

**CITY OF PORT ALBERNI PLANNING & BUILDING DEPARTMENT
COMPLEX BUILDING PERMIT REQUIRED SUBMISSIONS GUIDING DOCUMENT**

Supporting Document	Required Details
Application Package	<p>All forms within the application package relevant to your building proposal must be included with submission. Forms include:</p> <ul style="list-style-type: none"> • Building Permit Application Checklist • Application Form, Owner's Authorization & Site Disclosure Declaration (submit Site Disclosure Statement if required) • Owner's Undertaking • Hazardous Materials Assessment (in case of demolitions and/or renovations of existing buildings) • Existing Damage to Municipal Works • Valuation Form • Development Permit Compliance Declaration • Plumbing Declaration • Ventilation, Hot Water & Heating Checklist • Plumbing Fixture Load Calculations • Water Service Load Calculations • Request for additional/new address
Building Permit Application Fee	<p>Application fees are set out in the City of Port Alberni's Building Bylaw. Applicable fees shall accompany all applications.</p>
Site Disclosure Statement	<p>Applicants who are required to submit a Site Disclosure Statement can find further information & forms through the Government of BC Website.</p>
Current Title Search	<p>Titles and related documents can be obtained from myLTSA.com or through a lawyer, notary, or search company. Applications must include:</p> <ul style="list-style-type: none"> • Title's current within 30 days of application. • Provide legal document containing details & location of any easements, right-of-ways, and covenants registered on title. <p>*All development is subject to comply with any Right of Way's, Restrictive Covenants and Land Use Contracts on title. Please review your property's legal documents before applying to confirm your development complies.</p>
Home Protection Act Documents (HPO)	<p>Warranty registration for new dwelling units or warranty registration exemption is completed through BC Housing. More information about this process is available through BChousing.org</p>
Zoning Bylaw Analysis	<p>Summary of building proposal compliance with the subject property's Zoning Regulations as outlined in Section 5 of Port Alberni's Zoning Bylaw No. 4832, including acknowledgment of:</p> <ul style="list-style-type: none"> • Permitted Uses • Site Development Regulations • Conditions of Use • Relevant "General Regulations" • Relevant "Parking Regulations"
Fire Safety Plan	<p>Required Fire Safety Plan details are outlined in the Port Alberni Fire Department's Construction/Demolition Fire Safety Plan Guidelines. Document available on Building Department webpage.</p>

<p>Coordinating Registered Professional</p>	<p>Letters of Assurance (Schedule A) is required from an Architect for all projects falling within Part 3 of the BC Building Code and for projects involving more than two registered professionals.</p> <p>Projects involving industrial buildings may have a registered Professional Engineer act as the Coordinating Registered Professional.</p> <p>In accordance with the duties of a CRP, as per the BC Building Code Schedule A, it is the responsibility of the CRP to collect and submit all Schedules A and B with the building permit application and Schedule C-A's/C-B's for project completion. All correspondence will be directed to the CRP or agent with copies to the owner.</p>
<p>Parking/Driveway Plan</p>	<p>Parking Plans show all of the off-street parking spaces on site, drawn to scale with dimensions (metric units). Off-street parking provisions are contained within Section 7 of Zoning Bylaw No. 4832. Parking plans must include:</p> <ul style="list-style-type: none"> • Number of off-street parking spaces (including garage spaces) • Locations and width of proposed or existing access points to the property • Driveways • Distance of parking area to lot lines & nearby watercourses • Parking area grade • Maneuvering aisles and parking layouts
<p>Landscaping Plans</p>	<p>Working drawings and estimate detailing the plant size and names, as well as other landscape features.</p>
<p>BC Energy Compliance Report</p>	<p>Applicant must provide a Pre-Construction BC Energy Compliance Report completed by a Professional Energy Advisor or Qualified Energy Advisor. Part 3 Buildings are required to meet Step 2.</p>
<p>Drawings indicating level of Step Code being pursued</p>	<p>Building permit drawings that are consistent with the submitted energy modelling and compliance reports. Submitted drawings shall include:</p> <ul style="list-style-type: none"> • Energy statements on drawings indicating that the project complies with the Energy Step Code, based on Climate Zone 5 calculations, the specific Step pursued and the required Step Code targets (TEDI, TEUI, MEUI, Air Tightness) • Information as specified in Division C,2.2.8.2 of the BCBC <p>The main cross section drawing shall show a continuous identifiable line indicating the air barrier location or method used, including all materials incorporated as part of the buildings air barrier system.</p>

