



COMMUNITY SAFETY & DEVELOPMENT

**SINGLE DWELLING
RESIDENTIAL ZONE**
BUILDING PERMIT APPLICATION COVERSHEET

R1

APPLICANT INFORMATION

Project Address: _____
 Legal Description: _____
 Description of Work: _____

Zoning Designation: R1
 Lot Width: _____
 Lot Depth: _____
 Lot Area: _____

HPO Builder #: _____ or owner builder documents #: _____

2 SETS OF BUILDING DRAWINGS – meets drawing guidelines

2 SETS OF SITE PLAN DRAWINGS – meets drawing guidelines

PLUMBING ISOMETRIC DRAWINGS:

Not required – a certified BC plumber will be doing the work

Required – the homeowner will be doing the work - must meet drawing guidelines

BUILDING AREA – measured to exterior face of exterior walls

	Existing	Proposed	Total
Living Space (main f / 2 nd floor / 3 rd floor)	/ /	/ /	
Covered Deck(s)			
Garage/Carport (Attached)			
Garage/Carport (Accessory)			
Other (basement, crawl space > 5')			
	Maximum	Proposed	Complies
Lot Coverage	40%		
Accessory Building Gross Floor Area	13% to max of 90m ²		

Note: See City of Nanaimo Zoning Bylaw for exclusions and definitions for gross floor area (GFA) and lot coverage calculations

SETBACKS

	Required	Proposed	Complies
Principal Structure			
Front	4.5m (14.76')		
Front (where one side yard is 3m)	4m (13.12')		
Front to Garage/Carport entrance	6m (19.69')		
Rear	7.5m (24.6')		
Side (left / right)	1.5m (4.92') / 1.5m (4.92')	/	/
Flanking Side (corner lot only)	4m (13.12')		
Garage/Carport/Accessory			
Front	6m (19.69')		
Rear Lane	1m (3.28')		
Rear	1.5m (4.92')		
Side (left / right)	1.5m (4.92') / 1.5m (4.92')	/	/
Flanking Side (corner lot only)	4m (13.12')		
To main dwelling if garage contains suite	3m (9.84')		

Note: See City of Nanaimo Zoning Bylaw for setback requirements for particular zoning designations

BUILDING HEIGHT

HEIGHT SURVEY REQUIRED

	Roof Pitch	Maximum	Proposed	Complies
Principal Building	_____ In 12			
Garage/Carport/Accessory	_____ In 12			
Other	_____ In 12			

Note: See City of Nanaimo Zoning Bylaw for height restrictions in particular zoning designations

MAXIMUM WALL HEIGHT – measured from finished grade to top of wall plate

Principal Building	Maximum	Proposed	Complies
Front	7.32m (24')		
Rear	7.32m (24')		
Side (left/right)	7.32m (24')/7.32m (24')	/	/

Note: See City of Nanaimo Zoning Bylaw for height restrictions in particular zoning designations

Are there any in-progress applications/permits related to this project?

- Development Permit Board of Variance Other
 Active Subdivision First on Parent Parcel Second on Parent Parcel

If yes, please provide detail: _____

SITE CONDITONS

Sloped Site Cut Fill
 Coal area site – requires geotech/structural engineering
 North slope site – requires covenanted geotechnical report
 Water course/flood plain site
 are required setbacks indicated on drawings
 is minimum basement elevation indicated on drawings
 Right of Way (RoW) and/or Easements on site

Other Engineering Required: _____

The following information is required to be shown on your plans/documents. Please indicate the page in the drawings on which each requirement may be found.

- | | |
|--|---|
| _____ site plan, setbacks, ROW | _____ access location w/dimensions |
| _____ legal description & easements | _____ driveway slope |
| _____ natural and finished grade lines | _____ floor system layout (from supplier) |
| _____ proposed floor elevations | _____ roof truss layout (from supplier) |
| _____ proposed garage slab elevation | _____ beam layout (from supplier) |
| _____ proposed ridge elevation | _____ elevation of curb at centre line |
| _____ spatial separation calculations | _____ of proposed driveway |

Prepared by: _____ Print Name: _____ Date: _____

This application cover sheet is not intended as an exhaustive list of the information required for processing the building permit for this project. Further information and/or clarifications may be required. The checklist is intended to evaluate the completeness of the application. Be advised that missing and/or incorrect information may result in the refusal of your application until such time that a complete application can be submitted, or delays in the review of your application.

FURTHER INFORMATION ON THE REQUIREMENTS FOR APPLICATION, APPLICATION DRAWINGS AND BYLAW REQUIREMENTS ARE AVAILABLE AT THE CITY OF NANAIMO PERMIT CENTRE – 238 FRANKLYN ST., NANAIMO, B.C. TELEPHONE 250.755.4429 AND ON-LINE AT www.city.nanaimo.bc.ca

COUNTER P/C REVIEW BY: _____ DATE: _____

Notes: _____

