



COLUMBIA SHUSWAP REGIONAL DISTRICT

555 Harbourfront Drive NE, PO Box 978, Salmon Arm, BC V1E 4P1

T: 250.832.8194 | F: 250.832.3375 | TF: 1.888.248.2773 | E: buildingpermit@csrd.bc.ca | www.csrd.bc.ca

BUILDING PERMIT APPLICATION FORM SINGLE FAMILY DWELLING, SECONDARY SUITE, ADDITIONS

Application Date: Office Use Only

Applicants are advised to consult with Building Department staff before submitting a Building Permit Application to the CSR. Fees are non-refundable unless otherwise noted.

Application Type (check all that apply). Fees outlined in Building Bylaw No. 660-3	
Permit Type	<input type="checkbox"/> Building Permit <input type="checkbox"/> Plumbing Permit <input type="checkbox"/> Solid Fuel (Wood) Burning Permit
Type of Building	<input type="checkbox"/> Residential <input type="checkbox"/> Modular Home <input type="checkbox"/> Industrial / Commercial <input type="checkbox"/> Other _____
Type of Work	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Relocation
Value of the Work: \$	Number of Structures:

Owner Information (Registered owner(s) information required). <input type="checkbox"/> Additional page(s) attached	
Full Name(s):	
Mailing Address:	Phone:
Cell Phone:	E-mail: Preferred method: <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Cell Phone

Applicant Information (If the applicant is not the owner(s) or if one registered owner is assigned to act as Agent on behalf of all registered owners, complete this and the Authorization of Agent section).			
Company Name:		Contact Name:	
Mailing Address:			
Phone:	Cell Phone:	Email:	Preferred method: <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Cell Phone

Property and Building Information (Complete all property information of land under application, if available).		
Property Address:		
Legal Description (Lot, Block, Section, Township, Range, District Lot, Land District, Plan):		Parcel Identifier (PID):
Type of Building or Structure:	Building Dimensions	Total Building Area: Area of Largest Floor (ft ²):

Heating / Ventilation (To be complete for all new conditioned spaces)	
Type of Heating:	<input type="checkbox"/> Solid Fuel (wood) <input type="checkbox"/> Baseboard <input type="checkbox"/> Hydronic <input type="checkbox"/> Radiant <input type="checkbox"/> Geothermal <input type="checkbox"/> Forced Air <input type="checkbox"/> Other _____
Type of Ventilation Systems	<input type="checkbox"/> HRV <input type="checkbox"/> CRV <input type="checkbox"/> Fresh Air Inlet <input type="checkbox"/> Principal Exhaust Fan

Plumbing Permit Application (please complete if adding or altering any plumbing fixtures or rough ins)		
Certified Tradesman? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, plumbing schematic required	Contractor Name:	Phone:
Certification No: _____	Email:	Cell Phone:
Number of fixtures:	Description of Work: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Repair <input type="checkbox"/> Other	

Declaration (If there is no authorized agent, all registered owners must sign this declaration. If more than two individual owners, attach a separate page with additional signatures). <input type="checkbox"/> Additional page(s) attached.		
I, the undersigned, being the owner, or the agent of the owner, of the parcel herein described, apply for a permit to construct the work detailed in this application. I acknowledge that I have obtained, read and understand Columbia Shuswap Regional District Building Bylaw No. 660-3. I further acknowledge that this permit is issued in accordance with the provisions of Building Bylaw No. 660-3 and in reliance on the representations and aforementioned acknowledgements made by the undersigned.		
Print name of Owner/ Agent	Signature of Owner/ Agent	Date (mm/dd/yy)
Print name of Owner/ Agent	Signature of Owner/ Agent	Date (mm/dd/yy)

Disclaimer:

Personal information is collected by the CSRD under the authority of the Local Government Act and/or CSRDs' Bylaws and will only be used for the purpose of evaluating this application. Disclosure of personal information by the CSRD is subject to the requirements of the Freedom of Information and protection of Privacy Act. If you have any questions about collection, use or disclosure of personal information by CSRD, please contact us at by phone at 250.832.8194 or by email at inquiries@csrd.bc.ca



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AGENT AUTHORIZATION

Legal Description of Land Under Application:

Additional page(s) attached

_____ PID: _____

Civic Address of Land Under Application (House No., Street Name, City, Postal Code): (if applicable)

Registered Owner(s):

(list all registered owners by their full legal names) *

Additional page(s) attached

Agent: (full legal name)

Agent Contact information:

Address: _____

Phone: _____ Email: _____

In authorizing the above listed agent to act as applicant on my/our behalf, I/we understand that the CSR D will only maintain communication with the agent. I/we understand that any decisions by the CSR D or the CSR D Board of Directors will be based on information from the agent and that it is my/our responsibility to encourage two-way communication with the agent.

