

Pre-Engineered Steel Building Building Permit Application Checklist

Overview: This checklist provides the requirements for a Building Permit application for pre-engineered steel buildings falling under Part 9 or Part 3 of the BC Building Code.

Required Items:

- [Building Permit Application](#) - online application.
- [Application Fee](#) - the application fee will be requested after your online building permit application has been accepted.

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.

- Architectural Drawings**
 - Site Plan and Parking Layout
 - Landscaping working drawings and estimate
 - BC Building Code analysis
- Structural Drawings – sealed**
 - Pre-engineered building – sealed
 - Foundation, second storeys, mezzanines, etc. – sealed
 - Letters of Assurance (Schedule B) for the **entire structure** or Letters of Assurance can be submitted as follows:
 - Letters of Assurance (Schedule B) for **design** of the pre-engineered building by one engineer of record
 - Letters of Assurance (Schedule B) for **field review** of the pre-engineered building by a second engineer of record
 - Letters of Assurance (Schedule B) for **design & field review** of the foundation, second storeys, mezzanines, etc., by the second engineer of record
- Isometric Plumbing Drawings – (Part 9 Buildings)**
- Fire Suppression (Sprinkler Drawings) – sealed**
 - Hydraulic calculations – sealed
 - Letters of Assurance (Schedule B)
- Civil Drawings – sealed**
 - Design of on-site servicing
 - Design of off-site servicing and access
 - [Works and Service Initial Design Submission Checklist](#)
 - Erosion and Sediment Control Plan
 - Letters of Assurance (Schedule B: Plumbing Item 4.2, Site Services)
- [Construction Fire Safety Plan](#)
- Development Permit number**

Additional Items that may be required:

- [Appointment of Agent](#) is required if the permit is to be applied for, revised, or permit issued to other than the registered owner. To be completed online as part of the building permit application process.
- Coordinating Registered Professional (Architect or P.Eng.)**
 - Letter of Assurance (Schedule A)
- Architectural Drawings – sealed** (if Part 3 building or Part 9 building of complex design)
 - Letters of Assurance (Schedule B)
- Plumbing Drawings – sealed** (if Part 3 building or of complex design)
 - Letters of Assurance (Schedule B)
- Geotechnical Report – sealed** (if Part 3 building or where specific Geotechnical concern are identified)
 - Letters of Assurance (Schedule B) including Plumbing Item 4.2 if no Civil or Mechanical Engineer
- Mechanical Drawings – sealed** (if Part 3 building or of complex design)
 - Letters of Assurance (Schedule B)

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Additional Items that may be required (Continued):

- Electrical Drawings – sealed** (Part 3 building or where a fire alarm system is installed)
 - Letters of Assurance (Schedule B)
- Alternative Solutions Report – sealed**
- Energy Compliance Report (Pre-Construction) for Part 3 Buildings and Energy Model Report** (if Part 3 building)
Energy Efficiency Compliance Report (Pre-Construction) (if Part 9 residential building)
Industrial-use buildings are exempted from the Energy Step Code requirements.
- Unit (suite) Addressing** (where building will not be stratified)
- Site Disclosure statement form** – when not completed as part of a subdivision, rezoning, or development permit process

Additional Building Permits will be required for:

- Signage**
- Retaining walls** (over 5' or structurally supporting the building)
- Tenant improvements**
- Demolition or renovation of existing buildings**

◆ **Incomplete applications will not be accepted** ◆

Supporting Information, Documentation, and 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

All Part 3 buildings require plans sealed by an Architect. Some exceptions may apply, such as simple industrial buildings, which can be sealed by an Engineer depending on consent by the Architectural Institute of BC. For more information, see the [Architects Act](#). Architectural Letters of Assurance (Schedule B) are required to accompany Part 3 building plans, whether sealed by an Architect or Engineer. Part 9 buildings require sealed plans if of complex design, having common egress systems and fire walls.

Application Fee

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 Calculator](#).

Appointment of Agent

Required if someone other than the registered owner is to apply for, revise, or be issued the building permit. 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

Required if an Alternative Solution is proposed for compliance with the requirement of the BC Building Code. Typically developed by a Fire Protection Engineer specializing in Building Code analysis.

BC Building Code Analysis

Completed by the Architect or Engineer, depending on the building complexity. A basic sample code review from is available; see [BC Building Code Analysis, Design Summary Form](#) on our 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](#).

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Supporting Information, Documentation, and Forms (Continued):

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).

