

Fabric Structures

Building Permit Application Checklist

Overview: This checklist provides the requirements for a building permit application for fabric-covered structures that fall under Part 3 or Part 9 of the Building Code. Structures that are $\leq 23 \text{ m}^2$ and intended to remain in place less than 120 days in a calendar year do not require a permit.

Required Items:

- [Building Permit Application](#) - online application.
- [Application Fee](#) - The application fee will be requested after your online Building Permit Application has been accepted.

Note: All professional drawings and Letters of Assurance are to be submitted online with an electronic seal and signature as part of the online application.

- Coordinating Registered Professional (Architect / P.Eng.)**
 - Letters of Assurance (Schedule A)
- Site plan**
Showing the location of the proposed building on the site, dimensions of the building, building setbacks to the property lines, and the distance to other buildings on the site.
- Structural Drawings – sealed**
 - Letters of Assurance (Schedule B)
 For the foundation and the building including anchorage.
- BC Building Code Compliance Report from a Fire Protection Engineer – sealed**
The Code Compliance Report must include an Alternative Solution addressing the fabric roof covering, which is not an accepted roof material under the BC Building Code for Part 3 buildings. Other requirements prescribed in the British Columbia Building Code may also not be achievable and may require an alternative solution; this will be determined by your Registered Professional and must be included in the report.
- Fire Suppression (Sprinkler Drawings) – sealed**
 - Letters of Assurance (Schedule B)
 - Hydraulic calculations – sealed
 Sprinklers are required for any new building that exceeds 100m^2 (1076.4ft^2). However, sprinklers are not required for fabric-covered buildings in Industrial Zones (I-1, I-2, I-3, I-4) used for storage, processing, or manufacturing where a Registered Professional specializing in building codes, equivalencies, and fire science has submitted a report that provides specifications to minimize the fire hazard in and around the structure.
- Development Permit number**

Additional Items that may be required:

- [Appointment of Agent](#) is required if the permit is to be applied for, revised, or permit issued to other than the registered owner. To be completed and submitted online as part of the building permit application process.
- Geotechnical Report – sealed**
 - Letters of Assurance (Schedule B) including Plumbing item 4.2 if no Civil or Mechanical Engineer.
 The Coordinating Registered Professional will determine if a Geotechnical Engineer is required.
- Civil Drawings – sealed**
 - Design of on-site servicing
 - Design of off-site servicing and access
 - [Works & Services Initial Design Submission Checklist](#)
 - Erosion and Sediment Control Plan
 - Letters of Assurance (Schedule B: Plumbing Item 4.2, Site Services)
- [Construction Fire Safety Plan](#)

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Additional Building Permits may be required for:

- Signage**
- Retaining walls (over 5' or structurally supporting the building)**
- Demolition or renovation of existing buildings**
- Site Disclosure statement form** – when not completed as part of a subdivision, rezoning, or development permit process

The requirements listed above are typical; however, review of individual applications may result in the need for further information and/or requirements.

◆ Incomplete applications will not be accepted ◆

Supporting Information, Documentation and Forms:

For more detailed information concerning the development of your property, review our guide [Commercial / Multi-Residential / Industrial - Detailed Guide to Building Permit Applications](#).

Architectural Plans

All Part 3 buildings require plans sealed by an Architect. Some exceptions may apply, such as, simple industrial buildings, which can be sealed by an Engineer, dependent on consent by the Architectural Institute of BC. For more information see the [Architects Act](#). Architectural Letters of Assurance (Schedule B) are required to accompany all plans, whether sealed by an Architect or Engineer.

Application Fee

10% of the estimated building permit (BP) fee (minimum \$175.00). The non-refundable application fee is deducted from the final cost of the building permit. For assistance in estimating the application fee see our webpage [Building Permit Fee Calculation](#).

Appointment of Agent

Required if someone other than the registered owner or Coordinating Registered Professional is to apply for, revise or be issued the building permit. For viewing, the [Appointment of Agent](#) form is available on our website. The form is to be completed online as part of the building permit application process.

Alternative Solution Report

Required if an alternative solution is proposed to comply with the requirement of the BC Building Code. Typically developed by a Fire Protection Engineer specializing in building code analysis.

BC Building Code Analysis

Completed by a Fire Protection Engineer - required for fabric structures over 23m².

Building Permit (BP) Fees

Permit fees are based on the market value of construction as follows: first \$1,000 - \$105, each additional \$1,000 up to \$100,000 - \$10, each additional \$1,000 greater than \$100,000.01 - \$7. Additional fees, including plumbing, on-site servicing and review of Alternative Solutions, can be found in the [Fees and Charges Bylaw No. 7336](#), available on our website. For assistance in estimating the building permit fee see our webpage [Building Permit Fee Calculation](#).

Civil Drawings

Sealed drawings are required for on-site works, including drainage from parking areas and off-site works, if required (see W & S below).

