

The following must be submitted with your completed application form:

- Completed Schedule 2 Owner's Undertaking
- Completed Schedule 3 (if applicant is not the owner of the property)
- Completed Building Code Analysis *
- Letters of Assurance (signed & sealed)
 - Schedule A *
 - Schedule B for:
 - Architectural *
 - Structural
 - Geotechnical *
 - Plumbing (for roof water) *
- Proof of professional liability insurance for each registered professional.
- Construction drawings (dated, signed & sealed)
 - 3 sets Architectural- including site plans (minimum 2 sets, sealed)
Plumbing – for roof water *
 - 2 sets Structural
- Geotechnical Investigation Report, signed & sealed *
- Non-refundable deposit, based on construction value

* Structures under 400 m² are considered “non-complex”, as set out in Delta’s Building and Plumbing Bylaw No. 6060 for Non-Complex applications; items with an asterisk (*) may not be required.

