



## COMMUNITY DEVELOPMENT

### Building Inspections

## On-Site Servicing Permits

---

#### REQUIRED INFORMATION FOR APPLICATION:

- Civil consultant's site servicing plan, two copies.
- Schedule B for on-site work.
- Geotechnical report and Schedule B, if required (part 3 buildings or by site inspection).
- Building Permit Application with off-site Engineering Drawing must be submitted prior to issuance of On-Site Servicing Permit.

#### ON-SITE SERVICING PERMIT PROCEDURE:

- Plumbing inspector reviews site servicing drawings.
- Planchecker calculates inspection fees as per schedule below.
- Bond of \$1000.00 or Letter of Credit (LOC) required against damage to City of Nanaimo property during construction.
- Engineering Division is consulted re: any major concerns prior to issuance of Permit.
- Approvals are required, as applicable, from Planning Division, Urban Forestry Coordinator or Watercourse Development Permit where work is near watercourse leavestrip.

#### ON-SITE SERVICING PERMIT CONDITIONS:

- Matching on-site design to off-site is the responsibility of the property owner/developer.
- Inspection by the Civil Engineer of the on-site servicing and submission of reports is mandatory. The Building Permit issuance may be affected if inspections and reports are not done.

#### SERVICE PIPE INSPECTION FEES:

- Domestic water/fire line .....\$20.00 first 15m, \$7.00 each additional 15m
- Storm & sanitary sewer .....\$20.00 first 15m, \$7.00 each additional 15m
- Catch basins/manhole.....\$15.00 each
- Fire hydrants on site.....\$15.00 each

#### ON-SITE SERVICING INSPECTIONS:

- For details of inspections see attached sheet "ON-SITE SERVICING INSPECTIONS".
- As part of the inspection process the Plumbing Inspectors will be requesting the Civil Engineers site reports weekly.

#### FINAL APPROVAL:

Requires the submission of Civil Engineering Schedule "C-B" and engineering inspection and testing reports as applicable, including:

- Chlorination documentation.
- Water system leakage test.
- Fire line leakage test.
- Sanitary sewer air leakage test.
- Storm & Sanitary smoke test where applicable.

#### OCCUPANCY FOR BUILDINGS:

Occupancy will not be granted until on-site and off-site servicing is approved, and all requirements of the Building Permit(s) have been met.

**Questions regarding On-Site Servicing Permits can be directed to the City Plumbing Inspector at 250-755-4429.**