Coordinating Registered Professional (CRP)

Letters of Assurance (Schedule A) is required from an Architect for all projects falling within Part 3 of the BC Building Code and for projects involving more than two registered professionals. Projects involving industrial buildings may have a registered Professional Engineer act as the Coordinating Registered Professional. In accordance with the duties of a CRP, as per the BC Building Code Schedule A, it is the responsibility of the CRP to collect and submit all Schedules A and B with the building permit application and Schedule C at project completion. All correspondence will be directed to the copies to the owner or their agent.

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Supporting Information, Documentation and Forms (*Continued*):

Development Cost Charges (DCCs)

Applicable to most projects where the value of construction exceeds \$50,000.00. DCCs are calculated on the gross floor area (GFA) and vary according to use (i.e., residential, commercial, industrial, etc.). For further information, see [Development Cost Charges Effective 2018-APR-23](#), [City of Nanaimo DCC Bylaw 7252](#), and [Regional District of Nanaimo Bylaw 1547.01 \(2017-JUN-27\)](#).

Development Permit (DP)

DPs for form and character are required for all new commercial, industrial, residential (> 4-plex), and additions > 25% of the gross floor area or 100m², taken together with all additions to the building made within the previous five years. As well, construction in the specified downtown area require a DP for > single family dwelling. Other DP areas identified in the Zoning Bylaw may affect your project. Consult with City Current Planning staff to determine your DP requirements. DPs must be substantially complete prior to building permit application and must be approved prior to building permit issuance.

Fire Suppression (Sprinkler Drawings)

City of Nanaimo [Building Bylaw](#) requires that most new buildings(s) with a total gross floor area (GFA) over 100m² require a fire suppression system. However, sprinklers are not required for fabric-covered buildings in Industrial Zones (I-1, I-2, I-3, I-4) used for storage, processing, or manufacturing where a Registered Professional specializing in building codes, equivalencies and fire science has submitted a report that provides specifications to minimize the fire hazard in and around the structure. See the Building Bylaw 7224, Section 28.4, for exceptions. Also see our guide [Sprinkler Permit Application](#).

Geotechnical Report

A report is required for most proposed developments. Registration of a covenant on title may be required for subsidence, flood, landslide or erosion, dependent on the contents of the report. See our [Guidelines for the Preparation of Geotechnical Reports](#) for more details. Existing reports may be on title or have been required at the subdivision or development permit phase.

Landscape Drawings

Working drawings and estimate detailing the plant size and names, as well as other landscape features. The estimate will be used to establish the Landscape Bond and will be included in the Construction Agreement.

Mechanical Drawings and Letters of Assurance (Schedule B)

Sealed drawings and Letters of Assurance are required for all complex projects and projects with ventilation/heating systems serving more than one suite or floor.

Site Disclosure Statement – Contaminated Sites Regulation

Where activity is likely to disturb the property's soil and a [site disclosure statement form](#) has not been submitted as part of the subdivision, rezoning or development permit process, the form must be submitted as part of the building permit process. Exemptions can be found under the regulations [CSR Division 3](#). If the property is identified on the form as having one or more industrial or commercial uses specified in [Schedule 2](#) of the Contaminated Sites Regulation a building permit cannot be issued without approval by a director under the *Act*.

Site Plan

Site survey must be; scaled, dimensioned, show all property lines, rights-of-way, easements, setbacks of proposed and existing buildings, parking layout, accesses from the street, natural boundary, top of bank and leave strips of watercourses and wetlands. A survey from a BC Land Surveyor is required for layout of proposed buildings located within 6" of any required setback or as required by Building Inspections.

Works & Services (W&S)

Works & Services are applicable to new construction projects, buildings with more than four residential units on a site and additions exceeding 25% of existing floor area or 600m² whichever is less. Requirements vary in industrial zones. Design Stage Acceptance must be completed prior to building permit issuance. Works in City Streets Permit and a Site Safety/Security Plan may be required. Coordinate Works & Services with the City's Development Engineering and Environment staff. The City of Nanaimo [Manual of Engineering Standards and Specifications](#) is available on the City website.

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Supporting Information, Documentation and Forms (Continued):

Works & Services Submission - On-Site and Off-Site

Detailed designs and associated information from your Civil Engineer is required for permit application. The submission should include off-site and on-site servicing drawings, site drainage drawings, location of accesses, fire flow calculations, the [Works & Services Initial Design Submission Checklist](#) and off-site servicing estimate for determination of the security bond.

For projects with more than four parking stalls where hard surface is provided, an engineer-designed oil/water separator and on-site storm drainage system is required.

Design specifications are reviewed and approved by the Development Engineering Section. Inspections will be required by your Civil Engineer.

If you have any questions or require clarification, please contact a commercial plans reviewer at our office at 250-755-4429. This guideline should not be used as a substitute for existing building codes and other regulations. The building owner is responsible for compliance with all codes, bylaws, and other regulations whether or not described in this guideline.

Forms and guides specific to Building Inspections can be printed from the City of Nanaimo website www.nanaimo.ca by typing your search word in the Search Bar or visiting the [Building Permits](#) pages under Property & Development, or can be picked up at our office at the Service and Resource Centre, 411 Dunsmuir Street. Bylaws can be found on our website under [City Bylaws](#) on the main page.