



REGIONAL DISTRICT OF NORTH OKANAGAN

Industry Standard Drawings Building Permit Requirements

Revised: September 2021

Industry Standard Drawings Submission Requirements

The drawings submitted for a building permit must be clear and legible. All drawings shall be printed on stock print or copy paper of a uniform size. Spliced drawings are not acceptable. All drawings shall be collated and separately bound into two (2) complete sets.

Each drawing "Title Block" shall provide:

- Project location (address/legal description);
- Designer (full name); and
- Design date (including current revision dates)

Plans and specifications submitted must clearly show the project in its entirety with emphasis on the following:

- Structural Integrity
- Life Safety Assurance
- Building Code and Zoning Bylaw compliance
- Definition of scope of work

The RDNO Building Bylaw No. 2670, 2015 requires the submission of the following construction plans in duplicate at a scale of 1:50 ($\frac{1}{4}'' = 1'-0''$) unless otherwise noted below to form a portion of a building permit application:

- 1) A scalable site plan at a scale of 1:200 ($\frac{1}{16}'' = 1'-0''$) should show the location and distances to property lines, adjacent street(s) and all existing and proposed buildings on the property. It should also show the location of the driveway(s), septic tank and field (if applicable), wells, creeks, ravines, ponds, right-of-ways, easements, and a sign indicating which direction is north should also be shown;
- 2) A foundation plan showing building dimensions, footings, foundation walls and chimney footings including widths and location of all reinforcing steel;
- 3) A Basement Plan showing the columns, beams, bearing walls, partition walls, doors, windows, stairs, rough-in plumbing, water/sewer service lines, floor drains and clean-outs; and the location of the water heater, heating, air conditioning and ventilating equipment;
- 4) Floor plans showing the dimensions and use of every room area, dimensions and height of crawl space and roof spaces, location, size and swing of doors; location size and opening of all windows; location and description of all plumbing works and fixtures; location and dimensions of all stairs; location and structural details of all fireplaces; structural details and thickness of all walls, and the finishing treatment for all floors, walls and ceilings. The total area for each floor should also be noted on the drawings;
- 5) Building Elevations for each side showing the height of the building, finished grade, roof slopes, exterior finishes, doors, windows and other design features;
- 6) Cross Section Drawings showing the existing and finished grades; entire roof, floor and wall systems; foundation walls and footings; and location of drain tiles. These should show the structure

of the building in sufficient detail to assess the type of materials and the structural adequacy. For a simple building only one cross-section is usually required. In some cases, two or more will be necessary to adequately show the nature of the proposed construction.

*You may not need to provide all of the above drawings in every case. For example, it may not be necessary to provide a site plan for interior renovations. Check with the Building Department to ensure you have prepared sufficient drawings for our requirements.

Submission of Truss Roof System, Floor Joists and Beam (Layout) Design

The Regional District of North Okanagan requires the submission of a roof truss, floor and beam layout plans, which may also include individual truss design and beam specifications, to be included with Building Permit applications for all areas within the RDNO, including Member Municipalities. All point loads exceeding 5000 lbs should be identified on the drawings. Point loads exceeding a factored load of 15000 lbs. require the involvement of Registered Professionals specializing in Structural Engineering.

Please recognize that there may be exceptions to the truss layout submission policy based on the simplicity of design or non-engineered components.

For more information please contact the Building Department:

Phone – 250-550-3700
Email – building@rdno.ca

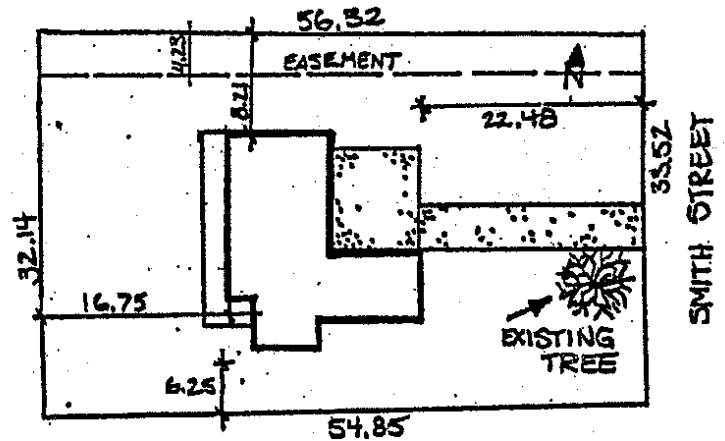


BUILDING PERMIT APPLICATION DRAWING EXAMPLES

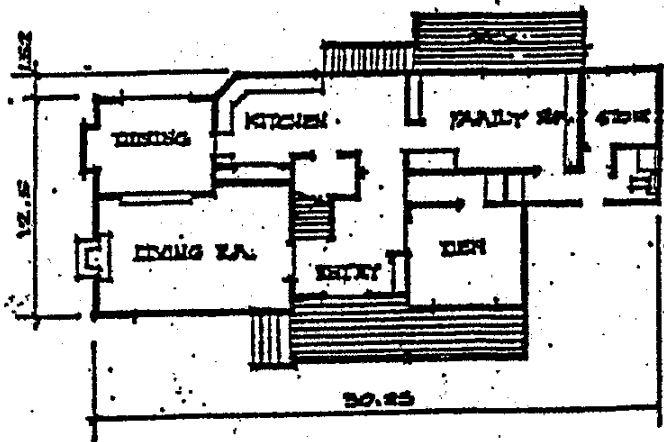
Being a new applicant, we find that we are asked what is meant by certain drawings that we require for submission with your Building Permit Application form. In some cases, the drawings must be signed and sealed by a professional engineer or architect licensed to practice in the Province of BC. In most cases, professional assurance is not needed for small residential buildings. The typical drawings required are:

