

Dwelling/Building Relocation

Guide to Requirements, Considerations & Process

OVERVIEW

This guide provides information for consideration when planning to move a building within the City of Nanaimo, or from outside the City onto a City lot.

CONSIDERATIONS

Structural Adequacy

Where a building to be moved is located within the City of Nanaimo, City records must confirm it was built and inspected under a building permit and met the building code of the day it was built. Although a building to be moved does not need to meet the current BC Building Code, life safety issues, such as floor joist spans, roof snow load design, electrical, and plumbing, etc., may need to be addressed. If the structural capacity of the building is in question, a structural engineer's report will be required to confirm the building is sound and identify any upgrading required.

Where a building to be moved is located outside the City of Nanaimo, a sealed report by a structural engineer will be required, stating the dwelling is structurally sound and suitable for relocation in Nanaimo.

If a structural engineer identifies structural upgrades are necessary, sealed design drawings and a Letter of Assurance (Schedule B) will be required as part of the building permit application to relocate the dwelling.

Value of the Dwelling

To support the housing standards in existing neighbourhoods, the City of Nanaimo's "Building Bylaw 2016 No. 7224" requires the value of the building to be moved to be equivalent to the average dwelling within the neighbourhood it will be placed.

The value of the dwelling, once re-established on the new site, must be equal to the average assessed values of all dwellings situated within 50 metres of the site or parcel of land to which the dwelling is to be moved. The value of the dwellings within this radius shall be the value of the improvements (land excluded) as determined by the BC Assessment Authority. The Building Inspections section will calculate the average value.

The value of the dwelling to be relocated shall be the assessed value as determined by the BC Assessment Authority. It is the responsibility of the applicant to ensure that the value reflects only the value of the dwelling, or portion thereof, to be relocated.

In cases where the Assessment Authority's value will not reflect the building to be moved, an appraisal by a member of the British Columbia Branch of the Appraisal Institute of Canada that estimates the value of the building once relocated on the property will be accepted.

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CONSIDERATIONS cont'd

Siting Considerations for Moving an Existing Building

- Required setbacks and height restrictions can be met
- Services to storm, sanitary and water are available
- If no sanitary sewer is available, approval of application from the Ministry of Health is required to reuse or install a new septic system
- If no storm sewer is available, a design for a storm drainage system must be submitted (as part of the site plan)
- Issues that may require a geotechnical engineer's input (e.g. abandoned mine workings, drainage problems, watercourse, etc.)
- Restrictive covenants (registered on title) for utility right-of-ways, riparian setbacks, watercourses, etc.

Bonding

Specific to relocation permits is the requirement for a \$2,000 bond to ensure the building shall be completely re-erected on the new site within 12 months of the date of permit issuance. Additional bonding of \$750 is required for possible damage to City property during residential construction.

BUILDING PERMIT APPLICATION REQUIREMENTS

The forms and guidelines mentioned and linked below are also available on our website at www.nanaimo.ca.

Note: Partial applications or pre-submission documents will not be accepted prior to permit application.

- [Building Permit Application](#) – Online only.
A building permit for relocation of a structure is valid for 12 months.
- [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 (BP) application process.
- [Application Fee](#) – Required where the estimated value of construction exceeds \$20,000. The application fee will be requested after your online BP application has been accepted.
- [Access Application](#) – Online form to be completed as part of the BP application process for a new building driveway or access change to an existing driveway.
- [Permit to Transport on City Streets](#) – Required by the City's Engineering department for transportation on City of Nanaimo roads. Contact the Ministry of Highways if moving on major arterial roads.
- Plans – to scale 1/4" = 1' or 1:50** showing the specifications of the building. To be submitted/uploaded as part of the online BP application process. **New and existing construction to be clearly identified.** Required information is detailed in our guide, [Plan Requirement Checklist](#). Electronic plan submissions, hand-drawn or computer generated, are to be in PDF format and must be a clean copy with no watermarks or other interfering mark-ups. Drawings are to be on minimum 11" x 17" plain white paper (no graph paper), drawn in dark blue or black ink. Photographs of plans or documents are not accepted.

