

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

**PLANNING REVIEW APPLICATION FORM**

- Planning Intake Review required for all properties

**SITE PLAN (required for all applications)**

- Site Plan
- 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)**

- Construction plans
- Scale ¼" = 1'
- If Engineer on project, there must be an **original** 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
- Structures above
  - Beams, joists and truss sizes, spacing and direction layout from truss company
  - Showing factored reactions
    - Concentrated loads over 9000lbs will require the foundation to be engineered
    - Concentrated loads over 15,000lb will require Geotechnical Engineering
    - Concentrated loads over 20,000lbs will require entire load path to be engineered
- 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

**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
  - 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](mailto:licensinginfo@bchousing.org)

**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