CITY OF NANAIMO
THE HARBOUR CITY
DEVELOPMENT SERVICES
Building Inspection Division

GUIDE TO DOWNTOWN RESIDENTIAL DEVELOPMENT

PREFACE:

This guide offers general information regarding the requirements of the Development Services Department in the construction of new and the conversion of existing commercial buildings to residential in the downtown area.

Pre-Application Meeting

Prior to submitting an application please arrange for a pre-application meeting by contacting the Chris Sholberg at 755-4472. The meeting will include representatives from the Building Inspection, Engineering and Planning Divisions of the Development Services Department. The purpose of the meeting is to identify the requirements of a specific project. In order to process your building permit, we require a complete application. The following outlines the information required for permit applications for new residential construction and conversions.

Application Fee

A deposit of 10% of estimated building permit cost is to be paid at application. The deposit is nonrefundable and is credited to the final building permit fee.

Building Code Review

By your architect and/or fire protection engineer.

Engineering Requirement Checklist

This information is required by the Engineering Division and relates to servicing and any works and services to or through the property (see attached). It must be completed by your civil consultant, even in cases where much of it does not apply.

Works and Services

Bylaw 3799 requires construction of off-site works and services where the value of renovation exceeds $100,000.00 and where works are not complete or where works must be upgraded to serve a specific project. Submit a key plan and written request for a summary of specific works and services required for your project to the Engineering Division of the Development Services Department prior to building permit application. Detailed design drawings and specifications are required for permit application and are reviewed by the Engineering Division of Development Services Department.

Sanitary, Storm Water Connections

Site servicing information must be provided by your civil engineer: locations and sizes of existing and proposed connections and on-site servicing and drainage design and location of accesses.

Land Division

The Development Services Department has the correct civic address for all properties. Additional residential units will be addressed by the developer and submitted to the Land Division to be added to the City's address system.

Drawings

We require two complete sets of building plans, including site plans showing parking and landscaping.

Requirements for Architects/Engineers

Each consultant retained by the owner must submit to the City:
1. A complete set of professionally certified drawings.
2. Letters of Assurance as outlined by the 2006 BC Building Code.

A **Coordinating Registered Professional** is required for projects falling within Part 3 of the BC Building Code (BCBC) and may be either a registered Architect or Engineer.

Architectural drawings/letters of assurance are required for all projects within Part 3 of the BCBC.

Geotechnical report/letters of assurance are required for all new projects within Part 3 of the BCBC and where there are specific geotechnical concerns at proposed projects outside Part 3. Existing buildings may require geotechnical assessment and upgrading as part of the seismic upgrade.

Structural drawings/letters of assurance are required for all projects falling within Part 3 of BCBC and where structural elements are beyond the scope of Part 9 of BCBC.

Seismic Evaluation/Upgrading
A written evaluation of seismic stability by a structural engineer following the *National Research Council's Guidelines for Seismic Evaluation of Existing Buildings*. Required upgrading must be designed and supervised by a Structural Engineer.

Civil Engineering drawings/letters of assurance are required for all projects requiring Works and Services, where new service connections are to be installed, and for site drainage where more than four (4) parking stalls are required.

Fire Suppression System (sprinkler) drawings/letters of assurance are required where the value of renovations exceeds 50% of the assessed value of the building or as specified by the architect or fire protection engineer as equivalent measures to meet requirements of BCBC.

Mechanical engineering drawings/letters of assurance are required for all projects within Part 3 of BCBC and for all projects with ventilation/heating systems that serve more than one residential suite.

Electrical/Fire Alarm drawings/letters of assurance are required for projects requiring a fire alarm (ie., where alarm supervises fire sprinklers, where building exceeds three storeys, or where more than four suites share a common egress).

DCC's

The downtown area is exempt from development cost charges (map attached).

Construction Agreement

You must provide estimates and securities for the cost of any required works and services and landscaping. In the event that the contractor is unable to complete the work, the City will use the securities to complete any outstanding work.

Letters of Credit

A letter of credit posted as security for construction of works and services or landscaping must be approved by the City's Finance Department. Letters of credit from the major five banks and members of the Credit Unions of BC, presented in the City's format are usually acceptable (see attached).

Coal Workings

In many areas of Nanaimo, abandoned coal workings present unique concerns for buildings.

The City may require a report by a Geotechnical Engineer stating that the land is or can be made safe for the intended use. Recommendations for construction in this report must be followed (see "Restrictive Covenants").

Restrictive Covenants

When your property is determined to be subject to geotechnical concerns (i.e., subsidence, flood, landslip, erosion) the City will require a restrictive covenant to be registered on the Land Title. Geotechnical reports addressing these concerns form a schedule to the covenant.

Tree Bylaw

The City has a Tree Removal Bylaw, which regulates removal of trees as part of a development. A handout on requirements is available in the Building Department or contact Alan Kemp, Urban Forestery Coordinator, at 755-7504.

Ministry of Environment

An oil/water separator is required for projects with more than 20 parking stalls. Contact the Ministry of Environment at 751-3100 for further information.

Ministry of Transportation and Highways

Access or drainage onto or adjacent to the Island Highway or the Nanaimo Parkway requires approval by the Ministry of Transportation and Highways. Contact the Ministry at 751-3246. The Ministry of Transportation and Highways must approve access or drainage onto the Island Highway or Nanaimo Parkway.

Lot Consolidation

Construction over property lines is not permitted. Check your land title to ensure that lot consolidation is not required.

Appointment of Agent

If someone other than the registered owner is to apply for and/or pick up your permit, an Appointment of Agent form must be completed (see attached).

Contact with City Staff

The normal hours of work for the Development Services Department is 8:30 am to 4:30 pm Monday to Friday.

Contact – Chris Sholberg, Heritage Planner at 755-4472.