

## Building Permit Application Form

**Property Information**

House Number	Street Name	PID
Electoral Area	Zoning	Legal Land Description

**Owner Information**

Name(s)	Phone
Current Mailing Address	Email

**Agent Information**

Contact Name	Phone	Email
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**Contractor Information**

Company Name	Contact Name	Phone
Mailing Address	Email	

<b>Owner(s) Signature</b>	<b>Agent/Contractor Signature</b>	<b>Date</b>
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## Scope of Work

**Project Description:**

<b>Select one:</b> <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/ Renovation <input type="checkbox"/> Move <input type="checkbox"/> Repair <input type="checkbox"/> Decommission <input type="checkbox"/> Demolition	<b>Select applicable:</b> <input type="checkbox"/> Dwelling <input type="checkbox"/> Accessory Dwelling <input type="checkbox"/> Accessory Building <input type="checkbox"/> Secondary Suite <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Farm/Agricultural <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Multi-Residential <input type="checkbox"/> Woodstove <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Portable Container <input type="checkbox"/> Other	<b>Select applicable:</b> <input type="checkbox"/> Crawlspace* <input type="checkbox"/> Decks* <input type="checkbox"/> Electrical <input type="checkbox"/> Factory Chimney* <input type="checkbox"/> Finished Basement* <input type="checkbox"/> Gas Appliances* <input type="checkbox"/> Gas Fireplace* <input type="checkbox"/> Heating <input type="checkbox"/> Masonry Chimney* <input type="checkbox"/> Plumbing <input type="checkbox"/> Slab* <input type="checkbox"/> Unfinished Basement* <input type="checkbox"/> Verandahs* <input type="checkbox"/> Wood Fireplace* <input type="checkbox"/> Woodstove* <input type="checkbox"/> N/A <i>*Must be shown on plans</i>	<b>Estimated Value of Construction:</b>  <b>Number of Stories:</b>  <b>Building Area (ft<sup>2</sup>):</b>  <b>Number of Bedrooms:</b>  <b>Water Service:</b> <input type="checkbox"/> Well <input type="checkbox"/> CVRD Water <input type="checkbox"/> Private Water*  <b>Sewer Service:</b> <input type="checkbox"/> Septic System <input type="checkbox"/> CVRD Sewer <input type="checkbox"/> Private Sewer*  <i>* Approval required from private provider prior to Building permit issuance</i>	<b>Property is adjacent to and/or contains:</b> <input type="checkbox"/> Sea, Lake, River, Stream, Ditch <input type="checkbox"/> Cliff, Bank, Ravine, Escarpment <input type="checkbox"/> Eagle or Heron Nest <input type="checkbox"/> Highway <input type="checkbox"/> Agricultural Land Reserve (ALR) <input type="checkbox"/> None of the above  <b>Property has existing structures:</b> <input type="checkbox"/> Yes (must be shown on site plan) <input type="checkbox"/> No  <b>Has or will fill be placed on the site?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>Has or will blasting be carried out on the site?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>Is this an addition, alteration, or demolition of a structure built prior to 1990?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Manufactured Homes Only - Certification CSA Standard:</b> <input type="checkbox"/> Z240 <input type="checkbox"/> A277	<b>Type of Heat:</b> <input type="checkbox"/> Electric Baseboard <input type="checkbox"/> Heat Pump <input type="checkbox"/> Forced Air <input type="checkbox"/> In-floor radiant	<b>Type of Framing:</b> <input type="checkbox"/> Wood <input type="checkbox"/> Structural Steel <input type="checkbox"/> Masonry/ICF/Concrete		
<b>Serial Number:</b>				

This information is collected for the administrative and/or operational functions of the CVRD as authorized by the Local Government Act and CVRD Building Bylaw No. 4433. This information has been collected and may be used, and or listed in a Building Permit Register, and forwarded to authorized agencies in accordance with the Freedom of Information and Protection of Privacy Act.

