

# Commercial/Multi-Residential/Industrial - Part 9 Buildings - Building Permit Application Checklist

## OVERVIEW

This checklist provides the requirements for a building permit application for commercial, multi-family, and industrial buildings falling under Part 9 of the BC Building Code. Part 9 Buildings are 3-storeys or less, have a building area less than 600 m<sup>2</sup> and have major occupancies classified as Group C (residential), D (office/service), E (retail), or F-2, F-3 (medium- and low-hazard industrial).

*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. Please review checklist items, along with checklist notes, and the supporting information in this guide, as some items may have exceptions and may not be required for all projects.*

[Building Permit Application](#) - Online only.

[Application Fee](#) - The application fee will be requested after your online building permit application has been reviewed and accepted.

[Appointment of Agent](#) - The appointment of agent form is required if the permit is to be applied for, revised or issued to someone other than the registered owner. Complete the form online as part of the building permit application process.

**Coordinating Registered Professional (CRP) (Architect or Professional Engineer)** where more than two registered professionals are required for a project, a CRP must coordinate.

Letter of Assurance (Schedule A)

### Architectural Drawings

Site Plan and Parking Layout

Landscape Drawings & Cost Estimate (including labour & materials) for new construction or if triggered by a development permit.

[Building Code Analysis](#) including Occupancy, Code & Safety Drawings

**Architectural Drawings - sealed**, where design is complex or required by the [Architects Regulation](#)

Letter of Assurance (Schedule B)

**Structural Drawings – sealed**, where the structural design is beyond Part 9 of the BC Building Code

Letter of Assurance (Schedule B)

**Truss, Floor & Beam Layout for Engineered Products**, unless detailed on plans sealed by a structural engineer

### Mechanical Drawings - sealed

Letter of Assurance (Schedule B)

### Plumbing Drawings - sealed

Letter of Assurance (Schedule B)

**Isometric Plumbing Drawings** if plumbing is not under an engineer’s design and field review (drawings are not required for single family dwellings or row housing)

**Civil Drawings – sealed** (if applicable, see Works & Services)

Design of On-Site Servicing

Design of Off-Site Servicing and Access

[Works & Service Initial Design Submission Checklist](#)

Erosion & Sediment Control Plan

Letter of Assurance (Schedule B: Plumbing item 4.2.)

**Fire Suppression (Sprinkler Drawings) - sealed**

Letter of Assurance (Schedule B)

Hydraulic Calculations - sealed

**Electrical Drawings - sealed**, where a fire alarm system/emergency lighting/exit signage is installed

Letter of Assurance (Schedule B)

**Geotechnical Report - sealed**, where site conditions warrant (e.g. mine workings, steep slope, flood, etc.)

Letter of Assurance (Schedule B) where field review is recommended within the Geotechnical Report, or the building site conditions fall outside the scope of Part 9

**Alternative Solutions Report - sealed**

**Energy Efficiency Compliance Checklist (Pre-Construction)** for Part 9 residential buildings - completed by an energy advisor or registered professional.

**BC Housing Licensing & Consumer Services documents** for residential occupancies (documents are required prior to building permit issuance)

**Site Disclosure Statement Form**

[Development Permit Compliance Checklist](#) (if applicable)

## **ADDITIONAL BUILDING PERMITS WILL BE REQUIRED FOR THE FOLLOWING:**

**Signage**

**Retaining Walls** over 1.2m (4') or structurally supporting the building

**Tenant Improvements**

**Demolition of Existing Buildings**

**Locate (e.g. temporary sales office)**

## SUPPORTING INFORMATION, DOCUMENTATION & 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

Part 9 buildings require sealed plans if of complex design, having common egress systems and fire walls, or if required under the [Architects Regulation](#). For buildings that fall under Part 9 of the BCBC with over 470m<sup>2</sup> gross area (the aggregate area of all floors), or five or more residential units, or hotels (includes an inn or building in which private rooms are maintained for the accommodation of the public), contact the Architectural Institute of BC (AIBC) to determine what AIBC requirements might apply with respect to your particular project. Architectural Letter of Assurance (Schedule B) is required to accompany sealed plans.

