



DRAWING CHECKLIST

PROJECT ADDRESS:	
COMPANY:	
DESIGNER:	PHONE #:

Signature

The following is a checklist of information required on the drawings for a complete building permit application for new and major additions to single- and two-family dwellings. The **designer** is required to fill out this checklist and submit it at the time of application. Incomplete applications will not be accepted. The plan checker may require additional information.

Drawings required AT THE TIME OF APPLICATION The plans must be suitable quality for microfilming, double line drawings, except site plans. The drawings shall be submitted on sheets no larger than 24 inches by 36 inches (600 x 1000mm). Dimensions can be in imperial or metric but must be consistent throughout.	Included on Drawings	Checked by PC
Drawing to be clear and legible (blueprints not accepted due to microfilming)	<input type="checkbox"/>	<input type="checkbox"/>
Drawings must be drawn to scale in imperial or metric units (but not mixed)	<input type="checkbox"/>	<input type="checkbox"/>
Designer's name, address, telephone number and e-mail address	<input type="checkbox"/>	<input type="checkbox"/>
Building Code reference (BCBC 2024) & Structural Design Criteria	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan (scale 1/8" = 1'-0" or 1/16" = 1'-0" for larger site)	<input type="checkbox"/>	<input type="checkbox"/>
North arrow, civic address, legal description, streets, and lane location	<input type="checkbox"/>	<input type="checkbox"/>
Site dimensions as per Posting Survey	<input type="checkbox"/>	<input type="checkbox"/>
Driveway and crossing including width, offset distance from PL and % slope, including any proposed parking pads	<input type="checkbox"/>	<input type="checkbox"/>
Location of walkways, patios, and any impervious surface	<input type="checkbox"/>	<input type="checkbox"/>
Easements, rights-of-way, water courses, restrictive covenants, vision clearances, hydro poles, and guide wires	<input type="checkbox"/>	<input type="checkbox"/>
Water, sanitary & storm sewer connections including invert elevations, storm sewer sump, rock-pit, septic tank, and field	<input type="checkbox"/>	<input type="checkbox"/>
Tree locations with drip lines	<input type="checkbox"/>	<input type="checkbox"/>
Zoning summary including summation of all floor area calculations	<input type="checkbox"/>	<input type="checkbox"/>
Overall building dimensions of both principal & accessory buildings	<input type="checkbox"/>	<input type="checkbox"/>
Distance of building setbacks perpendicular to property lines	<input type="checkbox"/>	<input type="checkbox"/>
Distance between principal & accessory buildings	<input type="checkbox"/>	<input type="checkbox"/>
Existing and finished grades at all corners of principal & accessory buildings	<input type="checkbox"/>	<input type="checkbox"/>
Retaining walls on property, with top and bottom wall elevations	<input type="checkbox"/>	<input type="checkbox"/>
Cellar/basement floor slab elevation	<input type="checkbox"/>	<input type="checkbox"/>
Roof ridge elevation	<input type="checkbox"/>	<input type="checkbox"/>
Flat roof calculation	<input type="checkbox"/>	<input type="checkbox"/>

