



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 (ltsa.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> documents registered on title)? (covenants, easements, rights of way, and legal notations NOT including mortgage and priority agreements. You can obtain these from ltsa.ca or from a notary or lawyer)	<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: _____

			OFFICE USE		
	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 ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e.	Have you visited the site to confirm that all access elevation driveway letdowns, etc. allow the home to be built as designed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii)	Floor plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii)	Cross sections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv)	Elevations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v)	Cross sectional details showing that the structure conforms to the BC Building Code ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vi)	Topographic survey prepared by a BC Land Surveyor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Does your building meet the specifications of the Floodplain Management Bylaw ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	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 ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d.	Are retaining walls over 2 feet in height planned as part of your application?				
	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Property Address: _____

4. BUILDING AND SITE COMPLIANCE - Continued	Yes	N/A	OFFICE USE	
			OK	No
If Yes to above , have you provided a Retaining Wall Drawing accompanied by a Schedule B sealed by a Registered Professional for structural and geotechnical aspects? (Building Bylaw 3950-2003, 8. Retaining Structures) (Zoning Bylaw 5949-2020, Section 112 B. Retaining Walls)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Have you provided a Sprinkler Drawing with calculations accompanied by a Schedule B sealed by Fire Suppression Engineer ? (Fire Sprinkler Bylaw 5679-2017)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Have you provided confirmation that the driveway grade meets the minimum fire access requirements as per the Development and Subdivision Control Bylaw ? Driveways must: <ul style="list-style-type: none">○ have a minimum of 4.0 metres in width, with 6.0 metres total clearance;○ have a grade no greater than 12%;○ have a minimum of 12.0 metres for the centreline turning radius; and○ have a turnaround at the end if they are greater than 90 metres. <ul style="list-style-type: none">● Are bridges and culverts designed and certified for H-20 minimum loading for fire truck access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I affirm and certify that all the information and answers to questions herein are complete, true and correct to the best of my knowledge and belief. I understand that any misrepresentation, falsification, or omission of any facts called for in the application may render this application void and will be cause the application to be returned, when discovered.

Name of Applicant (please print)

Signature

Date

PLEASE NOTE: If an application is deemed to be incomplete, an applicant may lose their place in line. A resubmission may be treated as a NEW application. Please take all necessary precautions to supply all the information requested in a single submission. The District will NOT accept information in a piecemeal fashion.

OFFICE USE ONLY

Application Complete

Return to Applicant

Signature of Plan Reviewer

Date

Additional Comments:

