

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.

PLANNING REVIEW APPLICATION FORM

- Planning Intake Review required for all properties

SITE PLAN (required for all applications)

- ☐ 2 copies of the site plan- **maximum size paper 11 x 17"**
- ☐ 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)

- ☐ 2 copies of the construction plan (not electronic)
- ☐ Scale $\frac{1}{4}" = 1'$ Paper size to suit scale
- ☐ 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
 - ☐ All rooms labelled
 - ☐ Doors, sizes and swings
 - ☐ Window 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)								
<ul style="list-style-type: none"> Declaration pertaining to riparian areas, coastal floodplain, nesting trees and site profile regarding land use 								
HOME WARRANTY INSURANCE								
<ul style="list-style-type: none"> Required for all new single family dwellings <ul style="list-style-type: none"> <input type="checkbox"/> A Licensed Residential Builder Registration number or an Owner Builder Authorization number <ul style="list-style-type: none"> 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								
<ul style="list-style-type: none"> Only required if not connected to municipal system <ul style="list-style-type: none"> <input type="checkbox"/> Obtained from a Registered Onsite Wastewater Practitioner (ROWP) and accepted by Island Health Authority (IHA) 								
HAZARDOUS MATERIAL REPORT FORM, SURVEY & CLEARANCE LETTER (DEMOLITIONS & RENOS)								
<ul style="list-style-type: none"> <input type="checkbox"/> <u>Hazardous Material Report Form</u> is required for all demolitions and alterations <ul style="list-style-type: none"> See Forms and Publications on our website: Hazardous Material Report <input type="checkbox"/> <u>Hazardous Material Survey</u> is required for all buildings built prior to 1990 <ul style="list-style-type: none"> Performed by a qualified professional <input type="checkbox"/> <u>Hazardous Material Clearance Letter</u> <ul style="list-style-type: none"> For Asbestos Containing Materials (ACM's) discovered in the survey To be submitted prior to the issuance of permit 								
APPOINTMENT OF AGENT								
<input type="checkbox"/> Authorizing an agent to represent the property owner								
PERMIT PROCESSING FEE (not including building permit fee)								
<p>Permit Processing fees are collected at application as per <i>Bylaw 1595</i>:</p> <table> <tr> <td>• Construction value estimate is less than or equal to \$20,000</td> <td>\$150</td> </tr> <tr> <td>• Construction value estimate is between \$20,001 and \$50,000</td> <td>\$450</td> </tr> <tr> <td>• Construction value estimate is between \$50,001 and \$100,000</td> <td>\$500</td> </tr> <tr> <td>• Construction value estimate is greater than \$100,000</td> <td>\$1,000</td> </tr> </table> <p>*All permit applications require a current title search at the time of application (\$15)</p> <p>*Permit processing fees are non-refundable and shall be credited to the building permit fee prior to issuance</p>	• 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
• 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							
OTHER DOCUMENTS								
<p>May be required for the project, but not at application:</p> <ul style="list-style-type: none"> <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 <input type="checkbox"/> Plumbing Declaration (by or at Plumbing Inspection) <input type="checkbox"/> Ventilation Checklist (by or at Framing Inspection) <input type="checkbox"/> Electrical permit from Technical Safety BC (by or at Final/Occupancy Inspection) <input type="checkbox"/> Gas permit from Technical Safety BC (by or at Final/Occupancy Inspection) <input type="checkbox"/> Schedule C-B (by or at Final/Occupancy Inspection) <input type="checkbox"/> Improvement District Water Service Area Form 								