FOUNDATION, FLOOR AND ROOF PLANS (scale: 1/4" = 1'-0")	Included on Drawings	Checked by PC
Overall building depth and width of principal and accessory building	<input type="checkbox"/>	<input type="checkbox"/>
Fully dimensioned floor plans, room names and sizes	<input type="checkbox"/>	<input type="checkbox"/>
Windows and doors including door swings and sizes	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing fixtures, appliances, and fireplaces	<input type="checkbox"/>	<input type="checkbox"/>
Type of heating system	<input type="checkbox"/>	<input type="checkbox"/>
Location of smoke alarms, carbon monoxide alarms	<input type="checkbox"/>	<input type="checkbox"/>
Interconnected photo-electric smoke alarm for secondary suites	<input type="checkbox"/>	<input type="checkbox"/>
Framing details of all floors, ceiling, and roof components (indicate girder trusses, direction trusses are running and, point loads	<input type="checkbox"/>	<input type="checkbox"/>
Balconies, sun decks, covered decks, porches, open to below areas, flat roofs	<input type="checkbox"/>	<input type="checkbox"/>
CROSS SECTIONS (scale: 1/4" = 1'-0")		
Footing and foundation wall details	<input type="checkbox"/>	<input type="checkbox"/>
Floor to ceiling height of all floor area including crawl / roof spaces	<input type="checkbox"/>	<input type="checkbox"/>
Elevations at each finished floor, uppermost ceiling, and roof peak	<input type="checkbox"/>	<input type="checkbox"/>
Cross section through stairs to floor above showing headroom clearance	<input type="checkbox"/>	<input type="checkbox"/>
Construction materials: wall, floor, and roof assemblies	<input type="checkbox"/>	<input type="checkbox"/>
Raised footing in crawlspace	<input type="checkbox"/>	<input type="checkbox"/>
Parapet height for flat roof	<input type="checkbox"/>	<input type="checkbox"/>
CONSTRUCTION DETAILS		
Footing and foundation wall	<input type="checkbox"/>	<input type="checkbox"/>
Typical bay window/window seat	<input type="checkbox"/>	<input type="checkbox"/>
Vaulted ceiling indicating ventilation and insulation requirements	<input type="checkbox"/>	<input type="checkbox"/>
Roof deck indicating ventilation and insulation requirements	<input type="checkbox"/>	<input type="checkbox"/>
Stairs: rise, run, treat depth/width, guards, and handrails	<input type="checkbox"/>	<input type="checkbox"/>
New two-family dwelling one hour fire separation detail	<input type="checkbox"/>	<input type="checkbox"/>
ELEVATIONS (scale: 1/4" = 1'-0")		
Existing and finishing grades at building corners	<input type="checkbox"/>	<input type="checkbox"/>
Window size and direction of opening	<input type="checkbox"/>	<input type="checkbox"/>
Exterior finishes	<input type="checkbox"/>	<input type="checkbox"/>
Elevations at each finished floor, uppermost ceiling, and roof peak	<input type="checkbox"/>	<input type="checkbox"/>
Roof slope(s)	<input type="checkbox"/>	<input type="checkbox"/>
Spatial separation calculations (limiting distance, exposing building face, allowable unprotected openings, actual openings)	<input type="checkbox"/>	<input type="checkbox"/>

STRUCTURAL DRAWINGS	Included on Drawings	Checked by PC
<p>The structural engineer must indicate the code compliance option of CWC 2014 or BCBC part 4 used for the design for lateral loads using the following statement. If CWC 2014 is used it must be stated if Part B or Part C is used.</p> <p>I, _____, have reviewed and confirmed that the lateral resistance of this building for wind and earthquake is designed in accordance with _____.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Climatic loads, such as snow (Ss), rain (Sr), wind (q), seismic (Sa)	<input type="checkbox"/>	<input type="checkbox"/>
Live loads – roof and all floors	<input type="checkbox"/>	<input type="checkbox"/>
Dead loads of exterior walls, floors, and roofs – indicate if roof tile, concrete topping and/or stone cladding are used	<input type="checkbox"/>	<input type="checkbox"/>
Specification and standards for sheathing, lumber, fasteners, steel connectors, hold-downs, anchor bolts, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Assume soil bearing capacity	<input type="checkbox"/>	<input type="checkbox"/>
If part C of CWC 2014 is used to design for lateral loads, then the following must be shown on the structural drawings:		
Braced wall panels must be hatched and labelled BW	<input type="checkbox"/>	<input type="checkbox"/>
Percentage (%) of braced wall panels in each braced wall band at each floor level	<input type="checkbox"/>	<input type="checkbox"/>
Details of braced wall panels including type of sheathing, size and spacing of nails	<input type="checkbox"/>	<input type="checkbox"/>
Anchorage of braced wall panels including material, size and spacing	<input type="checkbox"/>	<input type="checkbox"/>
If part B of CWC 2014 or Part 4 of 2024 BCBC is used to design for lateral loads, then the following must be shown on the structural drawings:		
Site Classification	<input type="checkbox"/>	<input type="checkbox"/>
PGA, PGV	<input type="checkbox"/>	<input type="checkbox"/>
Rd, Ro	<input type="checkbox"/>	<input type="checkbox"/>
Importance Factor I _E	<input type="checkbox"/>	<input type="checkbox"/>
Building Base Shear	<input type="checkbox"/>	<input type="checkbox"/>
Total factored shearwall shear force in each direction at each storey	<input type="checkbox"/>	<input type="checkbox"/>
Strength of shearwall	<input type="checkbox"/>	<input type="checkbox"/>
Total length of shearwall required in each direction at each storey	<input type="checkbox"/>	<input type="checkbox"/>
All shearwall(s) (those used to resist lateral forces and may include exterior walls) must be hatched and labelled "SW"	<input type="checkbox"/>	<input type="checkbox"/>
All drag struts must be shown as dotted line	<input type="checkbox"/>	<input type="checkbox"/>
Shearwall details including framing, type of sheathing, nailing size and spacing, blocking	<input type="checkbox"/>	<input type="checkbox"/>
Details of all elements participating in the load path including drag struts, hold-downs, straps, etc. to show how forces are transferred from roof to foundation	<input type="checkbox"/>	<input type="checkbox"/>