

Building permits are required for any new construction, alteration, addition or demolition of a structure in the Regional District of Nanaimo. Only complete applications will be accepted for processing. The following document lists building permit application requirements. This is not a comprehensive list.

BUILDING PERMIT APPLICATION FORM

- Building Permit Application form is required for all properties

PRELIMINARY PLANNING REVIEW APPLICATION FORM or RDN ISLANDS TRUST REVIEW DECLARATION

- Planning Intake Review required for all properties

SITE PLAN (required for all applications)

- Locations of all existing buildings on site and the area of each
- Location of proposed structure with distances to each property line (measured from eaves)
- Side, front and rear setbacks
- Location and setbacks to watercourses (creeks, rivers, ponds, ocean...)
- Lot coverage and access (roads, driveways and lanes)

CONSTRUCTION PLANS (required for all applications)

- If Engineer on project, submit digitally signed Schedule B and sealed construction drawings
- Floor Plan
 - Dimensions of all walls, area of each floor, and all rooms labelled
 - Doors, sizes and swings, window locations and sizes,
 - Plumbing fixtures
 - Location of furnaces, fireplaces and hot water tank
- Elevations and Cross-Sections
 - Indicate natural and finished grade
 - Building and wall heights
 - BC Land Survey Certificate will be required if proposed construction is within 1' of the allowable height
 - Roof slopes
 - Exterior finishing details
 - Insulation, air barrier and vapour barrier details
 - Spatial separation calculations may be required depending on structure distance from property line
 - Drawing of slab, floor, deck, wall and roof assemblies
 - Footing details
- Beams, joists and truss sizes, spacing and direction layout from truss company
- Lateral Bracing Requirements
 - Location of brace wall bands and brace wall panels
- Wall Thermal Design - See Resources/Links on our website for Wall Thermal Design Calculator
- Structure components that will require review by a Structural Engineer:
 - Point loaded beams or lintels that have point or concentrated loads, girder trusses that support another girder truss
 - Attic trusses that create a room above another part of the building
 - Engineered Floor Systems will require a sealed floor system layout at time of framing inspection

PROPERTY DECLARATION FORM (required for all applications)

- Declaration pertaining to riparian areas, coastal floodplain, nesting trees and site profile regarding land use

HOME WARRANTY INSURANCE

- Required for all new single family dwellings OR substantially reconstructed homes
 - A Licensed Residential Builder Registration number or an Owner Builder Authorization number
 - Obtained through Licensing & Consumer Services (LCS) (formerly HPO)
 - LCS requires that all owner builder applicants meet eligibility requirements and successfully complete an exam
 - BC Housing 1-800-407-7757 licensinginfo@bchousing.org

ENERGY COMPLIANCE REPORT

- Required for all new single family dwellings OR substantially reconstructed homes
 - BC Energy Step Code / Pre-Construction Energy Report

SEPTIC FILING

- Only required if not connected to municipal system
 - Obtained from a Registered Onsite Wastewater Practitioner (ROWP) and accepted by Island Health Authority (IHA)

HAZARDOUS MATERIAL DECLARATION (RENOVATIONS)

- Hazardous Material Declaration Form is required for all demolitions and alterations
 - See Forms and Publications on our website: Hazardous Material Declaration
- *Confirmation of Abatement Report or an Air Clearance Report may be required.
*Air Clearance Reports may be required at various stages of construction

APPOINTMENT OF AGENT

- Authorizing an agent to represent the property owner

PERMIT PROCESSING FEE (not including building permit fee)

Permit Processing fees are collected at application as per *Bylaw 1595*:

- Construction value estimate is less than or equal to \$20,000 \$150
- Construction value estimate is between \$20,001 and \$50,000 \$450
- Construction value estimate is between \$50,001 and \$100,000 \$500
- Construction value estimate is greater than \$100,000 \$1,000

*All permit applications require a current title search at the time of application (\$15)

*Permit processing fees are non-refundable and shall be credited to the building permit fee prior to issuance

OTHER DOCUMENTS

May be required for the project, but not at application:

- BC Land Survey Certificate is required for all new construction within a residential zone of the applicable land use regulation prior to drainage inspection
- Ventilation Checklist (by or at Framing Inspection)
- Electrical permit from Technical Safety BC (by or at Final/Occupancy Inspection)
- Gas permit from Technical Safety BC (by or at Final/Occupancy Inspection)
- Schedule C-B (by or at Final/Occupancy Inspection)
- Improvement District Water Service Area Form