

Development Permit Compliance Checklist

For Commercial/Multi-family/Industrial Building Permit Applications

OVERVIEW

This checklist supplements the building permit application forms, including *Schedule 'B' Assurance of Professional Design and Commitment for Field Review*, which requires the Architect to sign off for compliance with the Development Permit (DP) and related conditions. The checklist provides a more detailed list for the Architect to confirm compliance with the approved DP plans and conditions, as well as bylaw compliance. Incomplete and non-compliant applications will be rejected. This checklist is intended to assist the applicant, avoid delays, and provide greater certainty in application review timelines.

GENERAL

This checklist is to be completed by the Architect as part of a Building Permit (BP) application to ensure a complete and compliant submission that:

- Substantially complies with the approved DP form and character, site design and landscaping plans;
- Complies with the conditions of the DP and any conditions secured on title (e.g. from rezoning);
- Complies with applicable land use bylaws (Zoning Bylaw, Parking Bylaw) unless otherwise varied through the DP; and
- Includes required supporting documents and information (e.g. landscaping cost estimate).

PROJECT INFORMATION

Date: _____ Development Permit No.: _____
YYYY-MMM-DD

Project Address: _____

Architect: _____

	Complies with DP	Remarks or Rationale, if Changes Proposed ¹
1.0 PROJECT DATA		
1.1 Floor Area Ratio (FAR). See Zoning Bylaw for density provisions.		
1.2 Permitted uses		
1.3 No. of dwelling units & unit composition (parking requirement) <i>Attach a summary</i>		
1.4 Building height		
1.5 Site coverage		

	Complies with DP	Remarks or Rationale, if Changes Proposed ¹
1.0 PROJECT DATA cont'd		
1.6 Building setbacks		
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2.0 EXTERNAL BUILDING FORM & CHARACTER		
2.1 Building location within property		
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2.2 Building massing/volume		
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2.3 Exterior materials, details & colour palette		
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2.4 Rooftop screening of mechanical		
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2.5 Door size & locations		
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2.6 Windows & canopies (location, size & finish)		
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2.7 Balconies & decks		
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3.0 INTERIOR PLANS		
3.1 Amenity spaces		
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3.2 Common storage		
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	Complies with DP	Remarks or Rationale, if Changes Proposed ¹
4.0 PARKING/LOADING		
4.1 Required vehicle spaces & dimensions (standard, small car, accessible) ²		
4.2 Required loading spaces		
4.3 Required long-term bike parking		
4.4 Required short-term bike parking		
4.5 Required EV facilities		
4.6 Underground parking roof protrusion (max. 0.8m above finished grade) ³		
5.0 LANDSCAPING & OUTDOOR AMENITIES		
5.1 Existing & proposed planting materials		
5.2 Lot grading ⁴		
5.3 Pedestrian network & surface materials		
5.4 Site lighting details		
5.5 Fences & retaining walls (location, height, materials)		
5.6 Landscape structures, furnishings & outdoor amenities		

	Complies with DP	Remarks or Rationale, if Changes Proposed ¹
6.0 GARBAGE/RECYCLING		
6.1	Garbage/recycling/organics facilities with screening	
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7.0 TERMS & CONDITIONS OF DP		
	Terms & conditions of DP met <i>Attach a summary & supporting documents</i>	

IMPORTANT NOTES

- ¹ Where a change is proposed, the Architect must submit a written summary of revisions with rationale and marked-up plans for Planning staff to review and confirm if the change is accepted as a minor revision that is substantially compliant with the approved DP, or if a DP amendment application is required.
- ² See [City of Nanaimo Parking Bylaw](#) for requirements.
- ³ In accordance with the definition of “Parking – Underground” for the purposes of complying with density requirements in the [City of Nanaimo Zoning Bylaw](#).
- ⁴ Identify any significant changes in the proposed lot grading from the approved DP.

If you have any questions or require clarification, please contact a Commercial Building Official at our office at 250-755-4429. This checklist 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.

Forms and guides specific to Building Inspections can be found on the the City of Nanaimo’s website 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.