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 ¼” = 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)

- 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 REPORT FORM, SURVEY & CLEARANCE LETTER (DEMOLITIONS & RENOS)

- Hazardous Material Report Form is required for all demolitions and alterations
  - See Forms and Publications on our website: Hazardous Material Report
- Hazardous Material Survey is required for all buildings built prior to 1990
  - Performed by a qualified professional
- Hazardous Material Clearance Letter
  - For Asbestos Containing Materials (ACM’s) discovered in the survey
  - To be submitted prior to the issuance of permit

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
- Plumbing Declaration (by or at Plumbing 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