

Building Permit Application Checklist

Single-Family Dwellings – Alteration Improvements

Building permits are required for any new construction, alteration, addition or demolition of a structure in the Regional District of Nanaimo.

The building permit application requirements in this document are not a comprehensive list.

Only complete applications will be accepted for processing.

*Please gather **all** required documents **before** applying through the online portal. Application Fees are **NON-refundable**.*

DOCUMENTS

Required for all
applications

- ☐ Building Permit Application Form
- ☐ Property Declaration Form
- ☐ Preliminary Planning Review Form or Islands Trust Review Declaration
- ☐ Building Permit Application Checklist
- ☐ Hazardous Materials Declaration Form

SITE PLAN

Required for all
applications.

Plans to show the listed
items, as applicable.

- ☐ North Arrow
- ☐ Distances to Lot Lines
- ☐ All Other Buildings (Locate, Label and Show Size)
- ☐ Watercourses / Waterbodies (Locate and Distance to Building)
- ☐ Septic System Location
- ☐ Landscape Features (Retaining Walls, Pools, etc.)
- ☐ Driveway / Access / Lane
- ☐ Height Survey May be Required

BUILDING PLANS (all plans to be fully dimensioned and to scale)

Required for all
applications

Plans to show the listed
items, as applicable.

This list is not exhaustive.

General Information

- ☐ Scale of 1/4" to 1' or 1:50
- ☐ No Paper
- ☐ Graph paper will not be accepted
- ☐ Line and text to be dark blue or black. Red should not be used except by engineers
- ☐ Plans must be the final design, ready for construction

Foundation Plan

- ☐ Footing Size (length, width, depth)
- ☐ Foundation Wall (thickness and height)
- ☐ Retaining Wall Details (when attached to foundation of building). Separate building permit required for retaining walls over 1m in height

Floor Plans

- ☐ Floor Areas
- ☐ Room Labels
- ☐ Structural Components (joists, beams, lintels etc.)
- ☐ Dimensions of all walls
- ☐ Door Sizes, Locations and Swing
- ☐ Window Sizes and Locations

BUILDING PLANS CONTINUED

Required for all
applications

Plans to show the listed
items, as applicable.

This list is not exhaustive.

- ☐ Attic Access / Crawlspace Access
- ☐ Plumbing Fixtures
- ☐ Furnaces, Fireplaces, Hot Water Tank
- ☐ Smoke Alarms and CO Detectors (type, locations and proposed interconnection)
- ☐ Fans

Elevations

- ☐ Spatial Separation Calculations
- ☐ Natural and Finished Grade
- ☐ Exterior Wall Heights
- ☐ Exterior Finishing Materials
- ☐ Roof Slopes
- ☐ Deck, Guardrail, Stair, Ramp Details

Cross Sections

- ☐ Footing Details
- ☐ Drainage
- ☐ Assemblies Lists for Walls, Roof, Floors, Ceilings and Decks
- ☐ Ceiling Heights
- ☐ Attic and Roof Space Ventilation
- ☐ Perimeter drains and roof drains
- ☐ Stair / Ramp / Guard Details

Lateral Bracing (Seismic)

- ☐ Seismic Design Parameter S_{max} and Reference Hourly Wind Pressure (RHWP)
- ☐ Show and Dimension Braced Wall Bands
 - Length
 - Width
 - Distance between braced wall band centerlines
- ☐ Dimensions for Braced Wall Panels
 - Length
 - Distance From end of braced wall band
 - Distance between panels
- ☐ Calculations for Each Braced Wall Band Showing:
 - Percentage of braced wall panels required
 - Minimum length of braced wall panels required
 - Proposed length of braced wall panels
- ☐ Note Exceptions, Trade-offs or Additional System Considerations

ATTACHED SECONDARY SUITE

Provide as applicable

- ☐ Location of Fire Separations
- ☐ Fire and Sound Separation Assembly Information and Code Reference
- ☐ Fire-Resistance Rating (FRR) of Fire Separations

