

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

<b>PROPERTY DECLARATION FORM (required for all applications)</b>
<ul style="list-style-type: none"> <li>• Declaration pertaining to riparian areas, coastal floodplain, nesting trees and site profile regarding land use</li> </ul>
<b>HOME WARRANTY INSURANCE</b>
<ul style="list-style-type: none"> <li>• Required for all new single family dwellings <ul style="list-style-type: none"> <li><input type="checkbox"/> A Licensed Residential Builder Registration number or an Owner Builder Authorization number <ul style="list-style-type: none"> <li>• Obtained through Licensing &amp; Consumer Services (LCS) (formerly HPO)</li> <li>• LCS requires that all owner builder applicants meet eligibility requirements and successfully complete an exam</li> <li>• BC Housing 1-800-407-7757 licensinginfo@bchousing.org</li> </ul> </li> </ul> </li> </ul>
<b>SEPTIC FILING</b>
<ul style="list-style-type: none"> <li>• Only required if not connected to municipal system <ul style="list-style-type: none"> <li><input type="checkbox"/> Obtained from a Registered Onsite Wastewater Practitioner (ROWP) and accepted by Island Health Authority (IHA)</li> </ul> </li> </ul>
<b>HAZARDOUS MATERIAL DECLARATION (RENOVATIONS)</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Hazardous Material Declaration Form</u> is required for all demolitions and alterations <ul style="list-style-type: none"> <li>• See Forms and Publications on our website: Hazardous Material Declaration</li> </ul> </li> </ul> <p>*Confirmation of Abatement Report or an Air Clearance Report may be required.  *Air Clearance Reports may be required at various stages of construction</p>
<b>APPOINTMENT OF AGENT</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Authorizing an agent to represent the property owner</li> </ul>
<b>PERMIT PROCESSING FEE (not including building permit fee)</b>
<p>Permit Processing fees are collected at application as per <i>Bylaw 1595</i>:</p> <ul style="list-style-type: none"> <li>• Construction value estimate is less than or equal to \$20,000                      \$150</li> <li>• Construction value estimate is between \$20,001 and \$50,000                      \$450</li> <li>• Construction value estimate is between \$50,001 and \$100,000                      \$500</li> <li>• Construction value estimate is greater than \$100,000                      \$1,000</li> </ul> <p>*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</p>
<b>OTHER DOCUMENTS</b>
<p>May be required for the project, but not at application:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> BC Land Survey Certificate is required for all new construction within a residential zone of the applicable land use regulation prior to drainage inspection</li> <li><input type="checkbox"/> Ventilation Checklist (by or at Framing Inspection)</li> <li><input type="checkbox"/> Electrical permit from Technical Safety BC (by or at Final/Occupancy Inspection)</li> <li><input type="checkbox"/> Gas permit from Technical Safety BC (by or at Final/Occupancy Inspection)</li> <li><input type="checkbox"/> Schedule C-B (by or at Final/Occupancy Inspection)</li> <li><input type="checkbox"/> Improvement District Water Service Area Form</li> </ul>