Agent Full Name:	Agent Signature:	Date:
Registered Owner(s):	Registered Owner(s) Signature:	Date:
Registered Owner(s):	Registered Owner(s) Signature:	Date:

***Note:** In order to use an agent to work on the owners' behalf **all registered owners on title** must sign to grant authorization. If the property is owned by a corporation, a designated person with signing authority for the company must sign the form and provide documentation of signing authority.

Columbia Shuswap Regional District

BUILDING BYLAW NO. 660

Appendix C – Owner’s Undertaking

Property Address: _____ PID: _____

Legal Description: _____

Building Permit Application Number: _____

1. This undertaking is given by the undersigned, as the owner of the property described above, with the intention that it be binding on the owner and that the Regional District will rely on same.
2. I confirm that I have applied for a building permit pursuant to “Building Bylaw No. 660” (the “Bylaw”) and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and in particular, understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections thereunder.
3. Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility, whether or not any work to be performed pursuant to the permit applied for is done by me, a contractor or a registered professional, to ensure compliance with the Building Code and the Bylaw.
4. I am not in any way relying on the Regional District or its building officials, as defined under the Bylaw, to protect the owner or any other persons as set out in Part 3 of the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the Regional District or its building officials.
5. I hereby agree to indemnify and save harmless the Regional District and its employees from all claims, liability, judgments, costs and expenses of every kind which may result from negligence or from the failure to comply fully with all bylaws, statutes and regulations relating to any work or undertaking in respect of which this application is made.
6. I am authorized to give these representations, warranties, assurance and indemnities to the Regional District.

Owner or Owner's Authorized Agent Information:

Name: _____

(PRINT)

Mailing Address: _____

Tel. No.: _____ Cell No.: _____ Fax No.: _____

Email: _____

This undertaking is executed by the owner this _____ day of _____, _____.

(Day) (Month) (Year)

1. Where owner is an individual:

Owner's Signature

Owner's Name

(PRINT)

Signed, sealed and delivered in the presence

of:

Witness's Signature

Witness's Name

(PRINT)

Witness's Address

2. Where owner is a corporation:

Name of Corporation

Per:

Authorized Signatory

Name

(PRINT)

Signed, sealed and delivered in the presence

of:

Witness's Signature

Witness's Name

(PRINT)

Witness's Address

Signed, sealed and delivered in the presence
of:

3. Where owner is a partnership:

Witness's Signature

Name of Partnership

Witness's Name

Per:

(PRINT)

Authorized Signatory

Witness's Address

Name

(PRINT)



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Owners Declaration of Potable Water

Property Address: _____ PID: _____

Legal Description: _____

1. This undertaking is given by the undersigned, as the owner of the property described above, with the intention that it be binding on the owner and that the Regional District will rely on same.
2. I confirm that the property that is the subject of the building permit application is not intended to be connected to the Columbia Shuswap Regional District's waterworks system and I certify that:
 - a) I have obtained approval from public authorities having jurisdiction for an alternate water supply system; and
 - b) I acknowledge all provisions of Building Bylaw No. 660-3 (the "Bylaw") pertaining to alternative water supply systems including but not limited to sections 10.2(f), 10.4(e) and 10.19(j).
3. I have carefully reviewed and fully understand all provisions of the Bylaw and in particular, understand, acknowledge, and accept the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections thereunder.
4. Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility, whether or not any work to be performed pursuant to the permit applied for is done by me, a contractor, or a registered professional, to ensure compliance with the Bylaw.
5. I hereby agree to indemnify and save harmless the Regional District and its employees from all claims, liability, judgments, costs, and expenses of every kind which may result from negligence or from the failure to comply fully with all bylaws, statutes and regulations relating to any work or undertaking in respect of which this application is made.
6. I am authorized to give these representations, warranties, assurance, and indemnities to the Regional District.

