

Fast Track Building Permit Program

Building Permit Application Checklist

OVERVIEW

A building permit is required for any changes to an existing unit (including, but not limited to; partition walls, ceilings, plumbing, sprinklers, etc.). This checklist provides the typical requirements for a building permit application that fits within the Fast Track Building Permit program. The Fast Track Building Permit program is intended for complete Tenant Improvement applications that are within an existing tenant space. Complete and submit this checklist, as part of the Fast Track Building Permit application.

All tenant improvements are eligible for the Fast Track Building Permit program with the following exceptions:

- Tenant improvements within Group A, Group B, or Group F (Division 1) Occupancies
- Tenant improvements resulting in a change in occupancy classification

The following building alterations may be considered for the Fast Track Building Permit program at Building Inspections' discretion:

- Shell building fit outs/new units;
- Change in size to the tenant space (moving a demising wall);
- Creating a new tenant space.

Applicants with accepted applications, where the declared construction value is over \$20,000, will be contacted by the City of Nanaimo Building Inspections within five business days to submit an application fee. If further discussion of your application is required, a meeting via phone or in-person may be arranged.

Incomplete applications and applications that do not fit within the Fast Track Building Permit program parameters will be cancelled. A reapplication to the appropriate permit stream will be required.

REQUIRED ITEMS

- ☐ **Preliminary Planning Review** – [Fast Track Planning Review Request](#)

The Zoning Bylaw regulates what type of business is permitted within the City of Nanaimo. The proposed use and available parking must be discussed with Current Planning staff prior to proceeding with a building permit application. Follow the above link for the Planning Review request form to be sent to planning@nanaimo.ca. You will receive a response that includes a CIP number (i.e. CIP02310).

Provide the CIP number here: _____

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REQUIRED ITEMS cont'd

- ☐ **Building Permit Administrative Requirements**
 - ☐ **Building Permit Application** – online application, link provided on [Fast Track webpage](#).
 - ☐ **Appointment of Agent** – is required if the permit is to be applied for, revised, or issued to someone other than the registered owner. To be completed and submitted online as part of the building permit application process.
 - ☐ **BC Building Code Analysis** – see the [Fast Track BC Building Code Analysis](#).
 - ☐ **Application Fee** – if construction value exceeds \$20,000, the application fee will be requested after your online building permit application has been accepted.

All sealed professional drawings and Letters of Assurance are to be submitted online with an electronic seal and signature as part of the online application. Schedule As are permitted to be signed by the tenant if the owner has appointed them as the agent on the Appointment of Agent form.

- ☐ **Site Plan or Key Plan**
 - ☐ Dimensions of site, including a north arrow and street name(s).
 - ☐ Building area and number of floors.
 - ☐ Street address, floor and tenant suite number (current key plan of building with unit numbers).

REQUIRED N/A

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Drawing Set – The following must be indicated on the floor plans (to scale ¼"=1'0" or 1:50) |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate area to be developed and adjoining tenant occupancies (including above and below as applicable). |
| <input type="checkbox"/> | <input type="checkbox"/> | All dimensions of tenant space and total area in square metres or square feet. |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension and use of all rooms and areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate all new & existing construction of walls, floors and/or ceilings, including fire-resistance ratings and the tested listed assemblies where required. |
| <input type="checkbox"/> | <input type="checkbox"/> | Wall height (on cross-section). All areas with varying wall heights to be identified with specific heights. |
| | | Over-height frame walls will require a Structural Engineer's design and supervision. Maximum height for interior non load-bearing partition walls are as follows: |
| | | <ul style="list-style-type: none">• Steel stud - 362S125-18 @ 16" o/c maximum height 10'-0"• Steel stud - 600S125-18 @ 16" o/c maximum height 12'-0"• Wood frame - 2x4 SPF No. 1 or 2 maximum height 14'-0" |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate structural changes and ensure coordination with structural drawings. |
| <input type="checkbox"/> | <input type="checkbox"/> | All door sizes, closures and ratings (where applicable), doors in grilles (in malls), direction of swing, and window openings. |
| <input type="checkbox"/> | <input type="checkbox"/> | Corridor widths. |
| <input type="checkbox"/> | <input type="checkbox"/> | All plumbing fixtures; identify as new or existing. |

