



Pre-Application Submission Review Checklist Single Family Residential

Please submit all information at once. Each application must include this form and all accompanying documentation in order to be accepted. This form can also be found at www.mission.ca/sfd-checklist.

All buildings on a site require a separate building permit.

Property Address: _____ Building: _____

Zone: _____

Applicant to fill out completely prior to submission.

			OFFICE USE	
	Yes	N/A	OK	No
1. ADMINISTRATIVE ITEMS				
a. Are you the owner of the property? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If Yes , have you supplied the Owner's Undertaking Form ? (All permits require this form)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
If No , have you provided an Agent Appointment Form ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Agent is a corporate entity, have you also supplied a BC Online Corporate Summary ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is this a new home? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If Yes , have you provided the New Home Registration Form from BC Housing ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Have you provided a Certificate of Title (tsa.ca) dated within 30 days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the owner is a corporate entity have you supplied the BC Online Corporate Summary dated within 30 days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Have you provided a copy of <u>all</u> Charges Against Title of the land(s)? (covenants, easements, rights of way, and legal notations NOT including mortgage and priority agreements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. PLANNING COMPLIANCE				
a. Have you filled out and attached the Planning Compliance form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. SERVICING COMPLIANCE				
a. Is the property serviced by municipal water? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If No , have you provided a Private Well Certification ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the property serviced by municipal sanitary? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If No , have you provided a Record of Sewerage from Fraser Health ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Property Address: _____

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	Yes	N/A	OK	No
3. SERVICING COMPLIANCE - Continued				
c.				
Have you provided an Engineered Sealed Design (Development and Subdivision Control Bylaw 5650-2017, Schedule C: Section 4 and Section 5) for on-site stormwater detention/infiltration system (rock pit) with a Schedule B ?				
d.				
Have you provided a Temporary Lot Siltation Control Plan , listing the steps that you will take to meet the requirements. (Development and Subdivision Control Bylaw 5650-2017, Drawing SS-Go40) <i>Your footing inspection may be rejected if you do not adhere to the Siltation Control Plan.</i>				
e.				
Have you visited the site to confirm that all access elevation driveway letdowns, etc. allow the home to be built as designed?				
4. BUILDING AND SITE COMPLIANCE				
a.				
Have you provided 2 sets of Architectural Drawings per Building Bylaw 3590-2003, Section 7 , clearly showing:				
i)				
Site plans?				
ii)				
Floor plans?				
iii)				
Cross sections?				
iv)				
Elevations?				
v)				
Cross sectional details showing that the structure conforms to the BC Building Code ?				
vi)				
Topographic survey prepared by a BC Land Surveyor?				
b.				
Does your building meet the specifications of the Floodplain Management Bylaw ?				
Any stream:				
(a) Flood Construction Level – 1.5 metres above natural boundary of the stream				
(b) Floodplain Setback – 15 metres from the natural boundary of the stream				
Silver Creek and Stave River:				
(a) Flood Construction Level – 3.0 metres above natural boundary of the stream				
(b) Floodplain Setback – 30 metres from the natural boundary of the stream				
Fraser River, Hatzic Lake, Hayward Lake, Stave Lake, and Silvermere Lake:				
Please refer to Floodplain Management Bylaw 4027-2007				
c.				
Have you provided 2 sets of Sealed Structural Drawings with a Schedule B per the BC Building Code ?				
d.				
Are retaining walls over 2 feet in height planned as part of your application?				
<input type="checkbox"/> Yes <input type="checkbox"/> No				