**Acknowledgment of responsibility and undertakings**

The undersigned being the owner/agent for the owner of the property herein described hereby makes application for a permit to undertake the work as set forth in this application. I agree to conform to all requirements as may be specified by the CVRD Building Bylaw and any other applicable Bylaw or Regulation in force by the CVRD. Neither the issuance of the Permit nor the approval of the drawings and specifications submitted as part of this application, by the Building Inspection Department or designates thereof, shall, in any way relieve the applicant from the responsibility of ensuring the construction for which this permit issued, is carried out in conformity with the requirements of the Building Bylaw and any other applicable Bylaws and Regulations, nor prevent the Building Official, or their designate from requiring correction of any errors in construction or violation of the Building Bylaw or other applicable Bylaw or regulations. The undersigned owner/authorized agent of the owner makes an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

## Building Permit Application Checklist

**Legend:**
**X** indicates required

\* indicates may be required – check with Building Official

	New Dwelling	New Secondary Suite (within existing dwelling)	New Accessory Dwelling Unit or Small Suite	Dwelling: Addition - increasing living space or # of bedrooms	Dwelling: Renovation/Alteration with NO change to size	Accessory Building	Farm or Agricultural Building	Moved on Structure	Manufactured Home	Demolition	Portable Container Siting	Commercial/Industrial/Institutional
<b>Building Permit Application Form</b> signed and completed (page 1)	<b>REQUIRED FOR ALL APPLICATIONS</b>											
<b>Land Title Certificate</b> dated within 30 days of application, including copies of all registered covenants, easements, and rights of way	<b>REQUIRED FOR ALL APPLICATIONS</b>											
<b>Non-Refundable Application Fee</b> Construction Value under \$50,000 = \$100 Construction Value over \$50,000 = \$250	X	X	X	X	X	X	*	X	X	*	*	X
<b>Construction Drawings</b> two sets, full-size (usually 24"x36") drawings to 1/4":1' scale (see page 3 for details)	X	X	X	X	X	X	X	X	X			X
<b>BC Energy Step Code Pre-Construction Report</b> completed by an Energy Advisor (*see page 3)	X		X	*	*				*			X
<b>Site Plan or Site Survey</b> (survey prepared by a BC Land Surveyor)	X		X	X		X	X	X	X	X	X	X
<b>Sewerage Filing</b> if on septic system, <a href="#">Record of Sewerage System filing with Island Health</a> or ROWP or Professional Engineers report	X	X	X	X	*	*	*	X	X			*
<b>BC Housing New Home Warranty Registration</b> form or Owner-Builder Authorization form (required for all NEW dwellings or substantial alterations)	X		X	*	*							
<b>Structural Engineering</b> if required or provided, include 2 sets of full size, sealed drawings, and BC Building Code Letters of Assurance (Schedule B)	*	*	*	*	*	*	*	*	*			*
<b>Assurance of Structural Compliance</b> for Moved or Relocated Buildings completed by Professional Engineer								X				
<b>Preliminary Truss &amp; Beam Layouts</b> including factored loads (required if no structural engineer)	X	*	X	X	*	X	*					*
<b>CSA Certification Number &amp; Manufacturer's Specification Sheet</b>									X			
<b>Geotechnical Report</b> and/or Geohazard Assurance Statement	*	*	*	*		*	*	*	*			*
<b>Pre-approval from Private Water and/or Sewer Utility</b> Improvement District if not in a CVRD service area	*	*	*	*				*	*			*
<b>Hazardous Materials Report and Risk Assessment</b> required for any addition, alteration, or demolition of structures constructed pre-1991		*		*	*			*		X		
<b>Mechanical Vent Checklist/Design</b> not required until insulation inspection, but can be submitted with application	X	X	X	*	*	*		*				
<b>Secondary Suite or Accessory Dwelling Covenant</b> required for any property with 2 dwelling units	*	X	X					*	*			
<b>Development Permit or Variance Permit</b> where project falls within a Development Permit Area (DPA) or does not meet the Zoning setbacks.	*	*	*	*	*	*	*	*	*	*	*	*
<b>Contaminated Site Disclosure Statement</b> if a property has been used for industrial or commercial purposes listed in the <a href="#">Schedule 2: CSR</a>	*	*	*	*	*	*	*	*	*	*	*	*
<b>ALC Notice of Intent</b> for the removal and import of fill associated with building construction within the ALR	*	*	*	*	*	*	*	*	*			*

## Building Permits General Requirements

**Step 1:** Review your project with Development Services before applying for a Building Permit:

- Call 250-746-2620 or email [ds@cvrd.bc.ca](mailto:ds@cvrd.bc.ca)
- CVRD Gulf Islands projects contact Islands Trust for consultation: 250-247-2063 or [northinfo@islandstrust.bc.ca](mailto:northinfo@islandstrust.bc.ca)

