

# Building Permit Application Checklist

## Commerical / Multifamily / Industrial

### Part 9 Buildings



Part 9 Buildings are 3 storeys or less, have a building area less than 600m<sup>2</sup> and have major occupancies classified as Group C (residential), D (office / service), E (retail), or F-2, F-3 (medium and high / low hazard industrial).

<b>Required Items</b>	<input type="checkbox"/>	Building Permit Application (Completed)
	<input type="checkbox"/>	Application Fee
	<input type="checkbox"/>	Architectural Drawings - 2 Sets <ul style="list-style-type: none"> <li><input type="checkbox"/> Site Plan - 2 Copies</li> <li><input type="checkbox"/> Landscaping Working Drawings and Estimate - 2 Copies</li> <li><input type="checkbox"/> BC Building Code Analysis</li> </ul>
	<input type="checkbox"/>	Geotechnical Report - 1 Sealed Original, 1 Copy <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter of Assurance (Schedule 'B')</li> </ul>
	<input type="checkbox"/>	Civil Drawings - 3 Sealed Sets <ul style="list-style-type: none"> <li><input type="checkbox"/> Design of On-Site Servicing</li> <li><input type="checkbox"/> Design of Off-Site Servicing and Access</li> <li><input type="checkbox"/> Engineering Requirements Checklist</li> <li><input type="checkbox"/> Letter of Assurance (Schedule 'B' Plumbing Item 4.3, Fire Suppression Items 5.4 &amp; 5.11)</li> </ul>
	<input type="checkbox"/>	Fire Suppression Drawings - 2 Sealed Sets <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter of Assurance ( Schedule 'B')</li> <li><input type="checkbox"/> Hydraulic Calculations - 2 Sealed Sets</li> </ul>
	<input type="checkbox"/>	Structural Drawings - 2 Sealed Sets - Where the Structural Design is Beyond Part 9 of the BC Building Code <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter of Assurance (Schedule 'B')</li> </ul>
	<input type="checkbox"/>	Truss, Floor and Beam Layouts for Engineered Products (for Multi-Family Part 9 Buildings)
	<input type="checkbox"/>	Plumbing Declaration Form (Completed) - if plumbing not under an Engineer's design and field review.
	<input type="checkbox"/>	Isometric Plumbing Drawings - if plumbing not under an Engineer's design and field review (drawings not required for single family dwellings or row housing).

<b>Additional Items</b>	Required	Submitted	
	<input type="checkbox"/>	<input type="checkbox"/>	Appointment of Agent Form
	<input type="checkbox"/>	<input type="checkbox"/>	Coordinating Registered Professional (Architect / P.Eng) Letter of Assurance (Schedule 'A').
	<input type="checkbox"/>	<input type="checkbox"/>	Architectural Drawing - 2 Sealed Sets <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter of Assurance (Schedule 'B')</li> </ul>
	<input type="checkbox"/>	<input type="checkbox"/>	Building Envelope Professional - 2 Sealed Sets of Drawings <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter of Assurance (Schedule 'B' or 'D') if Archetctural Schedules are Submitted</li> </ul>
	<input type="checkbox"/>	<input type="checkbox"/>	Electrical Drawings - 2 Sealed Sets - where a fire alarm system is installed. <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter of Assurance (Schedule 'B')</li> </ul>
	<input type="checkbox"/>	<input type="checkbox"/>	Alternative Solution Reports - 1 Sealed Original, 1 Copy <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter of Assurance (Schedule 'B')</li> </ul>
	<input type="checkbox"/>	<input type="checkbox"/>	Home Owner Protection Office Documents (for residential occupancies), documents are required prior to Building Permit issuance.
	<input type="checkbox"/>	<input type="checkbox"/>	Unit (Suite) Addressing (Where Building will not be Stratified) - 2 Copies
	<input type="checkbox"/>	<input type="checkbox"/>	Street Names and Phasing Plan (for Multi-Family Developments) - 2 Copies

**Additional Building Permits may be required for:**

- Signage
- Retaining Walls (Over 5' or Structurally Supporting the Building)
- Tenant Improvements
- Demolition or Renovation of Existing Buildings

**Incomplete applications will be returned to the applicant.**

Completed By \_\_\_\_\_

Phone / Email \_\_\_\_\_

### **Architectural Plans**

Part 9 buildings require sealed plans if of complex design, having common egress systems, fire walls or have more than 4 residential units. Architectural Letter of Assurance (Schedule 'B') is required to accompany sealed plans.