Building Permit Application Checklist

Single-Family Dwellings – Alteration Improvements

- ☐ Location of Walls, Beams or Columns Supporting a Fire Separation with an FRR
- ☐ Smoke Alarms (type, locations, and proposed interconnection)
 - * *Where all smoke alarms are interconnected between the dwelling units and are of photoelectric type, a 15-minute fire-resistance rating (FRR) is permitted.*

ADDITIONAL DOCUMENTS

Provide as applicable

- ☐ Appointment of Agent
- ☐ Hazardous Materials Survey Report (for all buildings built prior to 1990)
- ☐ Hazardous Materials Written Confirmation (Clearance Letter)
- ☐ Development Permit / Variance Permit
- ☐ Home Warranty Insurance – *New or Substantially Reconstructed*
- ☐ BC Energy Step Code Pre-Construction Report (for all new or substantially reconstructed homes)
- ☐ Truss Layout
- ☐ Engineered Floor and Beam Layouts
- ☐ Engineer's Reports / Assessments
- ☐ Engineer's Letters of Assurance
- ☐ Septic Filing
- ☐ Improvement District Water Service Area Form

BUILDING PERMIT PROCESS

Application Review Steps

1. Applicant contacts Current Planning to obtain a preliminary planning review form (will require the site plan and property declaration form)
2. Applicant submits the building permit application documents through the [RDN CityView Portal](#). Please follow the link to set up your portal account
3. A building clerk reviews the online building permit application for completeness. If incomplete items are supplied or items are missing, an incomplete application letter will be issued to the applicant and application will be placed On-Hold until all required documents have been received. This does not hold a spot in the queue until a complete application is received.
4. Upon the acceptance of a complete submission, the application will enter the plan check queue, pending review by a Building Official.
5. A Building Official will complete a site visit to review the location of the proposed work.
6. A Building Official completes a technical review of the submitted plans and documentation to ensure conformance with the BC Building Code and local bylaws. Where changes or additional information is required, a corrections letter will be sent to the applicant. The applicant will be required to address outstanding issues and required changes and submit all outstanding items in one submission through the portal.
7. A planner reviews the submitted plans for conformance with local zoning bylaws. The planner will contact the applicant or property owner directly with any concerns.

Building Permit Application Checklist

Single-Family Dwellings – Alteration Improvements

8. Once the permit application is approved and ready to issue, the applicant will receive an email to let them know the building permit is ready, with the outstanding fees and instructions to download the approved plans and documents. Approved plans and documents are identifiable by a "FIELD COPY" stamp. The permit is issued with the condition that the construction is to be done as per the approved drawings, permit conditions and BC Building Code.
9. All documents need to be printed in colour to be onsite for all inspections.

BUILDING PERMIT COSTS

All permit applications require a current title search at the time of application.

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

Application Processing Fees

Permit processing fees are collected at application as per Bylaw 1595.01 and are based on the construction value estimate (CVE):

| Construction Value Estimate (CVE) | Processing Fee |
|-----------------------------------|----------------|
| Less than or equal to \$20,000 | \$150 |
| \$20,001 - \$50,000 | \$450 |
| \$50,001 - \$100,000 | \$500 |
| Over \$100,000 | \$1,000 |

| Other Charges | Processing Fee |
|-----------------------|----------------|
| Secondary Suite | \$150 |
| Title Search Fee | \$25 |
| Waterline / Sewerline | \$150 |

Building Permit Fees

Permit, inspection and additional fees are stipulated by Bylaw No 1595.01, 2025 and can be found at [Building Permit Application Fees | RDN](#).

RESOURCES AND CONTACT DETAILS

| | | |
|---|----------------|--|
| RDN Online Portal | | RDN CityView Portal |
| Current Planning | 250-390-6510 | planning@rdn.bc.ca |
| Building Inspections | 250-390-6530 | building@rdn.bc.ca |
| Islands Trust | 250-247-2063 | northinfo@islandstrust.bc.ca |
| Island Health | 250-739-5800 | info@islandhealth.ca |
| Technical Safety BC (Electrical and Gas Permits) | 1-866-566-7233 | Permits TSBC (technicalsafetybc.ca) |
| Agricultural Land Commission | 1-800-663-7867 | ALCBurnaby@victoria1.gov.bc.ca |