



Occupant Load Calculation Building Permit Checklist

Owner Name: _____

All documentation is required at the time of permit application unless otherwise specified.

Refer to the Regional District Official Community Plan, Zoning Bylaws and Floodplain Management Bylaw for development restrictions related to your building permit application. If an application is non-compliant with applicable bylaws, it may increase the application processing time. Please check the Bylaws at <https://www.rdck.ca/EN/main/government/bylaws.html> or call 250-352-8176.

NEW	RENO	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Building Permit Application	<input type="checkbox"/> Include signatures of ALL registered Owners <input type="checkbox"/> Include Owner(s) Representative Form if applicable
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Title Certificate	Ltsa.ca (BC Land Title & Survey) 877.577.5872 Provide a copy of the property title issued within 30 days from the Land Title Survey Authority, or RDCK can obtain for a fee of \$17 at time of submission.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Construction Drawings	Provide the drawings below in PDF format. If unable to provide a digital copy, submit 2 sets of physical drawings no larger than 11"x17". Hand drawn plans NOT accepted. Building plans from last approved occupant load or building permit may be submitted. Alternatively, we recommend to obtain construction drawings from an experienced designer. Drawings containing the following information: <ul style="list-style-type: none"> <input type="checkbox"/> Floorplan of all stories of building <input type="checkbox"/> Label all room uses <input type="checkbox"/> All interior and exterior seating, including furniture layout <input type="checkbox"/> All washrooms and plumbing fixtures <input type="checkbox"/> All exits and entrances to building, indicating egress routes and widths <input type="checkbox"/> Provide proposed occupant load, including customers and staff

For more information

info@rdck.bc.ca | 250.352.6665 | 1.800.268.7325 (BC) | or visit rdck.ca