Site Plan

This scalable Site Plan should show the location and distances to property lines, adjacent street(s) and all existing and proposed buildings on the property (setbacks). It should also show the location of the driveway(s), septic tank and field (if applicable), wells, creeks, ravines, ponds, rights-of-way, easements, and a sign indicating which direction is north should also be shown.



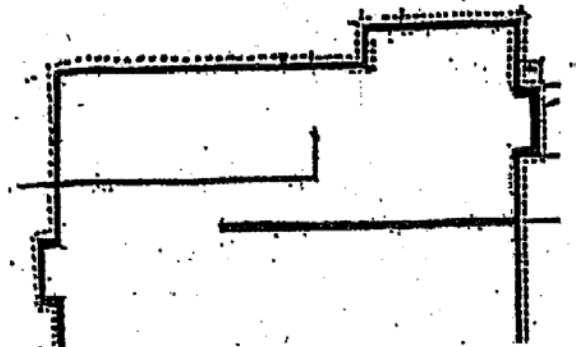
Floor Plan



These should detail the size, shape and use of each room and space in the building, and should show the location and size of each door and window. The dimensions of each room, and the total area for each floor should also be noted on the drawings.

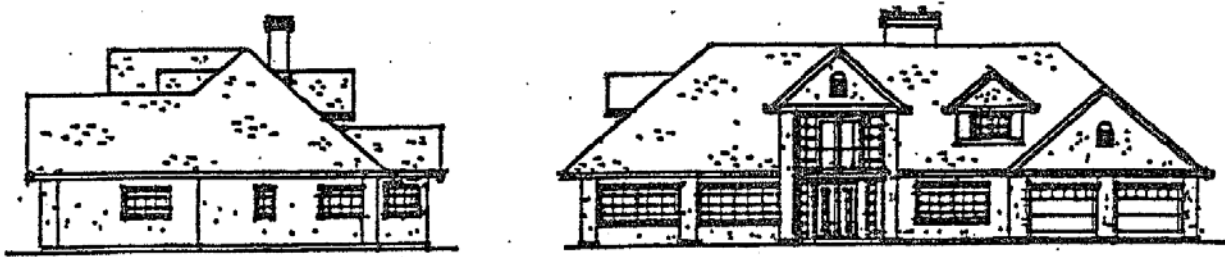
Foundation Plan

This drawing should show the size and location of all portions of the foundation.



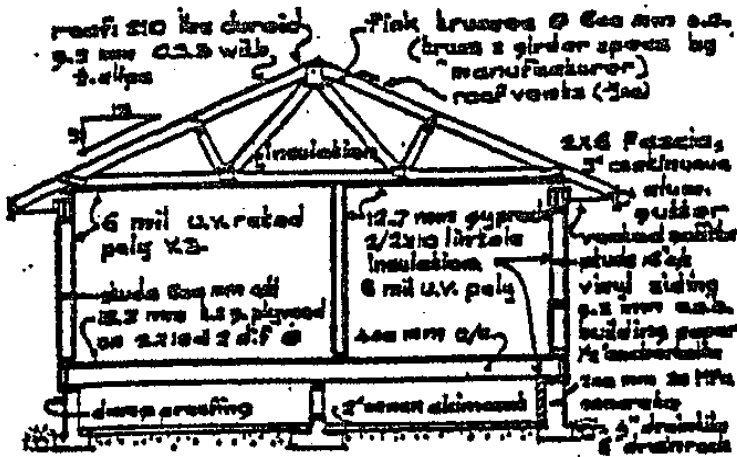
Elevations

These should show the front, side and rear faces of the building. They should detail the finished ground level adjacent to the face of the building, all doors, windows, and any projections from the face of the building such as roof overhangs.



* Two elevations are shown, but you are required to submit (4) four.

Typical Cross-Sections



These should show the structure of the building in sufficient detail to assess the type of materials used and the structural adequacy. For a simple building only one cross-section is usually required. In some cases, two or more will be necessary to adequately show the nature of proposed construction.

You may not need to provide all of the above drawings in every case. For example, it may not be necessary to provide a site plan for interior renovations. Check with the Building Inspection Department or the Planning Department to ensure you have prepared sufficient drawings for our requirements.

* One Cross-Section shown, but you may be required to submit two.

PLEASE NOTE

CONSTRUCTION PLANS SHOULD BE SUBMITTED IN DUPLICATES (2) AT A MINIMUM SCALE OF 1:50 (1/4" – 1'0")