Owner or Owner's Authorized Agent Information:

Name: _____

(PRINT)

Mailing Address: _____

Tel. No.: _____ Cell No.: _____

Email: _____

This undertaking is executed by the owner this _____ day of _____, _____.
(Day) (Month) (Year)

Signature of All Registered Owner's or Owners Authorized Agent

Owner 1 _____
Print:

Witness _____
Print:

Owner 1 _____
Signature:

Witness _____
Signature:

Owner 2 _____
Print:

Witness _____
Print:

Owner 2 _____
Signature:

Witness _____
Signature:

Owners Authorized Agent

Print:

Witness _____
Print:

Signature:

Witness _____
Signature:



SCHEDULE 1 SITE DISCLOSURE STATEMENT

I. CONTACT INFORMATION

A: SITE OWNER(s) or OPERATOR(s)			
LAST NAME		FIRST NAME(s)	
COMPANY (if applicable)			
ADDRESS - STREET		CITY	
PROVINCE/STATE	COUNTRY		POSTAL CODE
PHONE		E-MAIL	

B: PERSON COMPLETING SITE DISCLOSURE STATEMENT (Leave blank if same as above)	
<input type="checkbox"/> Agent authorized to complete form on behalf of the owner or operator	
LAST NAME	FIRST NAME(s)
COMPANY (if applicable)	

C: PERSON TO CONTACT REGARDING THE SITE DISCLOSURE STATEMENT			
LAST NAME		FIRST NAME(s)	
COMPANY (if applicable)			
ADDRESS - STREET		CITY	
PROVINCE/STATE	COUNTRY		POSTAL CODE
PHONE		E-MAIL	

II. SITE INFORMATION

Coordinates (using the North American Datum 1983 convention) for the centre of the site:

Latitude			Longitude		
DEGREES	MINUTES	SECONDS	DEGREES	MINUTES	SECONDS

Attach a map of appropriate scale showing the location and boundaries of the site.

For Legally Titled, Registered Property

SITE ADDRESS (or nearest street name/intersection if no address assigned)	
CITY	POSTAL CODE

PID	Land Description	Add	Delete
		+	-
		+	-

For Untitled Crown Land

PIN numbers and associated Land Description (if applicable)

PIN	Land Description	Add	Delete
		+	-
		+	-

And if available

Crown Land File Numbers	Add	Delete
	+	-
	+	-

III. INDUSTRIAL OR COMMERCIAL PURPOSES OR ACTIVITIES

Has the site been used for any industrial or commercial purposes or activities described in [SCHEDULE 2](#) of the Contaminated Sites Regulation?

Yes No

If you answered YES to the question above, please indicate below, in the format of the example provided, which of the industrial or commercial purposes or activities have occurred or are occurring on this site.

EXAMPLE

Schedule 2 Reference	Description
E1	appliance, equipment or engine maintenance, repair, reconditioning, cleaning or salvage
F10	solvent manufacturing, bulk storage, shipping or handling

Schedule 2 Reference	Description	Add	Delete
		+	-
		+	-

IV. ADDITIONAL INFORMATION

1. Provide a brief summary of the planned activity and proposed land use at the site.

2. Indicate the information used to complete this site disclosure statement including a list of record searches completed.

3. List any past or present government orders, permits, approvals, certificates or notifications pertaining to the environmental condition of the site. (*Attach extra pages, if necessary*):

V. DECLARATIONS

1. Exemptions (See the Contaminated Sites Regulation, Division 3 of Part 2):

Does the application qualify for an exemption from submitting a site disclosure statement?

Yes No

If yes, indicate which exemption applies _____

2. Where a municipal approval is not required, please indicate the reason for submission directly to the registrar:

Under Order Foreclosure CCAA Proceedings BIA Proceedings

Decommissioning Ceasing Operations

By signing below, I confirm that the information in this form is complete and accurate to the best of my knowledge:

SIGNATURE

DATE SIGNED (YYYY-MM-DD)

APPROVING AUTHORITY CONTACT INFORMATION

NAME	AGENCY
ADDRESS	
PHONE	E-MAIL

Reason for submission (Please check one or more of the following):

Building Permit Subdivision Zoning Development Permit

DATE RECEIVED (YYYY-MM-DD)

DATE SUBMITTED TO REGISTRAR (YYYY-MM-DD)

