



Building Permit Application Checklist

Building Division

604.469.4534 • www.portmoody.ca

New Development

Please complete checklist and submit with your application.

Civic Address:	_____
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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"/>	Digitally sealed sets of drawings <ul style="list-style-type: none"> Architectural, Structural, Plumbing/Mechanical, Electrical, On-Site Civil, and Sprinkler with Hydraulic Calculations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Digitally sealed Letters of Assurance: Schedule A and Schedule B from all Registered Professionals
<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"/>	BC Housing New Home Registration Form, if required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Code Analysis Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alternative Solution(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sealed Survey
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan indicating truck routes, vehicle/heavy equipment staging, and queuing as well trades parking through construction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Safety Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction Fire Safety Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Erosion and Sediment Control Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule 1 - Owner Authorization Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title Search
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Energy Efficiency Design: <ul style="list-style-type: none"> Part 10 Design Verification Form; 9.36 Pre-Construction Report from Building Safety Standards Branch (if Performance Path or Step Code); or 9.36 Prescriptive (Details included on Architectural Drawings)