Building Permit Application Requirements

1) Two site plans, complete with side, front and rear setbacks, lot coverage, access and driveway locations, setbacks to adjacent watercourses and all existing buildings located on site. (Site plan preferred on 8 1/2 x 11" paper and not accepted on graph paper).

2) Two complete sets (graph paper not accepted) of scaled plans (1/4" = 1’) that include the following information:
   - Windows and doors sizes
   - Structural details, ie: beam size, joist and truss direction and all construction details.
   - Foundation Plan
   - Floor Plans with all rooms and spaces labelled for use
   - Elevations
   - Section

3) Roof truss / rafter layout & manufactured floor system or beam layout (if applicable) with factored loads.
   (NOTE: Engineers certification required for FULL foundation if factored loads exceed 9,000 lbs and for all structural members supporting loads of 20,000 lbs +.)

4) Proof of Filing of Sewerage with Vancouver Island Health Authority (if not connected to municipal system)

5) A Permit Processing fee as follows:

   Construction value estimate is less than or equal to $20,000: $150
   20,0001 and less than or equal to $50,000: $450
   50,0001 and less than or equal to $100,000: $500
   Greater than $100,000: $1000

   Actual permit fees are calculated according to Marshal Swift Valuation System as per Bylaw 1250. All fees payable by cash, debit or cheque; credit cards not accepted.

6) HPO forms must be received prior to issuance of all New SFD permits

7) Riparian Area Declaration Form (obtain from RDN website under Building Inspection)

If any of the above information is missing a building permit application will NOT be accepted.