



BUILDING PERMIT CHECKLIST

Energy and zero carbon step codes

This checklist will help with your building permit application. If you require additional information, please contact the Building Department at info@highlands.ca.

BEFORE YOU START

- Contact the Planning Department to confirm whether a **Development Permit Area (DPA)** permit is required.

REQUIRED DOCUMENTS (if applicable)

Certificate of Title

Copy of a recent Certificate of Title (issued within the last 30 days), including all covenants, easements, statutory rights-of-way, etc.

Driveway Access Permit

Evidence of a Driveway Access Permit application and approved location from the District of Highlands.

Sewage Disposal Documentation

Health Authority sewage disposal filing **or** a letter from a Registered Onsite Wastewater Practitioner (ROWP). Visit Island Health website for more information:

<https://www.islandhealth.ca/learn-about-health/environment/sewerage-subdivision>

Potable Water Source

Source of potable water clearly indicated on plans.

Owner's Undertaking

Completed Owner's Undertaking (Appendix M).

Owner's Declaration

Completed Owner's Declaration (Appendix N).

219 Covenant (No subdivision of Accessory Dwelling Unit)

Step Code Compliance Report

Home Warranty

Site Plan showing:

- Dimensions of the parcel
- Location of septic tank and disposal field
- Location of the proposed building
- Ground elevations
- Location of existing buildings, including horizontal and vertical dimensions
- Site drainage details
- Road access location

Building Plans and Specifications including scale drawings showing:

- Foundation plan (with overall dimensions)
- Fully dimensioned floor plans for each level
- Elevations of all sides of the building
- Proposed and/or existing use of all rooms
- Full cross-sections showing all structural details and finishes

(Partial cross-sections are not acceptable)

Preferred Scales:

Imperial: 1/4" = 1'-0"

Metric: 1:50

Intended Use

Statement describing the intended use of the proposed building, including any existing buildings.

Additional Information (if applicable)

Any other information required to support the application, such as **Development Permit Area 6** for any construction or addition **50 m² or greater** once completed