



NEW HOME, DUPLEX and ADDITION APPLICATION CHECKLIST

The following items are required to be submitted in support of a new home building and plumbing permit (Note – each building requires a separate application):

**** Please note this list is in a general format and indicates the items the City is reviewing to ensure NBC compliance. It is understood that some items may not apply to your current project. Complete applications reduce turnaround time for review, and help reduce requests for further information to ensure compliance. It is not meant to suggest how, or where in the submission, information is provided.**

Site Plan:

- The submitted site plan **must** be the same as approved by the Development Officer
- Street(s) name and north arrow
- Property lines and lot dimensions
- Setbacks of ALL buildings to property lines (existing and proposed) and between buildings – include decks, sheds, carports, cantilevers etc.
- Parking Stalls, driveway dimensions and grades
- Indicate portion of building(s) being renovated and/or new buildings
- Indicate floor area of the house, *accessory suite* and garage
- Show easements, rights-of-way etc.
- Location of utilities – new and proposed
- Toe and top of slopes over 30%
- Location of any proposed retaining walls
- Scale of plan at 1/8 inch per ft (1:100 metric) ****Must be submitted on paper of suitable size to be at scale and legible**

Foundation Plan:

- Footing details with all point load locations shown
- Foundation wall details (if PWF must show compliance with CSA S-406 or sealed drawing and Letters of Assurance required)
- Foundation drainage details (if not drained earth, engineering is required)
- Confirm footings to below frost depth or method to protect from the effects of frost (engineering confirmation may be required)
- Concrete slab details (dimensions including thickness and construction details)
- Crawl space details (dimensions, including coverings ie foam with OSB cover)
- HVAC, HWT, furnace and other equipment locations where applicable
- Radon mitigation
- Existing and finished grades, including confirming side slopes (cuts and fills) comply with 10.62 of Yukon Worker's Compensation Regulations
- Plan scale at ¼ inch per ft (1:50 metric) ****Must be submitted on paper of suitable size to be at scale and legible**

Continued ->>>

Elevation Plans (all sides):

- Highlight new works if a renovation or addition
- Finished grade
- Exterior finishes and flashing details at openings
- Door and window sizes with sill height above floor and finished grade shown
- Total sq m or sf of glazed area or unprotected openings (specify) and area of exposing building face(s)
- Spatial separation calculations per 9.10.14 or 9.10.15 (specify)
- Roof slope and materials
- Scale of plans at ¼ inch per ft (1:50 metric) **Must be submitted on paper of suitable size to be at scale and legible

Framing Systems:

- Location of all walls and point loads
- Joists, rafter, truss, beam size and layout **See below if manufactured components are being proposed, in which case only beam spans, joist/truss direction and point load locations need to be shown
- Any required bridging and/or blocking
- Manufactured beams, lintels, roof trusses floor systems etc. stamped by P. Eng or equivalent certification from the manufacturer ** These items may be submitted prior to request for framing inspection and seals are **NOT** required to be provided until further notice, unless the spans exceed 12.2 m or the values contained in the Span Tables of the NBC

Floor Plans (all floors):

- Outside dimensions of entire building
- Inside room dimensions including hallways
- All materials and finishing materials (walls, floors etc.)
- Door/window sizes, label new/existing and egress
- Purpose of all rooms (kitchen, bedroom, living room etc)
- Highlight new works if addition/renovation
- Venting/exhaust in kitchen, bathroom, laundry etc.
- Location of all plumbing fixtures, hot water tank and size, HVAC equipment etc.
- Location of smoke and carbon monoxide detectors
- Radon mitigation where applicable for rough-in that continue through the roof or wall system above grade
- Construction and dimensions of exterior decks and porches including stairs and guards (use the Decks and Porches Checklist if more detail is needed)
- Location and required fire resistance and sound rating for any required separations
- Scale of plans ¼ inch per ft (1:50 metric) **Must be submitted on paper of suitable size to be at scale and legible

Cross Sections and Details:

- Footing design
- Foundation wall construction including wall height, backfill height, drained earth details, damproofing etc. (non-drained earth, surcharged, overheight and PWF walls that do not comply with CSA S-406 may require engineering and Letters of Assurance)
- Floor slab, ground cover, radon protection and subgrade details
- Crawlspace and ground cover details
- Existing grade and finished grade from property line to property line and indicate any surcharges (parking areas, retaining walls, steep slopes other building foundations etc.)
- Floor construction (beams, lintels, headers, joists, subfloor, blocking/bridging, materials etc.)
- Roof construction (beams, rafters, soffits, trusses, venting, materials etc.)
- Fully dimensioned stair section at min. 1/2" per ft (1:25 metric)
- Ceiling and roof heights
- Scale of plans at 1/4 inch per ft (1:50 metric) or larger as required **Must be submitted on paper of suitable size to be at scale and legible

Specifications:

**** Please note: while these items are typically required prior to issuance of a permit, until further notice, the information may be submitted PRIOR to request for framing inspection.**

- Heat loss calculations
- Proposed heating system specifications
- Proposed ventilation (HRV) specifications
- Proposed hot water tank/on demand specifications
- Building envelope/energy requirement analysis or effective R-value for all assemblies
- Specifications of all aspects of construction
- Specifications of any other gas or solid fuel burning appliances

Notes:

- **Any works that are not fully compliant with the prescriptive requirements of Part 9 *National Building Code* may require professional oversight and Letter's of Assurance per section 67 *Building and Plumbing Bylaw 99-50***
- **All plans must be legible and if in paper form be full size at the intended scale (1/8 inch per foot for site plans, 1/4 inch per foot for other plans, and 1/2 or 1 inch per foot for details or the metric equivalent)**
- **If a renovation or addition, proof that no hazardous materials are present, or have been properly abated, may be required**