

Detailed Guide to Commercial/Multi-Residential/Industrial Building Permit Applications

Overview: This guide offers general information regarding the requirements of the Building Inspections Section in the development of property within the city of Nanaimo. The requirements of the Engineering and Planning Sections of the Community Development Department are not covered in this guide.

Required Information for a Building Permit Application:

In order to proceed with your permit, we require a **complete application**. The following outlines the information typically required for commercial permit application:

Application Fee

A fee of 10% of calculated Building Permit value is to be paid at application. The fee is nonrefundable and deducted from the final Building Permit fee.

Appointment of Agent

If someone other than the registered owner is to apply for and/or pick up your permit, please have the Appointment of Agent form completed.

Drawings

We require two (2) complete sets of your building plans, two (2) site plans by a BC Land Surveyor, including parking, plus two (2) landscape working drawings with estimate.

Building Code Analysis

This form, completed by your designer/architect, provides basic BC Building Code information about the project (sample form provided by request).

Works and Services Assessment

Building Bylaw No. 7224 requires construction of off-site works and services for respective projects. Submit a key plan and written request for a summary of specific works and services required for your project to the Community Development Engineering Section.

On-Site and Off-Site Works and Services Submission

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 Engineering Requirements Checklist (checklist provided by request) 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 Engineering Section. Inspections will be required by your Civil Engineer.

Approved Construction Fire Safety Plan

A fire safety plan is required to be submitted to the Fire Department for approval prior to starting construction of demolition works. A copy of the letter of approval is to be submitted with the building permit application.

Requirements for Architects / Engineers:

Your project may involve design professionals. Each discipline retained by the owner is to:

1. Supply two complete sets of professionally sealed drawings.
2. Supply the appropriate Letters of Assurance, as outlined by the 2012 BC Building Code.
3. Be registered within the province of British Columbia.

Coordinating Registered Professional Letters of Assurance (Schedule A) are 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 Engineer act as the Coordinating Registered Professional.

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Requirements for Architects / Engineers, cont'd:

Architectural drawings and Letters of Assurance (Schedule B) are required for all projects falling within Part 3 of the BC Building Code. Drawings by a designer are acceptable for wood-framed buildings that fall under Part 9 of the BC Building Code. Parking layout, BC Building Code review and landscape working drawings with an estimate for security bonding should form part of the submission. Your project may involve design professionals. Each discipline retained by the owner is to:

4. Supply two complete sets of professionally sealed drawings.
5. Supply the appropriate Letters of Assurance, as outlined by the 2012 BC Building Code.
6. Be registered within the province of British Columbia.

Coordinating Registered Professional Letters of Assurance (Schedule A) are 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 Engineer act as the Coordinating Registered Professional.

Architectural drawings and Letters of Assurance (Schedule B) are required for all projects falling within Part 3 of the BC Building Code. Drawings by a designer are acceptable for wood-framed buildings that fall under Part 9 of the BC Building Code. Parking layout, BC Building Code review and landscape working drawings with an estimate for security bonding should form part of the submission.

Geotechnical report and Letters of Assurance (Schedule B) are required for all projects falling within Part 3 of the BC Building Code and where the Building Inspector identifies geotechnical concerns.

Structural Engineering drawings and Letters of Assurance (Schedule B) are required for all projects falling within Part 3 of the BC Building Code and where construction is beyond the requirements of Part 9 of the BC Building Code.

Civil Engineering drawings and Letters of Assurance (Schedule B) are required for all projects requiring Works and Services, or where new servicing is being installed or for site drainage where greater than four (4) parking stalls are required. See On-Site and Off-Site Works and Services Submission for more information.

Fire Suppression System (sprinkler) drawings and Letters of Assurance (Schedule B) are required for most commercial/multi-family/industrial buildings. See Sprinkler Requirements under Section 28 of Building Bylaw No. 7224.

Mechanical Engineering drawings and Letters of Assurance (Schedule B) are required for all projects falling within Part 3 of the BC Building Code.

Electrical/Fire Alarm drawings and Letters of Assurance (Schedule B) are required for most projects falling within Part 3 of the BC Building Code.

**Refer to the Part 3 and Part 9 checklists to see which your project falls under*

BC Housing Licensing & Consumer Services Branch (BCH):

All residential builders applying for Building Permits are required to be licensed by the BC Housing Licensing & Consumer Services branch. In order to obtain a building permit, builders must prove that they are licensed and that the proposed new dwelling is covered by a third-party home warranty insurance provider authorized by the Financial Institution Commission (FICOM). The BC Housing number is 1-800-407-7757.