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REQUIRED	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Location of exits, stairs and corridors including travel distance measurements for all areas (path of travel to be shown, measured 2' off of walls from the furthest point to the exit).
<input type="checkbox"/>	<input type="checkbox"/>	Building exiting and exterior path of travel (for alteration permits accepted into Fast Track Stream by Building Official). Indicate exiting for new tenant space and all other tenant spaces on the floor where construction or alterations will occur.
<input type="checkbox"/>	<input type="checkbox"/>	Seating, tables, and other millwork.
<input type="checkbox"/>	<input type="checkbox"/>	Location of all exit signs.
<input type="checkbox"/>	<input type="checkbox"/>	Location of all emergency lighting.
<input type="checkbox"/>	<input type="checkbox"/>	Occupant load and exit capacity calculations.
<input type="checkbox"/>	<input type="checkbox"/>	Location of any common washroom space.
<input type="checkbox"/>	<input type="checkbox"/>	Accessibility requirements - universal washroom, counter layout, doors and ramps, etc. that meet the 'accessibility' requirements (as applicable). Assumed to be compliant with-BCBC 2024 unless otherwise noted to comply with CSA B651.
<input type="checkbox"/>	<input type="checkbox"/>	Reflected ceiling plan.
<input type="checkbox"/>	<input type="checkbox"/>	Fire Alarm System – Where there is a fire alarm system, indicate the following:
<input type="checkbox"/>	<input type="checkbox"/>	Location of all fire alarm pull stations.
<input type="checkbox"/>	<input type="checkbox"/>	Location of fire alarm annunciator panel if in unit or area of renovation.
<input type="checkbox"/>	<input type="checkbox"/>	Any changes to the Fire Alarm System will require Electrical Engineers drawings and Schedule B except when limited to replacing devices like for like. Alarm verification report required for all changes.
<input type="checkbox"/>	<input type="checkbox"/>	Sprinkler Layout – Where the building is sprinklered indicate the following:
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed sprinkler heads.
<input type="checkbox"/>	<input type="checkbox"/>	If new or relocated demising wall (see overview above), sprinkler heads on both sides of the demising wall must be indicated.
<input type="checkbox"/>	<input type="checkbox"/>	Sprinkler contractor's name, contact information and business licence number. Mechanical Engineer's design and review will be required where more than 8 heads are added, 20 heads relocated, or changes made in the hydraulic calculation area.
		<i>For more information, see our guide Sprinkler Permit Application.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Isometric Plumbing Drawings or Sealed Mechanical Drawings
<input type="checkbox"/>	<input type="checkbox"/>	Letter of Assurance (Schedule B) required if submitting sealed mechanical drawings.
<input type="checkbox"/>	<input type="checkbox"/>	Isometric drawings of drain, waste and vent (D.W.V.) must include the size, location and type of pipe.

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<input type="checkbox"/>	<input type="checkbox"/>	Isometric drawings of hot and cold water piping must include the type and size of pipe and method used for sizing pipe.
<input type="checkbox"/>	<input type="checkbox"/>	The isometric drawings are to specify whether combustible or non-combustible plumbing is to be used.
<input type="checkbox"/>	<input type="checkbox"/>	Isometric drawings to include the plumbing company name and contact phone number.
<input type="checkbox"/>	<input type="checkbox"/>	Grease traps must be installed in the plumbing system for restaurants and businesses as required by the Grease Interceptor handout. The location and size of the grease interceptors must be included on the isometric drawing. <i>For more information, please see the following guides Grease Interceptors, Isometric Plumbing Drawing Requirements</i>
<input type="checkbox"/>	<input type="checkbox"/>	Hazardous Materials Form is required for all building permits for an existing building. If the form indicates hazardous materials may exist (the building was built prior to 1990), a Hazardous Material Assessment Report will be required prior to issuance of a building permit.
<input type="checkbox"/>	<input type="checkbox"/>	Island Health Approval stamped on floor plan for pools, spa, tattoo, body piercing, food, and beverage services. Sealed plans from Island Health need to be in general conformance to the submitted drawings but do not need to contain all the above details or be the same drawing package.
<input type="checkbox"/>	<input type="checkbox"/>	Structural Drawings and Letter of Assurance (Schedule B) - for structural changes, including over-height walls, structural entry bulkheads, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Land Title Documents confirm you have reviewed the title search and that there are no registered encumbrances that will affect your application.

BUILDING PERMIT PROCESS

Review

- A Building Official will carry out an initial review of the online building permit application submission within five business days.
- Where the declared value of construction is over \$20,000, Building Inspections will contact the applicant to confirm if the application has been accepted. If an application fee has been requested the application has been accepted. See “Cost” below.
- A Building Inspector will review the site.
- The plans submitted will be reviewed for code compliance by a Building Official. Consultation with the applicant will take place as required. If a meeting via phone, or in-person is required to discuss an application further it may be arranged.
- The objective of the fast track stream is to issue permits within 15 days.

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BUILDING PERMIT PROCESS cont'd

Active Building Permit

- The permit holder must schedule inspections at the intervals noted on the inspection list stamped on the approved plans (book online at <https://www.nanaimo.ca/request-inspection/> or call the 24-hour inspection line at 250-755-4420).
- The permit holder is responsible to follow the Building Permit Update Policy for any changes/revisions. See the [Building Permit Update Policy](#).
- A Fire Safety Plan For Construction and Demolitions is to be sent via PDF to Nanaimo Fire Rescue prior to construction or demolition and to be posted onsite. For more information about the plan requirements, contact Fire Rescue at fireinfo@nanaimo.ca. For your convenience a [Construction & Demolition Sites - Fire Safety Plan Template](#) can be found on the City website under Emergency Services / Fire-Rescue / Fire Inspections and Regulations.

Cost

Application fees apply to building permits with a construction value over \$20,000. The fee is 10% of the estimated building permit fee with a minimum fee of \$175. The non-refundable fee is deducted from the final cost of the building permit. For assistance in estimating the application fee, see our webpage [Building Permit Fee Calculator](#).

Permit fees are based on the market value of construction as follows: first \$1,000 is \$105, each additional \$1,000 (up to \$100,000) is \$10, each additional \$1,000 greater than \$100,000.01 is \$7. Additional fees including plumbing fixtures, sprinklers, etc. can be found in [Bylaw 7336](#), available on the website.

Contact Numbers

Current Planning, Building Inspections 250-755-4429
Building Inspection Request Line 250-755-4420
Nanaimo Fire Rescue 250-753-7311

*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.*