




Building Envelope Repair Requirements

Building Permit Application & Completion Checklist


Overview: Where an existing environmental separation is being repaired, the design of the environmental separation must conform to the BC Building Code requirement for restricting entry of rain into the wall assembly.

This guide outlines the requirements for a building permit application and completion for a building envelope repair permit.


Required Items for Application:

- [Building Permit Application](#)  - online application.
- [Appointment of Agent](#)  - signed by the building owner or Strata Council appointing the Architect or Engineer and/or licensed builder as their agent, if the permit is to be applied for, revised, or issued to other than the registered owner. To be completed and submitted online as part of the building permit application process.
- [Application Fee](#)  - application fee is 10% of the estimated cost of the building permit, which is based on the cost of construction. In recognition of the financial hardships faced with a building envelope repair, a reduction of building permit fees to \$105.00 is granted for buildings where a building envelope failure has occurred within 25 years of occupancy approval.

Note: All professional drawings and Letters of Assurance must be submitted online with an electronic seal and signature as part of the online application.

- Coordinating Registered Professional (Architect/P. Eng.)** – Letter of Assurance (Schedule A)
- Architectural Drawings – sealed**, by an Architect or Engineer
 - Letters of Assurance (Schedule B)
 - Site Plan – clearly identifying the areas to be repaired
- Structural Drawings – sealed** – where structural repairs are necessary
 - Letters of Assurance (Schedule B)
- [Construction Fire Safety Plan](#) 
- BC Housing Documents** – for residential envelope repairs
The BC Housing (BCH) Building Envelope Renovation document must be approved and available for printing from the BCH web site licensinginfo@bchousing.org. For information and documents contact the BCH office at 1-800-407-7757, web site: www.bchousing.org.

Additional Items That May Be Required:

- Development Permit (DP)** – Is required for form and character where the cost of the envelope repair equals or exceeds \$150,000 when taken together with all external alteration and additions to the building made within the previous period of 5 years. Submission of a detailed construction estimate may be required. A DP may not be required if the General Manager of Development Services determines the design complies with a previously approved form and character development permit.
- [Works in City Streets Permit](#)  – Is required where the envelope repair will include work on or within city streets, sidewalks, or right-of-ways.
- Fire Suppression System** – A fire sprinkler system shall be installed throughout the building if the value of the construction exceeds 50% of the current assessed value of the building.

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Inspections:

The Building Inspector must be contacted if:

- removal of the cladding reveals structural damage that was previously not identified;
- there is a change in the original permit application; or
- non-envelope items, such as stairs, guards and railings, are replaced as part of the repairs.

Call for Frame and Final inspections in these situations.

To request inspections, go online at www.nanaimo.ca/goto/inspect or call 250-755-4420 (24 hrs.). The Building Inspector may conduct unscheduled inspections during the course of the construction.

Required Items for Building Permit Completion:

- Coordinating Registered Professional (CRP) (Architect/P. Eng.)** – Letter of Assurance (Schedule C-A)
The CRP is to collect and submit all the required documents to the building inspector at completion of the repair.
- Architectural** – Letter of Assurance (Schedule C-B)
- Structural** – Letter of Assurance (Schedule C-B) - where structural repairs were necessary.
- Progress Reports (field reviews)** issued by the registered professionals.

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 411 Dunsmuir Street. Bylaws can be found on our website under [City Bylaws](#) on the main page.

If you have any questions or require clarification, please contact a commercial plans 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.