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BUILDING PERMIT APPLICATION REQUIREMENTS cont'd

- Site Plan – to scale 1/16" = 1' or 1:250** (if not already included on the submitted drawings) 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. Where a dwelling unit has a secondary suite, the location of exterior exit pathways to the street and the dedicated parking space are to be identified.
- Height Survey and/or Location Survey** – In most cases, a sealed site survey by a BC Land Surveyor (BCLS) will be required to verify the structure's proximity to the setbacks. A height survey by a BCLS is typically required to establish the maximum heights. More information about setbacks, roof heights, and perimeter wall heights can be found in our guide, [Site and Height Guidelines - Residential](#).
- Ventilation Checklist** – Completing this form is required and identifies the proposed heating and ventilation system.
- Business Licence** valid in the City of Nanaimo is required for builders, contractors, and developers.
- Demolition Permit** – When relocating a dwelling, a demolition permit will be required for the property from which the dwelling will be removed. A \$750 bond will be required at that property, as well as charges for demolition and service disconnections. A demolition permit is required prior to issuance of a permit to relocate on a new parcel of land. A separate demolition permit will be required for any structures to be removed from the property to which the dwelling is to be relocated. Where a permit is required for demolition and a separate permit is also required for dwelling relocation, only one \$750 bond is required for both permits at the new site.
- Geotechnical Report and Schedule B** – Construction in some areas of Nanaimo is affected by abandoned mine workings, steep slopes, fill, bodies of water, and other geotechnical concerns and may require geotechnical and structural engineering design and field review. Documents must be signed and sealed.
- Structural Engineer Design and Schedule B** – Required where the construction is beyond Part 9 of the BC Building Code. Documents must be signed and sealed.
- At-Cost Authorization Form** – For water meter installation where no water meter exists or where service size exceeds the size covered by the bylaw rates.
- New Home Registration Forms** – Required where a home has been changed so that 25% or less of the original structure above the foundation remains, or 75% or more of the reconstruction is new. For detailed information, see BC Housing Bulletin [Substantially Reconstructed Homes and the Homeowner Protection Act](#).
- Tree Removal Permit** – If your site contains a significant tree(s), as defined by the "[Management And Protection Of Trees Bylaw 2013 NO. 7126](#)", a Tree Removal Permit may be required prior to tree cutting or undertaking activities that may damage the tree(s). More information can be found on the City's website under [Urban Forestry](#).
- Hazardous Materials Form** – This form is required for BPs for demolitions, renovations, and alterations to an existing dwelling or building. If the 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 BP. As this may delay the building permit application process, it is recommended to obtain the services of a Hazardous Material Consultant prior to applying for a BP.

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CHARGES FOR A BUILDING PERMIT

Note: This is not a comprehensive listing of fees. See [Fees and Charges Bylaw No. 7336](#). For assistance in estimating the building permit fee, see our webpage [Building Permit Fee Calculator](#).

Building Permit Value of Construction

Minimum fee and first \$1,000 of construction value (CV).....	\$105
Additional fee for CV from \$1,000.01 - \$100,000	\$10/\$1,000
Additional fee for CV from \$100,000.01 – greater	\$7/\$1,000

Construction value depends on improvements to the value of the relocated dwelling.

Application Fee is payable on all applications with a construction value of \$20,000.00 or more. The fee is 10% of the estimated cost of the BP with a minimum application fee of \$175.00.

All application fees are non-refundable and will be credited to the cost of the permit.

Bond Fee

For possible damage to City property during residential construction	\$750
To ensure completion of a permit to relocate a building	\$2,000

Refundable after occupancy approval, providing there is no damage to City services, roads, sidewalks, etc.

Access Permit \$25.00

Sanitary Sewer, Storm Sewer and Water Service connection fees are determined by the Engineering department.

Plumbing	First 1-5 fixtures (minimum fee)	\$40.00
	Each additional fixture	\$8.00

Service Pipe Fees for single/two-family dwellings

Water service pipe	\$25
Building storm sewer	\$25
Building sanitary sewer	\$25
Foundation drains perimeter	\$20
Rainwater drain.....	\$20

Relocation Fee \$50

Demolition Fee \$40

*If you have any questions or require clarification, please contact Building Inspections 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.*