



# Building Permit Application Checklist

Building Division

604.469.4534 • www.portmoody.ca

## New Solar Panel/Module Installation on Existing Buildings

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

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's Authorization Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Architectural drawings (showing room at termination of conduits)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Digitally sealed structural drawings, from engineer (showing area of installation on roof and required loading)
<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 • 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"/>	Strata Authorization, required if property is within a strata