Development Cost Charges:

DCCs are charges that assist the City with capital cost projects relating to servicing new developments either directly or indirectly. **Attached is a summary of DCCs that may apply to your project.** Contact the commercial Plan Checker for further information regarding DCCs.

Total DCCs may be paid at Building Permit issuance or you may pay 1/3 at permit issuance and defer 2/3 by letter of credit. The second 1/3 is drawn at 12 months and the remaining 1/3 at 24 months from permit issuance date.

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Construction Agreement:

You must provide estimates and securities for the cost of any required works and services and landscaping. In the event that the contractor is unable to complete the work, the City will use the securities to complete any outstanding work. The construction agreement refers to the required work and securities.

Letters of Credit:

Any Letter of Credit that is posted as security for construction agreements must be approved by the City's Finance Department. Letters of Credit from the major five banks and members of the Credit Unions of BC, presented in the City's format, are usually acceptable (sample provided by request).

Coal Workings:

In many areas of Nanaimo, abandoned coal workings present unique concerns for buildings. The City may require a report by a Geotechnical Engineer stating that the land is or can be made safe for the intended use. Recommendations in this report must be followed (see "Restrictive Covenants").

Restrictive Covenants:

When your property is determined to be subject to geotechnical concerns (ie. subsidence, flood, landslip, erosion, slope stability), the City will require a restrictive covenant to be registered on the Land Title. Any required geotechnical reports addressing these concerns will form a schedule to the covenant.

Tree Bylaw:

The City's Management and Protection of Trees Bylaw No. 7126 regulates the removal of trees as part of a development. A handout on requirements is available on our website, in the Building department, or you can contact the Urban Forestry Coordinator at 250-755-4429.

Ministry of Health:

Restaurants and food/beverage facilities and facilities impacting personal hygiene require approval from the Ministry of Health (250-755-6215). Please take your architectural drawings to the Vancouver Island Health Authority (VIHA) for their approval, prior to application for Building Permit.

Ministry of Transportation:

Any access or drainage onto or adjacent the Island Highway or the Nanaimo Parkway requires approval by the Ministry of Transportation. Please contact the Ministry at 250-755-3246.

Lot Consolidation:

Construction over property lines is not permitted. Please check your land title to ensure any required lot consolidation has been completed.

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Charges for a Building Permit:

*Note, this is not a comprehensive listing of fees. For further fee information, please refer to "DEVELOPMENT SERVICES DEPARTMENT FEES AND CHARGES BYLAW 2005 NO. 7016".

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| a. | Minimum fee and first \$1000 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 |
| b. | Application Fee is payable on all applications in excess of \$20,000. Fee is 10% of estimated cost of Building Permit with a minimum application fee of \$175.00. All application fees are non-refundable and will be credited to the cost of the permit. | |
| c. | Alternative Solutions up to 4 | \$200.00 |
| | 4 and over..... | \$300.00 |
| d. | Plumbing First 1-5 fixtures (minimum fee) | \$ 40.00 |
| | Each additional fixture..... | \$ 8.00 |
| e. | Sprinklers (minimum fee) | \$ 40.00 |
| | per square meter of building..... | \$ 0.50 |
| f. | Service Pipes Storm, Sanitary, Water, Fire Lines (first 15m) | \$ 20.00 |
| | per additional 15m or part | \$ 7.00 |
| | Foundation drain | \$ 20.00 |
| g. | All Other Service Fixtures | \$ 15.00 |
| | Sumps, Catch Basins, Manholes,
Rain Water Leaders (per roof drains),
Fire Hydrants
Wet and dry outlets, fire hose cabinet, hose outlet & standpipe (each)
Manholes, Inspection Chambers | |
| h. | Access Permit | \$ 25.00 |

* Service connection fees vary according to off-site design

* You must provide estimates and securities for the cost of any required off-site works and services and on-site landscaping. A construction agreement for the required work and securities will be required.

Land Title Office Fees

Fees charged through engaging the services of the Land Title Office (title searches, document searches, etc.) are recovered through charges back to the applicant. The fees are based on the Land Title Act statutory services.

Contact with City Staff:

The normal hours of work for Community Development are 8:00 a.m. to 4:30 p.m. Monday-Friday.

The following can be reached by calling **250-755-4429**:

- Commercial Plan Checker, Building Inspections
- Development Engineering Technologist, Engineering & Environment
- Planning Assistant, Current Planning

Documents and forms identified in this guide can be found on the City of Nanaimo web site www.nanaimo.ca under Building Inspections, Publications and Forms or at our office at 411 Dunsmuir Street.

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.