SCHEDULE 2
SPECIFIED INDUSTRIAL OR COMMERCIAL USES

A	<p>Chemical industries and activities</p> <ol style="list-style-type: none"> 1. adhesives manufacturing, bulk storage, shipping or handling 2. chemical manufacturing, bulk storage, shipping or handling 3. explosives or ammunition manufacturing, bulk storage, shipping or handling 4. fire retardant manufacturing, bulk storage, shipping or handling 5. fertilizer manufacturing, bulk storage, shipping or handling 6. ink or dye manufacturing, bulk storage, shipping or handling 7. leather or hides tanning 8. paint, lacquer or varnish manufacturing, formulation, recycling, bulk storage, shipping or handling, not including retail stores 9. pharmaceutical products, or controlled substances as defined in the <i>Controlled Drugs and Substances Act</i> (Canada), manufacturing or operations 10. plastic products (foam or expanded plastic) manufacturing or repurposing 11. textile dyeing 12. pesticide manufacturing, formulation, bulk storage, shipping or handling 13. resin or plastic monomer manufacturing, formulation, bulk storage, shipping or handling
B	<p>Electrical equipment and activities</p> <ol style="list-style-type: none"> 1. battery manufacturing, recycling, bulk storage, shipping or handling 2. facilities using equipment that contains PCBs greater than or equal to 50 ppm 3. electrical equipment manufacturing, refurbishing, bulk storage, shipping or handling 4. electrical transmission or distribution substations 5. electronic equipment manufacturing 6. transformer oil manufacturing, processing, bulk storage, shipping or handling 7. electrical power generating operations fuelled by coal or petroleum hydrocarbons that supply electricity to a community or commercial or industrial operation, excluding emergency generators.

C	<p>Metal smelting, processing or finishing industries and activities</p> <ol style="list-style-type: none"> 1. foundries 2. galvanizing 3. metal plating or finishing 4. metal salvage operations 5. metal smelting or refining 6. welding or machine shops (repair or fabrication)
D	<p>Mining, milling or related industries and activities at or near land surface</p> <ol style="list-style-type: none"> 1. asbestos mining, milling, bulk storage, shipping or handling 2. coal coke manufacture, bulk storage, shipping or handling 3. coal or lignite mining, milling, bulk storage, shipping or handling 4. milling reagent manufacture, bulk storage, shipping or handling 5. metal concentrate bulk storage, shipping or handling 6. metal ore mining or milling
E	<p>Miscellaneous industries, operations or activities</p> <ol style="list-style-type: none"> 1. appliance, equipment or engine maintenance, repair, reconditioning, cleaning or salvage 2. ash deposit from boilers, incinerators or other thermal facilities 3. asphalt and asphalt tar manufacture, storage and distribution, including stationary asphalt batch plants 4. coal gasification (manufactured gas production) 5. medical, chemical, radiological or biological laboratories 6. outdoor firearm shooting ranges 7. road salt or brine storage 8. measuring instruments (containing mercury) manufacture, repair or bulk storage 9. dry cleaning facilities or operations and dry cleaning chemical storage, excluding locations at which clothing is deposited but no dry cleaning process occurs 10. contamination or likely contamination of land by substances migrating from an industrial or commercial site 11. fire training facilities at which fire retardants are used 12. single or cumulative spills to the environment greater than the reportable quantities of substances listed in the Spill Reporting Regulation

<p>F</p>	<p>Petroleum (including blends and biodiesels) and natural gas drilling, production, processing, retailing, distribution and commercial storage</p> <ol style="list-style-type: none"> 1. petroleum or natural gas drilling 2. petroleum or natural gas production facilities 3. natural gas processing 4. petroleum coke manufacture, bulk storage, shipping or handling 5. petroleum product, other than compressed gas, dispensing facilities, including service stations and card locks 6. petroleum, natural gas or sulfur pipeline rights of way excluding rights of way for pipelines used to distribute natural gas to consumers in a community 7. petroleum product (other than compressed gas), or produced water storage in non-mobile above ground or underground tanks, except tanks associated with emergency generators or with secondary containment 8. petroleum product, other than compressed gas, bulk storage or distribution 9. petroleum refining 10. solvent manufacturing , bulk storage, shipping or handling 11. sulfur handling, processing or bulk storage and distribution
<p>G</p>	<p>Transportation industries, operations and related activities</p> <ol style="list-style-type: none"> 1. aircraft maintenance, cleaning or salvage 2. automotive, truck, bus, subway or other motor vehicle maintenance, repair, salvage or wrecking 3. dry docks, marinas, ship building or boat repair and maintenance, including paint removal from hulls 4. marine equipment salvage 5. rail car or locomotive maintenance, cleaning, salvage or related uses, including railyards
<p>H</p>	<p>Waste disposal and recycling operations and activities</p> <ol style="list-style-type: none"> 1. antifreeze bulk storage, recycling, shipping or handling 2. barrel, drum or tank reconditioning or salvage 3. biomedical waste disposal 4. bulk manure stockpiling and high rate land application or disposal (nonfarm applications only) 5. landfilling of construction demolition material, including without limitation asphalt and concrete 6. contaminated soil or sediment storage, treatment, deposit or disposal 7. dry cleaning waste disposal

