



CITY OF COLWOOD

BUILDING PERMIT APPLICATION CHECKLIST

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

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; please contact engineering@colwood.ca to initiate this process.

- ☐ 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

- ☐ Sewer Connection Application
Exempt when reconnecting to an existing sewer source

- ☐ Site Specific Sewer Design Brief

- ☐ Site Specific Stormwater Management Plan

- ☐ 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.