



## Building Inspections

# Residential Building Permit Application Guide

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### Building Permits are required for construction of:

- any detached building over 107.64 ft<sup>2</sup> / 10 m<sup>2</sup>
- any structural alterations or addition
- any construction that will result in a change of use of a portion of the house

### Application requirements:

The coversheets, forms, and guidelines mentioned below are available on our web site at [www.nanaimo.ca](http://www.nanaimo.ca) or at our office at 238 Franklyn Street.

1. **Building Permit Cover Sheet** appropriate for the residential zone of the land. The completed coversheet is required for new single family dwellings only. Full legal and civic address is required.
2. **Homeowner Protection Office documents** required for new single family dwellings only. For information and documents contact their office at 1-800-407-7757, fax 1-877-476-6657, email: [hpo@hpo.bc.ca](mailto:hpo@hpo.bc.ca), web site: [www.hpo.bc.ca](http://www.hpo.bc.ca).
3. **2 complete sets of plans to scale** 1/4" = 1' showing the specifications of the building. Include floor plans, cross-sections, and all the elevations. Include exterior wall heights, elevation of garage slab, main floor height, roof peak and curb elevation at entry of driveway. Show any changes you are making (in dark blue or black ink).
4. **2 copies of the site plan to scale** 1/16" = 1' showing the dimensions of the parcel on which the building is to be situated. Include setbacks and locations of all existing and proposed buildings, with decks and cantilevers shown. Include the location and the dimension of the driveway and any right-of-ways or easements.
5. **Appointment of Agent** document is required when the applicant is not the owner of the land. The document must be signed by the owner.
6. **Business License** valid in the City of Nanaimo is required for builders, contractors and developers.
7. **Truss layout** from a truss manufacturer and **manufactured floor joist and engineered beam layouts** (if used) from the suppliers with all point loads identified.
8. **Application Fee** is payable on all applications in excess of \$20,000. Fee is 10% of estimated cost of Building Permit with a minimum application fee of \$175.00. All application fees are non-refundable and will be credited to the cost of the permit.

## Charges for a Building Permit are:

- a. Market value of construction \$500 or less ..... \$ 40.00  
Market value of construction \$501 to \$1,000 ..... \$ 65.00  
Each additional \$1,000 of construction to \$100,000 ..... \$ 10.00  
Each additional \$1,000 of construction to \$500,000 ..... \$ 7.00  
Each additional \$1,000 of construction over \$500,000 ..... \$ 4.50
- b. **Bond Fee** - New residential construction ..... \$750.00  
*(Refundable after occupancy approval providing there is no damage to City services, roads, sidewalks, etc.)*
- c. **Plumbing** – First 1-5 fixtures ..... \$ 40.00 (minimum fee)  
Each additional fixture..... \$ 8.00
- d. **Access Permit** ..... \$ 25.00
- e. **Chimney** (only for new chimney construction) ..... \$ 30.00
- f. **Heating Appliance Inspection** ..... \$ 30.00
- g. **Sanitary Sewer, Storm Sewer and Water Service** connection fees are determined by the Engineering Department.

## General Information:

### Siting and height requirements for most but not all residential sites are:

**Setbacks:** Dwellings: 6 m (19.69 ft) - front; 7.5 m (24.6 ft) - rear; 1.5 m (4.92 ft) – side; 4 m (13.12 ft) – flanking street. Accessory buildings: 6 m (19.69 ft) - front; 1.5 m (4.92 ft) - rear; 1.5 m (4.92 ft) – side; 4 m (13.12 ft) – flanking street. Check specific site zoning requirements and/or application coversheet for your lot.

**Height requirements:** 8.25 m (27.06 ft) from average natural grade and/or final grade for dwellings (whichever is most restrictive) or 5m above average curb height. 4.5 m (14.76 ft) for accessory buildings. Check specific site zoning bylaw requirements for details. Show original and final grades on your cross sections and elevations. A height survey by a BC Land Surveyor is typically required to establish the maximum heights.

**Floor area:** Most residential lots (RS-1) are restricted to a maximum 390.18 m<sup>2</sup> (4,200 ft<sup>2</sup>) total floor area or a maximum Floor Area Ratio of 0.55 and an exterior wall height of 7.3 m (24 ft). Check specific site zoning bylaw requirements for details.

- ❖ The siting, height and floor area ratios vary with the zone designation and development permit restrictions. For more information on the site and height requirements and how they are determined, consult our “Residential Use – Site and Height Guidelines”.

### Confirm with the Planning and Building Inspection Divisions the requirements for your lot.

### Engineering requirements:

Construction in some areas of Nanaimo is affected by abandoned coal workings, steep slopes, fill, bodies of water and other geotechnical concerns and may require geotechnical and structural engineering design and supervision.

IF IN DOUBT, PLEASE ASK or call our office at 250-755-4429 – 8:00 AM to 4:30 PM.

NO DOCUMENTS WILL BE ACCEPTED PRIOR TO PERMIT APPLICATION VIA FAX, MAIL etc.

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.