified Energy Advisor</li> </ul>	
<b>Contaminated Sites Regulation Schedule 2, Site Disclosure Statement (SDS)</b> for commercial and industrial sites – <i>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.</i>	
<b>Required blueprint drawings and schedules</b> <i>For single family homes, structural and geotechnical Schedule Bs required. <a href="#">See blueprint requirements.</a></i>	✓
<b>One set of construction blueprints</b> drawn to scale – digital PDF ( <i>To include a Zoning &amp; Building Compliance Summary Tables and Spatial separation Tables for each elevation drawing</i> ) <i>Halve limiting distances for spatial separation if property is not in the 10-minute fire response area.</i>	
<b>A set of sealed structural foundation drawings</b> (P.Eng.) – digital PDF	
<b>Schedule B: Structural</b> with sealed drawings   Schedule E-Bylaw 710   Certificate of Liability insurance <i>Upload Appendix E after it's completed by engineers or architects</i>	
<b>Schedule B: Geotechnical</b> with sealed report & drawings if applicable   Schedule E-Bylaw 710   Certificate of Liability insurance   Geotechnical temporary   Geotechnical permanent   Plumbing 4.1, 4.2 <i>Upload <a href="#">Appendix E Confirmation of Professional Liability Insurance</a> after it's completed by engineers or architects – digital PDF</i>	
<b>Secondary suite drawings</b> shall include Fire Resistance Ratings for fire separations	

<b>Other building permit requirements, if applicable</b> (Questions? Email <a href="mailto:building@lytton.ca">building@lytton.ca</a> .)	✓
<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>	
<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>	
<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>	
<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>	
<b>INTERIOR HEALTH:</b> Septic Permit approval if out of the Lytton sewer system area. <b>ROWP (Registered onsite wastewater practitioner); Drinking water permit &amp; approval, Industrial Camps,</b> and for <b>COMMERCIAL Food Premises</b> <a href="#">Interior Health – Food Premises</a>	
<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>	
<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.	
<b>Other potential requirements</b>	✓
<b>Schedule A: Confirmation of commitment by owner and coordinating registered professional</b>	
<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	
<b>Schedule B: Plumbing</b> sealed drawings   <a href="#">Appendix E</a>   Certificate of Liability insurance	
<b>Schedule B: Plumbing CIVIL</b> sealed drawings   <a href="#">Appendix E</a>   Certificate of Liability insurance	
<b>Schedule B: Mechanical</b> sealed drawings   <a href="#">Appendix E</a>   Certificate of Liability insurance	
<b>Schedule B: Fire suppression</b> sealed drawings   <a href="#">Appendix E</a>   Certificate of Liability insurance	
<b>Schedule B: Electrical</b> sealed drawings   <a href="#">Appendix E</a>   Certificate of Liability insurance	
<a href="#">Alternate solution requests:</a> <i>completed by Professional Engineer or Architect</i>	
<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>	✓
<b>Development Permit, Development Variance Permit, Official Community Plan or Zoning Amendments</b> if applicable <i>copy of details</i>	
<b>Commercial – Industrial – Institutional Part 3 &amp; Part 9 Projects:</b> Contact <a href="mailto:building@lytton.ca">building@lytton.ca</a> for further information. Provide a Building Code Analysis**See Guide: <a href="#">Building Code Analysis Guide</a> for details. <b>For Commercial, Industrial, Multi-Family, Institutional.</b> For other than SFD's.	

**NOTE: When applying for a permit:** <https://lytton.ca/building-permits/> Review this webpage.

- 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 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.
- 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)

## Heritage Conservation

The province has taken the steps to support community-wide recovery in Lytton while protecting sensitive archaeological resources and promoting compliance with the Heritage Conservation Act.

The Archaeology Branch of the Ministry of Forests, Lands, Natural Resource Operations and Rural Development has issued:

- a Heritage Investigation Permit intended to support all types of archaeological assessments that may be required for demolition or reconstruction within the Village.
- an alteration permit to authorize the alterations of sites through the removal of contaminated sediments. Alteration permits can be revised and amended to allow for different activities as site work progresses. If you have any questions, please email [LyttonHCA@gov.bc.ca](mailto:LyttonHCA@gov.bc.ca).

**Archaeology** Click this link for details regarding Archaeology guidance.

### 1. Property Owners – Collect this document first.

The Archaeology Branch has provided Management Decision letters indicating the risk that development will impact protected sites and outlining private property owners' next steps. This is needed prior to placing geotechnical test holes or excavating on your property.

If you have not received your Management Decision letter, please contact [LyttonHCA@gov.bc.ca](mailto:LyttonHCA@gov.bc.ca)

#### Contact

Archaeology Branch, Ministry of Forests

Email: [LyttonHCA@gov.bc.ca](mailto:LyttonHCA@gov.bc.ca)

Phone: 250-953-3334

## Archaeologist approved for property owners' work in Lytton Feb 25, 2024

This winter, the Village of Lytton sought expressions of interest from qualified archaeologists to oversee work for Lytton property owners, who might require archaeology services, depending on their building plans.

The B.C. Ministry of Forests Archaeology Branch has approved archaeologist Michael Elvidge to be added to the heritage permit for Lytton and to work with individual property owners.

Michael is a Registered Professional Consulting Archaeologist and an experienced permit holder and project manager in the Interior Plateau and the Sub-Boreal Forest cultural areas. He has 11 years of consulting archaeology experience.

## Contact

- To get in touch with Michael Elvidge, email [melvidge@cabinworks.ca](mailto:melvidge@cabinworks.ca) or  
Phone 778-984-1748.  
OR
- AEW (contact information unknown)