



Building Permit Application Checklist

Building Division

604.469.4534 • www.portmoody.ca

Interior Renovations

Please complete checklist and submit with your application. Note: Incomplete applications cannot be processed.

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"/>	Schedule 1 - Owner Authorization Form
<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"/>	Architectural drawings <ul style="list-style-type: none">• floor plans, cross section, if required
<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 Letter of Assurance from engineer, 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