



Building Permit Application Checklist

Building Division

604.469.4534 • www.portmoody.ca

Tenant Improvement

Please complete checklist and submit with your application.

Civic Address:	<input type="text"/>
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Included	N/A	To Come	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bond Release Form with void cheque
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Architectural sets of drawings, including: <ul style="list-style-type: none"> Complete Floor plan with code analysis/summary and key plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Digitally sealed structural drawings from engineer. Required if structural design does not meet Part 9 of the BC Building Code
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Digitally sealed plumbing/mechanical drawings, if plumbing/mechanical work is to be conducted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Digitally sealed sprinkler drawings with hydraulic calculations, if sprinkler work is to be conducted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Digitally sealed Letter of Assurance from registered professional(s), if required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City of Port Moody Building Bylaw – Schedule 4 – Confirmation of Professional Liability Insurance from all Registered Professionals <ul style="list-style-type: none"> Must be accompanied with a copy of Certificate of Insurance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule 1 - Owner Authorization Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Strata Authorization, required if property is within a strata