

# Commercial/Multi-Residential/Industrial - Part 3 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 3 of the BC Building Code. Part 3 Buildings are buildings classified as Group A, B or F-1. Also in Part 3 are Group C (residential), Group D (office/service), Group E (retail), or Group F-2, F-3 (medium- and high-hazard industrial) major occupancies that exceed 600 m<sup>2</sup> in building area or exceed three storeys in building height.

*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 - sealed

Site Plan and Parking Layout

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

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

Letter of Assurance (Schedule B)

### Structural Drawings - sealed

Letter of Assurance (Schedule B)

**Mechanical Drawings - sealed**, complying with BC Building Code including Part 10

Letter of Assurance (Schedule B)

### Plumbing Drawings - sealed

Letter of Assurance (Schedule B)

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

Design of On-Site Servicing

Design of Off-Site Servicing and Access

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

Erosion & Sediment Control Plan

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

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

Hydraulic Calculations - sealed

Letter of Assurance (Schedule B)

**Electrical Drawings - sealed**, including fire alarm and emergency lighting

Letter of Assurance (Schedule B)

**Geotechnical Report - sealed**

Letter of Assurance (Schedule B) including Plumbing item 4.2. if no civil or mechanical engineer

**Alternative Solutions Report - sealed**

**Energy Compliance Report (Pre-Construction) & Energy Model Checklist for Part 3 Buildings** of new residential, mercantile, public sector and business and personal services, completed by a registered professional.

Energy Compliance Checklist (Pre-Construction) Part 3 Buildings - by a qualified energy modeler, envelope consultant or building scientist - not required to be sealed.

Energy Model Report – sealed by architect or engineer with expertise in energy modelling.

Letters of Assurance (Schedule A & B); Professionals of Record must sign-on for all Energy Step Code items.

**Site Disclosure Statement Form** when not completed as part of a subdivision, rezoning, or development permit process.

[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 or Renovation 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

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, dependent on clearance by the Architectural Institute of BC. Architectural Letters of Assurance (Schedule B) are required to accompany all plans, whether sealed by an architect or engineer.

### 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. 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.

### **Electrical/Fire Alarm**

Drawings and Letter of Assurance (Schedule B) are required for most projects falling within Part 3 of the BC Building Code. Electrical drawings, including the fire alarm system, emergency lighting and exit signage will be reviewed by the Fire department as part of the plan review process.

### **Energy Step Code & Zero Carbon Step Code Requirements (Part 3 Buildings)**

The requirements of the Energy Step Code apply to all new Part 3 residential buildings, mercantile buildings, public sector buildings, and buildings of business and personal services. Submission of Energy Model Reports, Energy Compliance Checklists for Part 3 Buildings (standardized Provincial form) and air tightness testing (BCBC 10.2.3.5.) are required to verify compliance with the current standards. The information required for the reports is detailed under BCBC 2018 2.2.9.2. and online at [Energy Compliance Checklist for Part 3 Building](#).

## SUPPORTING INFORMATION, DOCUMENTATION & FORMS cont'd

### Energy Step Code & Zero Carbon Step Code Requirements (Part 3 Buildings) cont'd

Energy Step Code Step Two, effective 2022-JAN-02, requires the design and construction meet a 20% to 40% higher level of energy performance as described in Table 10.2.3.3.-A to 10.2.3.3.-J of the BCBC.

Step Three, effective 2026-JAN-01, requires construction meet a 50% higher level of energy performance as described in Table 10.2.3.3.-A to 10.2.3.3.-J of the BCBC.

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 applicable reports.

For more information and Energy Step Code requirements for Part 9 residential buildings, review the City's guide [Energy Step Code - An Introduction](#).

### 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 is required for most proposed developments falling within Part 3 of the BC Building Code and where the Building Official identifies geotechnical concerns. 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](#) for more details. 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.

### 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.

## SUPPORTING INFORMATION, DOCUMENTATION & FORMS cont'd

### 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.

### 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.

### 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.