

SECONDARY SUITE - DETACHED NEW CONSTRUCTION

Building Permit Application Checklist

The following checklist is provided as a guideline for required documents for a building permit application.

*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 ([Application Form](#)).
- ☐ Preliminary Planning Review Form OR Islands Trust Review Declaration (contact RDN Planning 250-390-6510 or Islands Trust 250-247-2063).
- ☐ Property Declaration Form ([Property Declaration Form](#)).
- ☐ BC Energy Step Code Pre-Construction Report (contact a BC Energy Advisor).
- ☐ Home Warranty Insurance (contact BC Housing 1-800-407-7757).

SITE PLAN

Required for all
applications.

Plans to show the listed
items, as applicable.

- ☐ North arrow.
- ☐ Show all buildings including location, use and size.
- ☐ Indicate distance from each building to all property lines and adjacent structures.
- ☐ Watercourses / waterbodies (location and distance to each 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)

Drawings to show the
listed items, as
applicable.

This list is not
exhaustive.

General Information

- ☐ Scale of ¼" to 1' or 1:50.
- ☐ Only digital drawings will be accepted. No use of graph paper or photographs permitted.
- ☐ 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 detached retaining walls over 1m in height.
- ☐ Radon layout.

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, attic access / crawlspace access.
- ☐ Plumbing fixtures.
- ☐ Furnaces, fireplaces, hot water tank.
- ☐ Smoke alarms and CO detectors (type, locations and proposed interconnection).
- ☐ Mechanical ventilation.

Required for all
applications.

Drawings to show the
listed items, as
applicable.

This list is not
exhaustive.

Lateral bracing
requirements on
additions only.

Elevations

- ☐ Spatial separation calculations.
- ☐ Natural and finished grade.
- ☐ Roof slopes.
- ☐ Exterior finishing materials.
- ☐ Deck, guardrail, stair, ramp details.

Cross Sections

- ☐ Footing and foundation wall details.
- ☐ Perimeter drainage, dampproofing, and roof system drainage components.
- ☐ Assemblies for walls, roof, floors, ceilings and decks.
- ☐ Overall height of building, height of each storey and ceiling heights.
- ☐ Attic and roof space ventilation.
- ☐ Stair / landing / ramp / guard details.

- ☐ Engineered Floor System / Truss Layout showing the factored loads.

Lateral Bracing Design Information Calculation Tables and Plan View Drawings

- ☐ General design information (for braced wall band and braced wall panel bracing system).

NOTE: Design to CWC 2014 or Part 4 requires documents authenticated by a professional engineer.

- Design standard compliance description (2024 BCBC high wind + seismic loads).
- 1-in-50-year hourly wind pressure and exposure (1/50 HWP, terrain exposure).

- ☐ Calculation tables for wind and seismic calculations.

NOTE: Calculations for both conditions are required for each band on each storey. The plan drawings shall reflect more adverse bracing condition on a band-by-band basis.

- Band ID, reference framing types, unadjusted bracing lengths, adjustment factor inputs, any explanatory notes, and the results (adjusted bracing lengths).
- Identify which bracing design condition governs each band's bracing requirement.

- ☐ Plan view drawings for each storey of the building, clearly defining the following:
 - Braced wall bands: widths, distances to center of adjacent bands, and band ID.
 - Braced wall panels: sheathing panel location, length and distances where relevant.
 - Bracing table: defining required and proposed bracing lengths, and reference framing type. Include all relevant detailing for construction of bracing system and its components and connections.

ADDITIONAL DOCUMENTS

Provide as applicable.

- ☐ Appointment of Agent ([Appointment of Agent](#)).
- ☐ Development Permit / Variance Permit.
- ☐ Engineer's Letters of Assurance (digitally sealed and stamped).
- ☐ Engineer's reports / assessments.
- ☐ Sealed Engineer's Drawings (digitally sealed and stamped).
- ☐ Geotechnical Hazard Assessment or Sealed Site Class and Bearing Memo
- ☐ Septic Authorization to Operate (existing system).
- ☐ Septic filing (new system).
- ☐ Business or Corporations are also required to provide a "Corporate Registry" dated within 30 days of application.

BUILDING PERMIT PROCESS

Application Review Steps

1. Applicant contacts Planning Department at askplanning@rdn.bc.ca or 250-390-6510 to obtain a Preliminary Planning Review form (a site plan and Property Declaration form are required) or Island Trust at 250-247-2066 to confirm your proposal and complete the Islands Trust Review Declaration form.
2. Applicants must register on the RDN Building Portal and create a Portal ID. Access can be found on [CityView Portal](#). Once ID is approved, you may apply for and submit the building permit application documents through the RDN Building Portal.
 - Technical Information: Use a laptop or desktop computer **only** when creating your application. Google Chrome or Microsoft Edge are recommended. Should you experience technical problems when submitting your application, first try switching browsers. If your problem persists, please contact us by email building@rdn.bc.ca or by phone 250-390-6530.
3. Staff review the online building permit application for completeness. If application is incomplete or missing items, an "Incomplete Application" email will be sent to applicant and property owner.
 - Application will be placed in "Submittal Incomplete" status. The application will not progress until **ALL** required documents have been received.
 - The outstanding items are to be submitted in **ONE** submission, through the portal.
4. Once accepted, the application status will move to "In Plan Check" and placed in review queue. Wait times are posted on the RDN Building Inspection page ([Building Inspection Services](#)).
5. A building official will complete a site visit to review location of proposed work.
6. The Planning Department reviews the submitted plans for conformance with local zoning bylaws. The planner will contact applicant or property owner directly with any concerns.
7. A building official completes a technical review of submitted plans and documentation to ensure conformance with the BC Building Code and local bylaws.
 - Where changes or additional information is required, permit status is changed, and a "Return for Corrections" letter will be emailed to applicant and property owner.
 - The outstanding issues and required changes are to be submitted in **ONE** submission through the portal.
8. Once permit application is approved and "Ready to Issue", applicant and property owner will receive an email, along with outstanding fees and instructions to download the approved plans and documents.
 - Approved plans and documents are identifiable by a "Field Copy" stamp.
 - Fees may be paid by accessing the portal. The permit is generally issued within one (1) business day. Construction is to be done as per approved drawings, permit conditions and BC Building Code.
9. All documents need to be printed in colour and be onsite for all inspections.

BUILDING PERMIT COSTS

Permit processing fees are **non-refundable** and shall be credited to 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 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	\$1000

Other Charges	Processing Fee
Title Search Fee	\$25

NOTE: Business or Corporations are also required to provide a "Corporate Registry" dated within 30 days of application.

Building Permit Fees: Permit, inspection and additional fees are stipulated by Bylaw No. 1595.01 and can be found at www.rdn.bc.ca/building-permit-application-fees.

RESOURCES AND CONTACT DETAILS

RDN Online Portal		https://cv.rdn.bc.ca/nanaimoportal
Planning Department	250-390-6510	planning@rdn.bc.ca
Building Inspections	250-390-6530	building@rdn.bc.ca
Islands Trust (Gabriola)	250-247-2063	northinfo@islandstrust.bc.ca
Island Health – VIHA	250-739-5800	info@islandhealth.ca
Technical Safety BC (Electrical & Gas Permits)	1-866-566-7233	Permits TSBC (technicalsafetybc.ca)
Agricultural Land Commission (ALC)	1-800-663-7867	ALCBurnaby@victoria1.gov.bc.ca
BC Housing	1-800-407-7757	Licensing & Consumer Services BC Housing