Coordinating Registered Professional (CRP)

Letters of Assurance (Schedule A) is required from an Architect for all projects falling within Part 3 of the BC Building Code and for projects involving more than two registered professionals. Projects involving industrial buildings may have a registered Professional Engineer act as the Coordinating Registered Professional.

In accordance with the duties of a CRP, as per the BC Building Code Schedule A, it is the responsibility of the CRP to collect and submit all Schedules A and B with the building permit application and Schedule C at project completion. All correspondence will be directed to the owner or his agent with copies to the CRP.

Development Cost Charges (DCCs)

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 2018-APR-23](#), [City of Nanaimo DCC Bylaw 7252](#) and [Regional District of Nanaimo Bylaw 1547.01 \(2017-JUN-27\)](#).

Development Permit (DP)

DPs for form and character are required for all new commercial, industrial, residential (> 4-plex), and additions > 25% of the gross floor area or 100m², taken together with all additions to the building made within the previous five years. As well, construction in the specified downtown area require a DP for > single family dwelling. Other DP areas identified in the Zoning Bylaw may affect your project. Consult with City Current Planning staff to determine your DP requirements. DPs must be substantially complete prior to building permit application and must be approved prior to building permit issuance.

Energy Step Code Requirements

The requirements of the Energy Step Code – **Step Three** applies to new Part 9 residential buildings, detached homes, laneway homes, multiplexes, row housing and low-rise apartments applied for after **January 1, 2022**. The Energy Step Code – **Step Two** applies to new Part 3 residential buildings, mercantile buildings, public sector buildings and buildings of business and personal services applied for after **January 1, 2022**. Builders will need to work closely with their Registered Professionals to determine the compliance path that is appropriate for their project to meet the required standard. Submission of Energy Design / Compliance Reports and air tightness testing is required.

The Step Code does not apply to industrial-use construction or renovations. For more information, review the City's guide [Energy Step Code - An Introduction](#).

Fire Safety Plan Construction & Demolition

A Construction Fire Safety Plan is required at building permit application. Your plan will be forwarded to the Fire Department for approval prior to issuance of the building permit. For more information about the plan requirements, see our guide [Fire Safety Planning](#). For your convenience, a [Construction Fire Safety Plan Template](#) can be found on the City website.

Fire Suppression (Sprinkler Drawings)

City of Nanaimo Building Bylaw 7224 requires that most new buildings with a total gross floor area (GFA) over 100m² 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 Schedule B.

Geotechnical Report

A report will be required if the building site includes mine workings, steep slope, risk of flood, or other unusual site conditions. Schedule B will be required for all Part 3 buildings, 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, depending 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.

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Supporting Information, Documentation, and Forms (Continued):

Isometric Plumbing

Typically drawn by a plumber, must include the location and size of every building drain, trap, and cleanout on a building storm drain, soil waste and vent pipe system, and the potable water distribution, including pipe sizes and valves.

Landscape Drawings

Working drawings and estimate 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.

Mechanical Drawings and Letters of Assurance (Schedule B)

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

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 1 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

Site survey must be scaled, dimensioned, show 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 (BCLS) is required for any proposed building located within 6" of any required setback or as required by Building Inspections staff.

Structural Drawing

Structural aspects of design and erection of pre-fabricated steel buildings and foundation may be done by two different engineers taking on the role of *Professional of Record*. Appropriate Letters of Assurance must be supplied to cover all the design and field reviews for the project. Schedules and drawings must be signed and sealed by professional engineers registered in the Province of British Columbia.

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 600m², whichever is less. Requirements vary in industrial zones. Design Stage Acceptance must be completed prior to building permit issuance. Works in City Streets Permit and a Site Safety/Security Plan may be required. Coordinate Works & Services with the City's Engineering and Environment staff. The City of Nanaimo [Manual of Engineering Standards and Specifications](#) is available on the City website.

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

Detailed designs and associated information from your Civil Engineer is required for permit application. The submission should include off-site and on-site 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.

If you have any questions or require clarification, please contact a commercial plan reviewer at our office at 250-755-4429. 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.

Forms and guides specific to Building Inspections can be printed from the City of Nanaimo website www.nanaimo.ca by typing your search word in the search bar or visiting the [Building Permits](#) pages under Property & Development, or can be picked up at our office at the Service and Resource Centre, 411 Dunsmuir Street. Bylaws can be found on our website under [City Bylaws](#) on the main page.