	<ol style="list-style-type: none"> 8. electrical equipment recycling 9. industrial waste lagoons or impoundments 10. industrial waste storage, recycling or landfilling 11. industrial woodwaste (log yard waste, hogfuel) disposal 12. mine tailings waste disposal 13. municipal waste storage, recycling, composting or landfilling 14. organic or petroleum material landspreading (landfarming) 15. sandblasting operations or sandblasting waste disposal 16. septic tank pumpage storage or disposal 17. sewage lagoons or impoundments 18. hazardous waste storage, treatment or disposal 19. sludge drying or composting 20. municipal or provincial road snow removal dumping or yard snow removal dumping 21. waste oil reprocessing, recycling or bulk storage 22. wire reclaiming operations
I	<p>Wood, pulp and paper products and related industries and activities</p> <ol style="list-style-type: none"> 1. particle or wafer board manufacturing 2. pulp mill operations 3. pulp and paper manufacturing 4. treated wood storage at the site of treatment 5. veneer or plywood manufacturing 6. wood treatment (antisapstain or preservation) 7. wood treatment chemical manufacturing, bulk storage



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<p style="text-align: center;">BUILDING PERMIT APPLICATION DOCUMENT CHECKLIST</p> <p style="text-align: center; color: red;">(Only complete building permit applications will be accepted)</p> <p>***The documents listed below are the minimum requirements to apply for a building permit. The CSRD reserves the right to request additional documentation during the review process***</p>	Single Family Dwelling/Reno	Accessory Building	Manufactured/ Mobile Home	Complex Buildings
<p>Building Permit Application Form & \$72.00 Application Fee or \$288.00 for Complex Building</p> <ul style="list-style-type: none"> Complete Plumbing Permit if any installation or modification of plumbing systems Complete Solid Fuel Permit if any solid fuel burning appliances (fireplaces etc.) to be installed Complete Authorization of Agent if the CSRD will be communicating with someone other than the registered property owner Value of the work 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Owners Undertaking – To be completed with all registered owners’ signatures.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Drawings – Two (2) Sets of ¼” scaled drawings for plan review and permit issuance to include</p> <ol style="list-style-type: none"> Site Plan Foundation Plan Floor Plan Elevations Cross Sections Layouts for engineered systems (trusses/floor packages/lintels/beams *must show point loads) <p>(Refer to 'A Guide to Building Plans' for a more detailed list of requirements)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Land Title Search – Complete with copies of all Covenants, Easements and Right of Ways registered on title Can be obtained through BC Land Title & Survey (www.ltsa.ca) dated within 30 days of application.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Site Disclosure Statement – To be completed and submitted with the building permit application.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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<p style="text-align: center;">BUILDING PERMIT APPLICATION DOCUMENT CHECKLIST (Continued)</p>	<p style="text-align: center;">Single Family Dwelling/Reno</p>	<p style="text-align: center;">Accessory Building</p>	<p style="text-align: center;">Manufactured/Mobile Home</p>	<p style="text-align: center;">Complex Buildings</p>
<p>BC Housing Registration or Owner/Builder Authorization – With new residence or a substantial renovation of 75% or more of an existing residence.</p>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<p>Truss, Floor and Beam Layouts – Including point and snow loads</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Ministry of Health/Septic Approval/Proof of Septic (if new SFD, or any renovations that create additional loads (i.e., bedrooms))</p>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<p>Geotechnical Report (if applicable) – May be required by Building Official based on-site conditions.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Engineered Drawings (if applicable) – As required for structures outside Part 9 of the BC Building Code.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Letters of Assurance and Appendix D (if applicable) – As required for structures outside Part 9 of the BC Building Code or as required by Provincial Legislation.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Manufacturer letter and Building Specification Sheet – Complete with client’s name, site address, plan numbers, unit SN, unit model no. and CSA-Z240 or A277 compliance with snow load (refer to CSR D Climatic Data Table)</p>			<input type="checkbox"/>	
<p>Blocking Plan and Footing/foundation Drawings – Provide manufacturer footing/foundation drawings that are consistent with the submitted house drawings.</p>			<input type="checkbox"/>	