### Application Fee

The application fee is 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

An Appointment of Agent form is required if someone other than the registered owner 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

An Alternative Solution Report is required if an Alternative Solution is proposed as the compliance path for a BC Building Code requirement. This report is typically developed by a fire protection engineer specializing in building code analysis.

### Building Code Analysis

The [Building Code Analysis](#) is to be completed by the architect, engineer, or designer as applicable based on the complexity of the building. The completed analysis must be included in the building permit application. Note that additional code compliance drawings are required as part of the analysis; details are located in the [Building Code Analysis - Guide](#). An example of an [Occupancy, Code & Safety Drawing](#) is linked here.

### BC Housing Licensing & Consumer Services (BCH) Documents (for Residential Occupancies)

Prior to issuance of a building permit for residential use, the builder must provide proof they are licensed by the BC Housing Licensing & Consumer Services Branch and the proposed project is covered by a third-party home warranty insurance provider authorized by the BC Financial Services Authority (BCFSA), or an exemption has been issued by BCH. Detailed information can be found on the [BCH](#) website.

### 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 Calculator](#).

### Civil Drawings

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

## **SUPPORTING INFORMATION, DOCUMENTATION & FORMS cont'd**

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

Letter of Assurance (Schedule A) is required for projects involving more than two registered professionals. In accordance with the duties of a CRP, as per the BC Building Code, it is the responsibility of the CRP to collect and submit all Schedules A and B with the building permit application and Schedule Cs at project completion. All correspondence will be directed to the CRP or agent with copies to the owner.

### **Covenants on Title/Conditions of Rezoning**

Conditions of rezoning/covenants are to be met prior to BP issuance, or where appropriate by building occupancy (e.g. covenants secured through rezoning for lot consolidation, registration of statutory right-of-ways, amenity payment, housing agreement, energy efficiency requirements, etc.).

### **Development Cost Charges (DCCs)**

DCCs are 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 2022-DEC-07, City of Nanaimo DCC Bylaw 7252](#), and [Regional District of Nanaimo Bylaw 1547 \(effective 2022-DEC-07\)](#).

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

DPs for form and character are required for all new commercial, industrial, residential (greater than 4 units or 3 units if a variance is required), and additions greater than 25% of the gross floor area or 100m<sup>2</sup>, taken together with all additions to the building made within the previous five years. As well, construction in the Old City Neighbourhood (City Plan Schedule 13) requires a DP for greater than 1 residential unit. Other DP areas identified in the Zoning Bylaw may affect your project. Consult with Current Planning staff to determine your DP requirements. DPs must be substantially complete prior to a building permit application and must be approved prior to building permit issuance. A BP submission that is inconsistent with the plans approved in the DP will not be accepted.

### **Development Permit Compliance Checklist**

The DP Compliance Checklist is required to ensure the submission complies with the approved DP conditions, form, character, site design, landscaping plans, applicable land use bylaws (Zoning Bylaw, Parking Bylaw) and includes the required supporting documents and information. Where changes are proposed, the CRP must submit a summary of revisions with rationale and marked-up plans for Current Planning staff to review and confirm if the changes are minor and substantially compliant with the DP or if a DP amendment is required.

### **Energy Step Code & Zero Carbon Step Code Requirements (Part 9 Buildings)**

The requirements of the Energy Step Code - Step Three apply to all new Part 9 residential buildings, detached homes, laneway homes, multiplexes, row housing and low-rise apartments. Step Three requires builders to work with a qualified energy advisor or architect to ensure the building achieves the required energy performance as described in Table 9.36.6.3.-A of the BC Building Code. Submission of Energy Efficiency Compliance Checklists and air tightness testing is required.

Zero Carbon Step Code was adopted into the [Building Bylaw 7224](#) on 2023-OCT-16. The first level (EL-1) of the carbon step code is measurement of a building's greenhouse gas emissions. Effective 2024-JUL-01, all applicable buildings must meet the performance requirements specified in the Greenhouse Gas Emissions Level EL-4 of the BC Building Code. The greenhouse gas emission measurements are to be included in the Energy Compliance Checklists and reports. For more information and Energy Step Code requirements for Part 9 buildings, review the City's guide [Energy Step Code - An Introduction](#).

