



CITY OF QUESNEL

410 KINCHANT ST.
QUESNEL, BC V2J 7J5
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Building Permit Checklist

The following information **must be included** with the building permit application:

- Complete, signed application**
- Owners authorization letter**, if someone other than owner is applying
- Correct physical address of project**
- Site plan**
 - a) property lines and dimensions
 - b) location of buildings existing on lot and proposed buildings, **with setback dimensions** to property lines as well as distances between buildings
 - c) legal description of property
 - d) locations of creeks/watersheds/high water mark of lake
 - e) additional buildings on property
 - f) driveway and nearby lanes or streets
- Two copies of complete building plans -**
 - Foundation Plans**
 - a) size of building foundation
 - b) size and location of footings, including those for decks or retaining walls
 - c) structural components of main level
 - i) floor beams
 - ii) floor joists and spacing/thickness of subfloor
 - iii) bridging and/or strapping
 - Main Floor Plans**
 - a) building layout and size, showing rooms, access, fixtures and appliances, structural requirements of roof structure (if no upper level exists)
 - b) proposed use of each room
 - c) size and location of windows, doors and stairs (door swings should be indicated)
 - Elevations**
 - a) roof slope
 - b) guardrails, stairs and applicable information
 - c) vent locations and their height
 - d) windows and doors
 - e) proposed finished grade (accurate as possible)
 - f) locations of chimney or flue

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- Cross-Sections**
 - a) structural details (ie: floor joists, beam, roof information)
 - b) roof, wall and floor assemblies
 - c) insulation location and “R” values
 - d) stair details (rise, run, headroom)
 - e) additional foundation information, including depths
 - f) perimeter drain and location
 - g) heights of walls and overall building

- Current Title Search** (with copies of easements, covenants, right of ways – if applicable)
- Ministry of Health** signature on application (sewer system and/or commercial project if required ie: restaurants)
- New Single Family Dwelling** (SFD) Home Owner Protection Form
- Engineering Schedules**, if applicable (B1, B2)
- Development Permit**, if applicable within downtown area
- Development Variance Permit**, if applicable
- Any other information** that makes the details of the project clear