**Step 2:** Discuss required documents for your application with the Building Official if necessary:

- Call 250-746-2618 or email [inspections@cvrd.bc.ca](mailto:inspections@cvrd.bc.ca)

### Construction Drawing Requirements:

- Two sets, full-size (usually 24"x36", B&W) [drawings](#) to ¼":1' scale with the following detail:
  - Demonstrated compliance with applicable CVRD Zoning Bylaw(s), [CVRD Building Bylaw](#), and the current edition of the BC Building Code
  - Site Plan including driveway (smaller scale accepted), the location of all structures on the parcel with dimensions to property lines (setbacks), parcel size in area (m<sup>2</sup>), and parcel dimensions (m) including parcel coverage (%) and spatial separations (if applicable)
  - Foundation details and dimensions (Foundation Plan)
  - The dimensions of the building with proposed use and layout of each room (Floor Plan)
  - The location of all plumbing fixtures and mechanical devices including the hot water tank and furnace
  - [All brace wall band and brace wall panel](#) locations per the seismic framing requirements of the Building Code.
  - Elevations illustrating total building height, cladding type, roof pitch, guard details, and Flood Construction Levels (if applicable)
  - Cross Section plans illustrating insulation, stairs and headroom, and any fire separations

## Common Contacts

- **BC Housing New Home Warranty Program:**

Homeowner Protection Office  
Branch of BC Housing  
Suite 203 - 4555 Kingsway  
BURNABY BC V5H 4V8

Tel: 604.646.7050 or 1.800.407.7757

Fax: 604.646.7051

Web: [www.bchousing.org/licensing-consumer-services](http://www.bchousing.org/licensing-consumer-services)

Email: [licensinginfo@hpo.bc.ca](mailto:licensinginfo@hpo.bc.ca)

- **Island Health - Health Protection & Environmental Services Department:**

For Electoral Areas A, B, C, D, E, F & I: Duncan Office  
202 – 6425 Norcross Road  
DUNCAN BC V9L 6C5  
250.737.2010

Email: [HPES.Duncan@islandhealth.ca](mailto:HPES.Duncan@islandhealth.ca)

For Electoral Areas G & H: Nanaimo Office Unit  
6475 Metral Drive, 3rd Floor  
NANAIMO BC V9T 2L9  
250.755.6215

Email: [HPES.Nanaimo@islandhealth.ca](mailto:HPES.Nanaimo@islandhealth.ca)

- **Islands Trust:**

For construction on CVRD Gulf Islands - CVRD will facilitate referrals upon receipt of Building Permit Application. It is recommended to speak with Islands Trust staff *before* applying for a Building Permit for Land Use implications:

Islands Trust  
700 North Road, Gabriola Island  
Toll Free (Through Inquiry BC): 1.800.663.7867

Tel: 250.247.2063

Web: [www.islandstrust.bc.ca](http://www.islandstrust.bc.ca)

Email: [northinfo@islandstrust.bc.ca](mailto:northinfo@islandstrust.bc.ca)

- **\*Find an Energy Advisor:**

1. Visit [CleanBC Better Homes](#)
2. Select renovation or building a new dwelling
3. Search "Cowichan Valley Regional District"
4. Hit 'Search'
5. A list of Energy Advisors in your area populates