## **SUPPORTING INFORMATION, DOCUMENTATION & FORMS cont'd**

### **Fire Safety Plan Construction & Demolition**

A Construction Fire Safety Plan is required prior to commencing construction. Your plan will need to be forwarded to the Fire department for approval. For more information about the plan requirements, see our guide [Fire Safety Planning for Construction and Demolitions](#). For your convenience a [Construction Fire Safety Plan Template](#) can be found on the City of Nanaimo's website.

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

City of Nanaimo Building Bylaw 7224 requires that most new buildings with a total gross floor area (GFA) over 100m<sup>2</sup> require a fire suppression system. See Building Bylaw 7224, Section 28.4. for exceptions. Also see our guide [Sprinkler Permit Application](#) for information required on the drawings. The City of Nanaimo does not accept performance specs, only sealed design drawings with a Schedule B.

### **Geotechnical Report**

A geotechnical report will be required if the building site includes mine workings, steep slope, risk of flood, or other unusual site conditions. Schedule B for design and field review will be required if recommended in a geotechnical report or if the building site falls outside the scope of Part 9. Registration of a covenant on title may be required for subsidence, flood, landslip or erosion, dependent on the contents of the report. See our [Guidelines for the Preparation of Geotechnical Reports](#). Existing reports may be on title or have been required at the subdivision or development permit phase.

### **Hazardous Materials Form**

This City of Nanaimo form is required for building permits for demolitions, renovations, and alterations to an existing building. If the [Hazardous Materials Form](#) indicates hazardous materials may exist and be disturbed by the construction proposed, a Hazardous Material Assessment Report will be required prior to issuance of a building permit.

### **Isometric Plumbing Drawings**

Typically drawn by a trade qualified plumber, submitted with the application, isometric plumbing drawings show the location and size of every building drain and of every trap and cleanout fitting that is on a building drain and building storm drain. Additionally, the size and location of every soil or waste pipe, trap and vent pipe, as well as a layout of the potable water distribution system (including the pipe size and valves) shall be shown. See our [Isometric Plumbing Drawing Requirements](#).

### **Landscape Drawings**

Landscape drawings include working drawings (of professional quality) and an estimate detailing the plant sizes and names, as well as other landscape features. A landscaping cost estimate is to be provided in accordance with Part 17 of the Zoning Bylaw 4500 (including landscape construction, hard & soft landscape materials, protective curbing, irrigation & labour). The estimate will be used to establish the landscape bond and will be included in the construction agreement.

### **Mechanical Drawings and Letter of Assurance (Schedule B)**

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

## SUPPORTING INFORMATION, DOCUMENTATION & FORMS cont'd

### School Site Acquisition Charges

School site acquisition charges are charges collected by local governments and transferred to school boards to help them purchase land for new or expanded school sites. The school site acquisition charge will be collected by the City of Nanaimo at subdivision approval for single residential developments or at building permit issuance for multi-family, residential developments of two units or more. For details see [School Site Acquisition Charges Bylaw 2021 No. 7338](#).

### 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 regulation [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

A site plan must be scaled, dimensioned, show all property lines, right-of-ways, 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 Inspections staff.

### Truss Layout, Manufactured Floor Joist, and Engineered Beam Layouts

Layouts provided by the truss/beam manufacturer must have point loads identified. More information can be found in our guide [Manufactured Floor Joist, Beam & Truss Roof Systems](#).

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

Detailed designs and associated information from your civil engineer is required for building permit applications. The submission should include off-site and on-site sealed 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.

### 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 600m<sup>2</sup>, whichever is less. Requirements vary in industrial zones. Design Stage Acceptance must be completed prior to building permit issuance. A Works in City Streets permit and a Site Safety/Security Plan may be required. Coordinate Works & Services with the City's Development Engineering staff. The City of Nanaimo's [Manual of Engineering Standards and Specifications](#) is available on the website.

If you have any questions or require clarification, please contact a Commercial Building Official at our office at 250-755-4429. This guide 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 guide.

Forms and guides specific to Building Inspections can be found on the City of Nanaimo's website [www.nanaimo.ca](http://www.nanaimo.ca). Type your search word in the search bar or visit the [Building Permits](#) pages under Property & Development. Bylaws can be found on our website under [City Bylaws](#) on the main page.