OFFICE USE
ONLY
COMMENTS

OFFICE USE
ONLY
COMMENTS

OFFICE USE
ONLY
COMMENTS

SECOND SUBMISSION REVIEW

OFFICE USE ONLY

Application Complete

Return to Applicant

Signature of Plan Reviewer

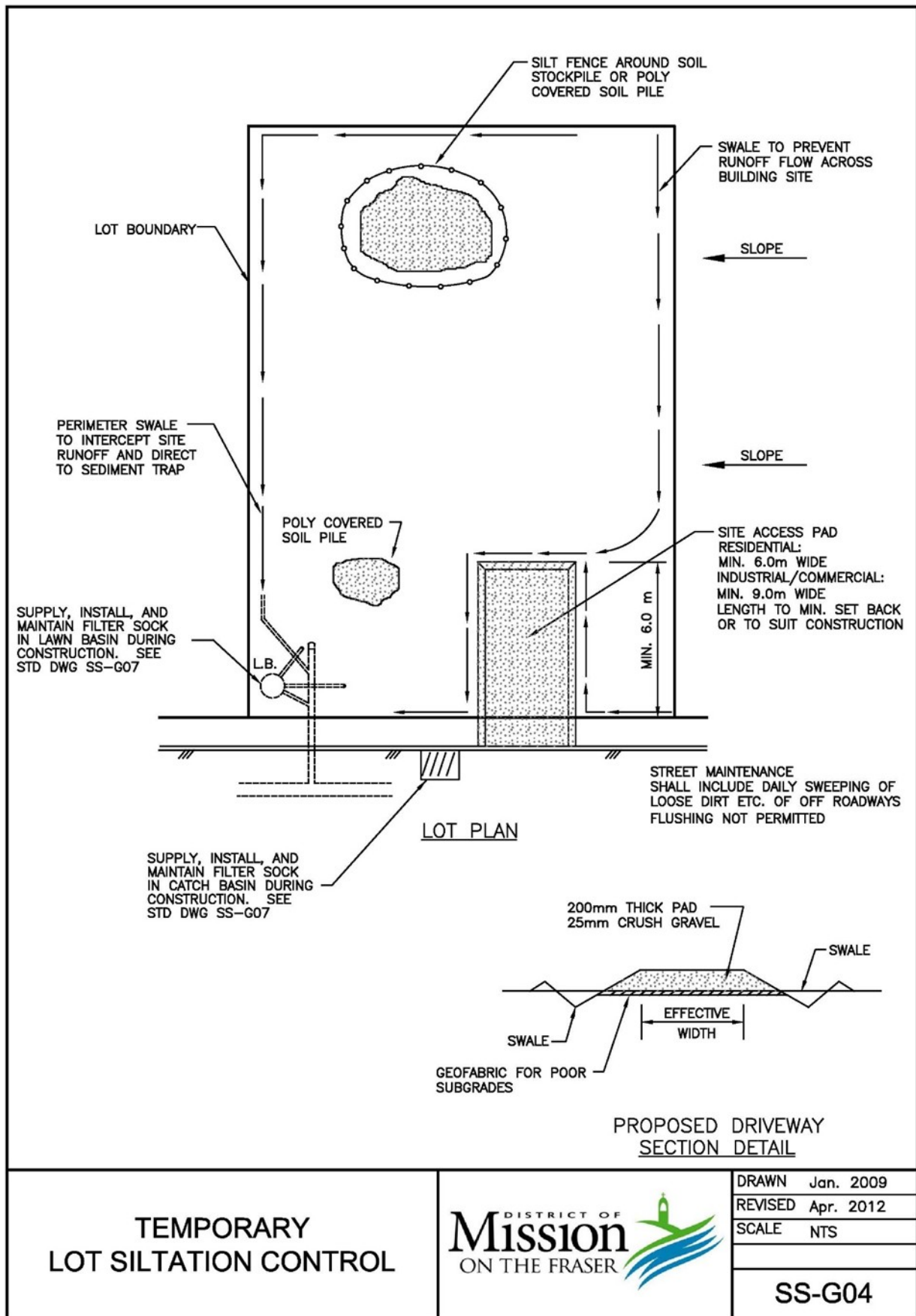
Date

Additional Comments:

OFFICE USE
ONLY
COMMENTS

OFFICE USE
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



PERMIT #: _____

ROLL #: _____

DATE RECEIVED: _____

DATE APPROVED: _____

INSPECTION SERVICES DEPARTMENT

BUILDING PERMIT APPLICATION
Please Print

Site Address: _____

Legal Description: _____

Value of Construction: _____

PERMIT TYPE

- SINGLE FAMILY DWELLING
- MANUFACTURED / MOBILE HOME
- TWO FAMILY DWELLING
- MULTI-RESIDENTIAL
- COMMERCIAL
- INDUSTRIAL
- INSTITUTIONAL

DESCRIPTION

- NEW CONSTRUCTION
- ADDITION
- ALTERATION / RENO
- TENANT IMPROVEMENTS
- SECONDARY SUITE
- DEMOLITION
- SPECIAL INSPECTION

- OTHER: _____
- ACCESSORY BUILDING
- SIGN
- GARAGE / CARPORT
- WOODSTOVE
- SPRINKLER
- SERVICES

BRIEF DESCRIPTION OF PROJECT: _____

Business Name: _____ **Business Licence # (if applicable)** _____

APPLICANT

NAME: _____
 ADDRESS: _____
HOUSE/STREET CITY PROVINCE POSTAL CODE
 PHONE: _____ E-MAIL: _____ FAX: _____

PROPERTY

NAME: _____

OWNER

ADDRESS: _____
HOUSE/STREET CITY PROVINCE POSTAL CODE
 PHONE: _____ E-MAIL: _____ FAX: _____

BUILDER

NAME: _____
 ADDRESS: _____
HOUSE/STREET CITY PROVINCE POSTAL CODE
 PHONE: _____ E-MAIL: _____ FAX: _____

I HEREBY CONFIRM THAT THE INFORMATION SUPPLIED IN SUPPORT OF THIS APPLICATION IS TRUE AND CORRECT: _____

OWNER OR AGENT SIGNATURE

OFFICE USE

ONLY

COMMENTS:

District of Mission Building Bylaw 3590-2003

OWNER'S UNDERTAKING

Re: **Property Address:** _____

Legal Description: _____

Permit #: _____

This line to be completed by the District of Mission

This undertaking is given by the undersigned, as the *owner* of the property described above, with the intention that it be binding on the *owner* and that the District of Mission will rely on same.