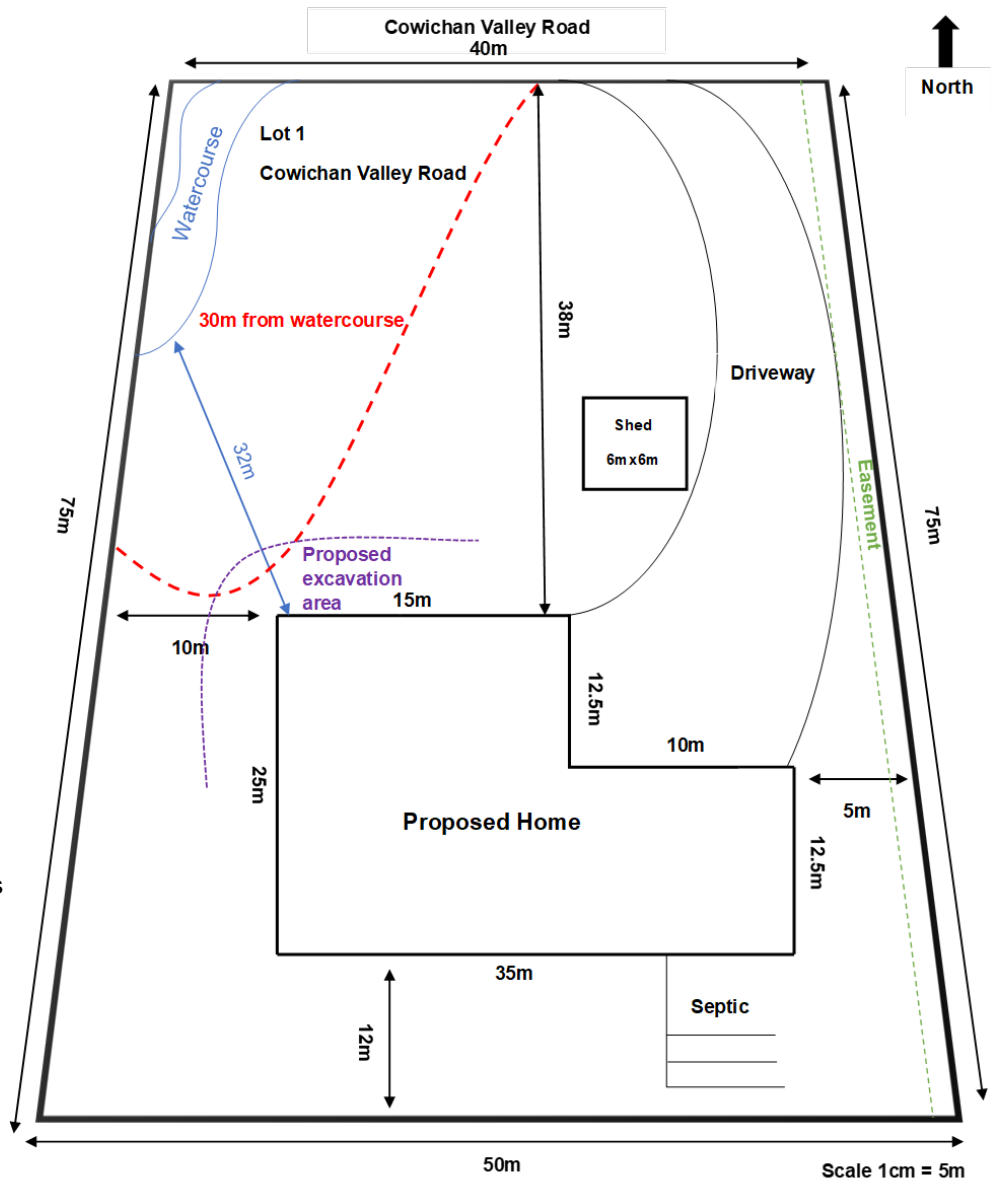
- [Find a Professional Engineer](#) – Engineers & Geoscientists BC
- [Find a Land Surveyor](#) – Association of BC Land Surveyors
- [Technical Safety BC](#) – Gas, Electrical, Elevator Permitting

## Basic Site Plan - Sample

A site plan identifies buildings and other features in relation to property boundaries. The site plan should identify your existing structures (i.e.: dwellings, garages, sheds, decks) and proposed additions or new structures.

The following information should be shown on a site plan:

1. Title and **scale**
2. Legal description
3. Street name(s) and frontages
4. North arrow
5. Property lines with dimensions in metric
6. **Setbacks** (distance) to all property lines from all existing and proposed structures
7. **Proposed construction** (shaded or crosshatched)
8. Overall building **dimensions**, **lot coverage**, **new and existing building areas of all buildings**
9. Rights-of-way, easements, and covenant areas
10. Any **watercourses** (i.e.: streams, creeks, lakes, ponds, etc.) must be shown and distances from riparian areas and proposed construction must be shown
11. Any construction, excavation, or demolition within 30m of the riparian area must be shown as well



**Notes:**

1. Refer to the Electoral Area Zoning Bylaw for zoning requirements
2. Please submit all site plans in metric