



Building Permit Application Checklist

Building Division

604.469.4534 • www.portmoody.ca

New Single/Two Family Residential Buildings or Additions

Please complete checklist and submit with your application.

| | |
|----------------|-------|
| Civic Address: | _____ |
|----------------|-------|

| 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"/> | Schedule 1 - Owner Authorization Form |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Original Sealed Survey |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Architectural drawings <ul style="list-style-type: none">• Site plan, foundation plan, floor plans, cross section (with construction assemblies and details), elevations |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Digitally sealed structural drawings from engineer. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Digitally sealed Letter of Assurance from engineer |
| <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"/> | Title Search |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | BC Housing New Home Registration Form, if required |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strata Authorization, required if property is within a strata |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pre-Construction Compliance Verification Form |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Electronic copy of energy modeling report (HOT200 Full House report or alternative if following 9.36.5) |