

RESIDENTIAL: ACCESSORY BUILDINGS

INFORMATION REQUIRED FOR A DEVELOPMENT PERMIT

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. **Applicants are required to fill in the column, “Applicant” and sign the application form confirming that all of the required information has been provided.**

To expedite the evaluation, all materials submitted must be clear, legible and precise. Accurate and legible drawings are required (rough sketches are not acceptable) in order to ensure that your application is processed accurately and in a timely manner. To achieve this level of customer service, **staff are instructed to accept only complete applications which include plans/drawings prepared to professional drafting standards.**

If any of the required information is not provided, your application will not be accepted. If an application is accepted, and upon review found to be missing required information, you will be contacted. **The processing of your application will not proceed until the necessary information is submitted.**

Office	Applicant	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	1. CURRENT COPY OF THE CERTIFICATE OF TITLE (No older than 3 months)
<input type="checkbox"/>	<input type="checkbox"/>	2. OWNER AUTHORIZATION (if the applicant is not the Owner)
<input type="checkbox"/>	<input type="checkbox"/>	3. APPLICATION FEE
<input type="checkbox"/>	<input type="checkbox"/>	4. SITE PLANS (2 sets) – to scale and dimensioned (min. scale 1:200) showing:
<input type="checkbox"/>	<input type="checkbox"/>	• North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	• Municipal Address
<input type="checkbox"/>	<input type="checkbox"/>	• Legal Description (Lot, Block, Plan)
<input type="checkbox"/>	<input type="checkbox"/>	• Property Lines
<input type="checkbox"/>	<input type="checkbox"/>	• Location of windows and doors, including garage door
<input type="checkbox"/>	<input type="checkbox"/>	• Front, side and rear setbacks from property lines
<input type="checkbox"/>	<input type="checkbox"/>	• Easements and utility rights-of-way
<input type="checkbox"/>	<input type="checkbox"/>	• Foundation outline of the structure and the outline of eaves
<input type="checkbox"/>	<input type="checkbox"/>	• Outline and location of dwelling and other buildings on property (all dimensioned)
<input type="checkbox"/>	<input type="checkbox"/>	• Distance of driveway between structure and property line
<input type="checkbox"/>	<input type="checkbox"/>	• Garage slab grade, property line grade, slope of driveway to garage (new subdivisions only)
<input type="checkbox"/>	<input type="checkbox"/>	• Adjacent city streets, sidewalks, curbs, and proposed and existing curb cuts
<input type="checkbox"/>	<input type="checkbox"/>	• Location of existing or proposed services lines, and electric and gas meters
<input type="checkbox"/>	<input type="checkbox"/>	• Any utility poles, transformer boxes, hydrants, light standards, on or adjacent to the site
<input type="checkbox"/>	<input type="checkbox"/>	5. ELEVATION DRAWINGS (1 set) – to scale and dimensioned (min. scale 1:100) showing:
<input type="checkbox"/>	<input type="checkbox"/>	• Exterior of proposed building, including windows, doors
<input type="checkbox"/>	<input type="checkbox"/>	• Exterior finishing materials, roofing materials, and chimney flues
<input type="checkbox"/>	<input type="checkbox"/>	• Dimensioned height from grade on each elevation
<input type="checkbox"/>	<input type="checkbox"/>	6. UTILITY LOCATES - Gas, Electric, Telus, Shaw, Water, Sewer (No older than 3 months)