OFFICE USE
ONLY
COMMENTS

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SECOND SUBMISSION REVIEW

OFFICE USE ONLY

Application Complete

Return to Applicant

Signature of Plan Reviewer

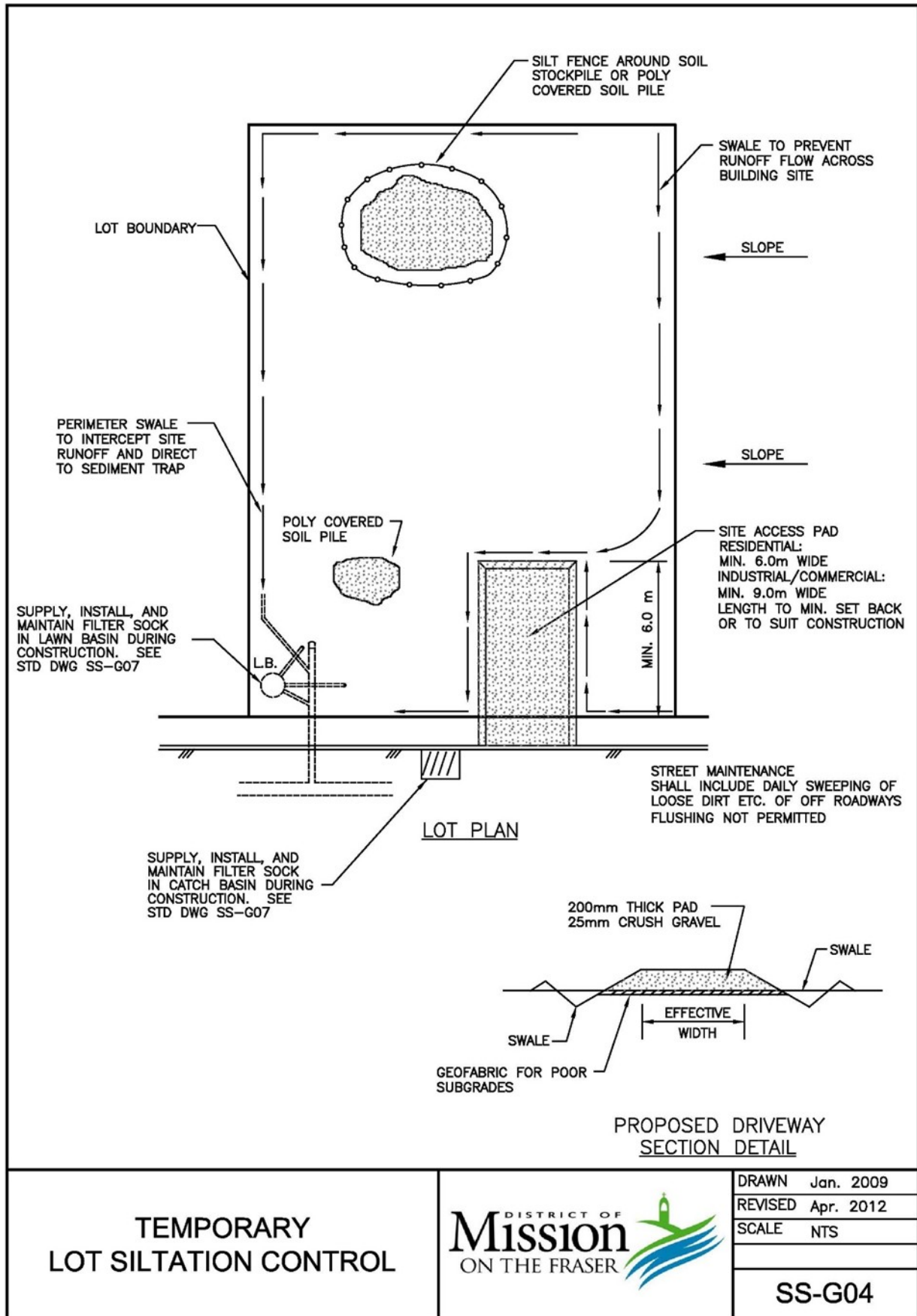
Date

Additional Comments:

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ONLY
COMMENTS

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ONLY
COMMENTS

PLEASE NOTE: If after this second submission review your application is still deemed incomplete then your next submission will be treated as a NEW application.



**TEMPORARY
LOT SILTATION CONTROL**



DRAWN Jan. 2009
REVISED Apr. 2012
SCALE NTS

SS-G04