REGIONAL DISTRICT OF NANAIMO

Building Permit

Application Requirements

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

PREMLIMINARY 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
- ❑ 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

Building Inspection Services, Regional District of Nanaimo
6300 Hammond Bay Road, Nanaimo, BC V9T 6N2

250-390-6530
Building@rdn.bc.ca
Revised jan 2022

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

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