### **Application Fee**

10% of the estimated Building Permit (BP) fee. The fee is non-refundable and is deducted from the final cost of the Building Permit.

### **Appointment of Agent**

Required if someone other than the registered owner or Coordinating Registered Professional is to apply for and/or pick up the Building Permit. See the "Appointment of Agent" form available on our web site.

### **Alternative Solution Report**

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

### **Building Envelope Professional (BEP)**

The City of Nanaimo Building Bylaw requires certification by a BEP where a new building contains more than 4 residential units or is greater than two stories in building height.

### **BC Building Code Analysis**

Completed by the Architect or designer, dependant on the building complexity. A sample code review form is available; see "2006 BC Building Code Analysis, Design Summary Form".

### **Building Permit Fees**

Permit fees are based on the market value of construction as follows: \$501 to \$1000 - \$65, each additional \$1000 up to \$100,000 - \$10, each additional \$1000 up to \$500,000 - \$7, each additional \$1000 over \$500,000 - \$4.50. Additional fees including plumbing, on-site servicing and review of Alternative Solutions can be found in Bylaw 7016 Schedule A, available on our web site.

### **Bonding (Security)**

Prior to Building Permit issuance, bonding and a Construction Agreement are typically required for Landscaping and Works and Services. Bonding amounts are based on the value of the work to be done and will be released or reduced when the works & landscaping are completed to the satisfaction of the City of Nanaimo.

### **Civil Drawings**

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

### **Coordinating Registered Professional (CRP)**

Where 3 or more professionals are involved, or as required by Building Inspection. In accordance with the duties of a CPR, all Schedules ('A', 'B' and 'D') shall be collected and submitted with the Building Permit application and Schedule 'C' at completion of the project.

### **Development Cost Charges (DCC's)**

Applicable to most projects where the value of construction exceeds \$50,000.00. DCC's are calculated on the gross floor area and vary according to use (i.e., residential, commercial, industrial, etc.). For further information see our handout "Development Cost Charges Effective 2009 March 11" & the DCC Bylaws 7065, 7066, 7067, 7068, 7069, 7070 & Regional District of Nanaimo Bylaw 1547.

### **Development Permit (DP)**

Required for all new construction and alterations where the value of construction exceeds \$100,000.00 or are in the specified downtown area. DP's to be coordinated with Current Planning. DP must be in place prior to BP issuance.

### **Fire Suppression (Sprinkler Drawings)**

City of Nanaimo Building Bylaw 5693 requires that all new building(s) with a total gross floor area over 100m<sup>2</sup> require a fire suppression system.

### **Geotechnical Report**

A report is required for all proposed developments. Registration of a covenant on title may be required for subsidence, flood, landslip, erosion, dependant on the contents of the report. See our "Guidelines for the Preparation of Geotechnical Reports" for more details.

### **Isometric Plumbing Drawings**

Typically drawn by a plumber, must include the location and size of every building drain, trap and cleanout on a building storm drain, soilwaste and vent pipe system and the potable water distribution, including pipe sizes and valves. See our "Isometric Plumbing Drawing Requirements" handout for more details.

### **Landscape Drawings**

Working drawings and estimates 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.

### **Site Plan**

Legal survey - scaled, dated and dimensioned, showing 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 multi-family sites and any proposed buildings located within 6" of any required setback, or as required by Building Inspection staff.

### **Works & Services (W & S)**

Works & Services are applicable to projects where the value of construction exceeds \$100,000. Requirements vary in industrial zones. Design Stage Acceptance must be complete prior to BP issuance. Works in City Streets Permit and a Site Safety/Security Plan may be required. Coordinate W & S with City of Nanaimo Development Engineering. For more information see the "Engineering Section Guide for Developers and Engineers for Building Development" handout.

Forms and guides specific to Building Inspections can be printed from the City of Nanaimo web site [www.nanaimo.ca](http://www.nanaimo.ca) under Departments / Building Inspection / Publications & Forms or can be picked up at our office at 238 Franklyn Street.

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