<p>IMPORTANT: Building Drawing Requirements</p>	<p>IMPORTANT:</p> <ul style="list-style-type: none"> • All drawings should be to scale and show all construction related details. • Drawings must be a minimum of 11" by 17". • Must be designer quality. Hand drawings will not be accepted. Grid paper will not be accepted. Photos of plans will not be accepted.
<p>Site Plan</p>	<p>All Site Plans must be drawn to scale, contain metric units, and include the following elements:</p> <ul style="list-style-type: none"> • North arrow • Correct scale and scale bar • The name and extent of roads and lanes adjacent to the property • Lot dimensions • Lot area • Existing or required rights-of-way or easements • Site coverage (%) • Location, area and dimensions including setbacks for existing and proposed buildings and structures on site • Location of any watercourse, steep banks or slopes on or adjacent to the property • Location of existing wells or water sources on the property • Location of any existing or proposed septic fields <p>Location of any existing community services including sanitary sewer, water, storm drainage, ditches, fire hydrants, gas lines, hydro and telecommunication poles</p>
<p>Architectural Drawings</p>	<p>All Part 3 buildings require plans sealed by an Architect. Some exceptions may apply, such as, simple industrial buildings, which can be sealed by an Engineer, dependent on clearance by the Architectural Institute of BC. Architectural Letters of Assurance (Schedule A and/or Schedule B) are required to accompany all plans, whether sealed by an Architect or Engineer.</p>
<p>Structural Drawings</p>	<p>Where Engineered structural drawings are included, the City requires:</p> <ul style="list-style-type: none"> • Letters of Assurance for all structures with spanning members carrying high loads from a registered professional engineer • Schedule B, "Assurance of Professional Design and Commitment for Field Review" Schedules must be physically stamped and signed or digitally signed. • If a registered professional provides letters of assurance in accordance with the building code, they must also provide proof of professional liability insurance.
<p>Mechanical Drawings</p>	<p>Sealed drawings and Letters of Assurance (Schedule B) are required for all complex projects and projects with ventilation/heating systems serving more than one suite or floor with Balance Report.</p>
<p>Plumbing Drawings</p>	<p>Show the location and size of every building drain and of every trap and cleanout fitting that is on a building drain and building storm drain. Additionally, the size and location of every soil-or -waste pipe, trap and vent pipe, as well as a layout of the potable water distribution system, including the pipe size and valves shall be shown.</p>

Fire Suppression & Hydraulic Calculations	Schedule B and Engineering plans to be provided if required.
Electrical Drawings & Fire Alarm Schematics	Drawings and Letters of Assurance (Schedule B) are required for most projects falling within Part 3 of the BC Building Code. Electrical drawings including the emergency lighting and fire alarm system will be reviewed by the Fire Department as part of the plan review process.
Civil Drawings	Sealed drawings and Letters of Assurance (Schedule B) are required for onsite works, including drainage from parking areas and off-site works, if required.
Geotechnical Report	<p>A report is required for most proposed developments falling within Part 3 of the BC Building Code and where the Building Official identifies geotechnical concerns. Registration of a covenant on title may be required for subsidence, flood, landslip or erosion, dependent on the contents of the report.</p> <p>Existing reports may be on title or have been required at the subdivision or development permit phase.</p> <p>Schedule B is required at time of application, Schedule C-B is required for review & final inspection.</p>
BC Building Code Analysis	Completed by the Architect or Engineer, dependent on the building's complexity.
Alternative Solutions Report	Required if an Alternative Solution is proposed as the compliance path for a BC Building Code requirement. Typically developed by a Fire Protection Engineer specializing in building code analysis.