I confirm that I have applied for a *permit* pursuant to Building Bylaw 3590 –2003 and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and in particular understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections there under.

Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility, whether or not any work to be performed pursuant to the *permit* applied for is done by me, my *agent*, a contractor or a *registered professional* to ensure compliance with the *Building Code* and the Bylaw.

I am not in any way relying on the District of Mission or the *Building Official* of the District of Mission, to protect the *owner* or any other persons as set out in the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the District of Mission or its *Building Official*.

Owner's Information:

Name: _____

Address: _____

Telephone: _____ **Email:** _____

Contact Person: _____

Telephone: _____ **Email:** _____

Date: _____

Signature: _____



DEVELOPMENT SERVICES DEPARTMENT

AGENT APPOINTMENT

"I (We) the undersigned, being the registered owner(s) of the property located at _____

Property Address

_____ (the 'property') hereby irrevocably appoint

Property Address

_____ of _____

Name

Company

_____, _____ as the agent

Telephone

Email

for all purposes, including the granting of all undertakings, in respect of:

- an application for land development and any matters that are directly or indirectly related to the development application;
- the granting of any undertakings, in respect of an application for a building permit in accordance with the provisions of Building Bylaw 3590-2003 and any other matters that are contained directly or indirectly within the provisions of the bylaw"; and/or
- the demolition of a building(s) on the property.

Signature (registered owner)

Name (please print)

Signature (registered owner)

Name (please print)

Signature (registered owner)

Name (please print)

Dated _____

This form must be completed by the home designer or architect and submitted with the Pre-Application Submission Review Checklist when applying for a building permit.

Property Address: _____

Zone of Property: _____

1. I have checked the [zone](#) and my plans comply with the allowable:

- | | | |
|---------------------------|------------------------------|-----------------------------|
| a. Use(s) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Setbacks | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Building Height | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Lot Coverage | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered **No** to any of the above, you will be required to obtain a Development Variance Permit from Council, and **a Building Permit will not be issued until this is addressed.**

2. I am aware of, have shown, or addressed all:

- | | | |
|--|------------------------------|-----------------------------|
| a. Right-of-Ways | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Easements | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Covenants (design, no-build, etc.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

3. Do you need a **Development Permit** for any of the following?

a. **Riparian Area Protection Regulation?**

Is the building within 30 metres of a watercourse? Yes No

If **YES**, have you provided a completed [Riparian Areas Protection Regulation Assessment Report](#) that has been registered with the Province of BC? Yes No

If you answered **Yes** to the above, you will be required to obtain an Environmental Development Permit.

A Building Permit will not be issued until this is addressed.

b. **Geohazard Report?**

Does this site need a site-specific geotechnical report as listed on title? Yes No

If **YES**, have you provided a site-specific geohazard report? Yes No

([Assistance to Developers and Building Permit Applicants Undertaking Landslide Hazard Assessments](#))

Note: The Building Inspector may ask for a geotechnical report even if there isn't one registered on title, based on site conditions or where the home is placed on the lot.

If you answered **Yes** to the above, you will be required to obtain a Geohazard Development Permit.

A Building Permit will not be issued until this is addressed.

c. **Fire Interface?**

Is this building within the District of Mission's [Fire Interface Development Permit Area: Map 17 Fire Interface DP Area](#) (OCP Bylaw 5670-2017, Appendix C)? Yes No

If **YES**, have you designed your building to comply with the District of Mission's [Fire Interface Guidelines](#)? Yes No

If you answered **Yes** to the above, you will be required to obtain and address any design issues in a Fire Interface Development Permit.

A Building Permit will not be issued until this is addressed.

Name of Owner or Agent (please print)	Signature	Date
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DESIGNER MUST COMPLETE THIS PORTION

Form and Character Development Permit

Does the development address the requirements of the Form and Character Development Permit and with all restrictive covenant(s) listed on title?

If NO, please explain.

NOTE: Depending on the restrictive covenant, there may be instances where the District cannot consider modifications.

Designer's Recommendation: Approve Deny Request Modification

Name of Designer (please print)	Signature	Date
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