

Residential Building Permit Checklist Patio or Carport Roof

Project Name:		<i>Building Permit Label (completed internally)</i>
Project Address:		
Applicant:		
Applicant Address:		

The following items are required for plan review:		YES	N/A
1.0	Two copies of legible site plans – drawn to scale and dimensioned		
1.1	Showing property lines and dimensions.		
1.2	Showing all existing buildings boundaries and distances to property lines and to adjacent buildings on the same property.		
1.3	Clearly showing new accessory roof area.		
2.0	Two copies of construction drawings - drawn to scale and dimensioned		
2.1	Foundation Construction – all pad, piers, piles must be shown and include size and at least 1.5m of frost protection. (Southlands is an area that will require at least 2.1m of frost protection.)		
2.2	Post and Beam Construction – including size and spacing. Post connections details to beams and foundations. (Note: connections must be designed to resist uplift to wind. Only carport posts are permitted to be reduced to 4x4.)		
2.3	Roof Construction – including rafter and/or truss spacing. Roof sheathing and roofing material. (Note: roofing material must be approved for the slope of the roof)		
2.4	If aluminum or pre-manufactured roof, a copy of the manufacturer specifications must be included. (See Standata 06-BCI-009)		
3.0	Additional permits - A homeowner permit will only be issued to a property owner that resides or plans to reside in a Single Family Dwelling.		
3.1	Additional permits may be required.		

**Checklist must be completed by applicant prior to submittal.
 Minor changes or notes on submitted plans may be in blue or black ink.
 RED INK IS RESERVED FOR DEPARTMENT.**

NOTE:
Any missing or incorrect information will delay the permit issuance.