

Plan Requirement Checklist for Building Permit Applications

Overview: This guide is provided to assist in determining the building design information required for Building Permit (BP) plan submissions.

Plan Submission

An electronic (PDF) copy of plans is required as part of the online BP Application.

Plans must:

- be “designer-quality”, drawn to generally accepted drafting protocol
- be drawn to appropriate scale of 1/4” to 1’ or 1:50 (except site survey)
- be on minimum 11”x17” paper, preferred size 24”x36” (except site survey)
- be in permanent dark blue or black ink (or photocopy)
- **not** be on graph paper
- electronic plans should be in PDF format and must be a clean copy with no watermarks or other interfering markups
- for documents larger than 25 MB each, Building Inspections will contact the applicant to make arrangements for document delivery on a secure cloud solution to be set up for each permit, as required

Required Detail:

Following is a list of required items for Building Permit Application plans that are frequently missed. Please note this list is **not comprehensive**:

Floor Plan: Foundation, Floor and Roof Plans

- Dimensions to the outside face of exterior walls and centre-line of posts, interior walls, doors and windows.
- Doors, windows, and skylights location and size.
- All plumbing fixtures (including rough-ins denoted by dashed lines).
- Location and type of furnace, fireplace(s), hot water tank(s); show drain pan & seismic strapping.
- Fans to exterior for range-hood(s) and bathroom(s) (note principal exhaust fan if applicable).
- Room names and sizes, ceiling heights (including crawl space height).
- Structure above including: beams, joists, trusses (size, spacing, and direction).
- Individual or combined point loads (end reactions) from floors, trusses, and beams that exceed 2,000 lbs must be shown on the plans. The load path must be shown down to the foundation. All point-load calculations are to be unfactored loads.
- Smoke alarm(s) – identify type (ionized, photo-electric, and carbon monoxide alarm[s]), locations, and proposed interconnection.
- Stairs, landings, guards, handrails location, dimensions, and construction details.
- Vinyl decks CAN/CGSB-approved membranes noted.

Elevations:

- Natural and finished grade elevations, including garage slab, main floor height, roof peak and curb elevation drawn and noted.
- Calculation of average natural grade and finished grade.

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Required Detail, continued:

Elevations, continued:

- Spatial separation calculations.
- Siding material(s), roofing material, roof slope.
- Exterior wall heights.

Cross-Sections:

- Footings, slab, floor, deck, wall, and roof assemblies drawn and noted.
- Capillary break (rain-screen) detail including window head & sill and flashing (vinyl exempt).
- Attic and roof space ventilation.
- Perforated perimeter foundation drain and solid perimeter roof drain.
- Guardrail detail.

Lateral Bracing Plan:

- Lateral bracing plans must be drawn for each floor level and the crawlspace (if required). The drawings must be to scale (1/4"=1'-0") and drawn on a separate sheet or beside the architectural floor plan on the same page.
- Note any exceptions, trade-offs, or additional system considerations used in the design, complete with dimensions. Refer to BCBC 9.23.13.5. (2) to (5) and BCBC 9.23.13.7.
- The length, width and distance between band centerlines is to be dimensioned.
- Braced wall bands must be indicated by light shading or hatching, and braced wall panels by darker shading.
- Indicate the required percentage, minimum length required, and proposed length of braced wall panels in each braced wall band.
- Indicate the distance from the end of the braced wall band to the edge of the first braced wall panel, the length of the braced wall panel, and the distance between braced wall panels in each braced wall band.
- Each braced wall panel is to be labeled as per the type of construction. A legend should be provided to indicate the type of braced wall panel with all the design criteria (refer to 9.23.13.6.).

General Comments

Generic information on the plans must be relevant to the proposed building. Non-relevant information must be removed from drawings.

Plan views must match. For example, if the foundation is to have a crawl space, the section drawings should also show a crawlspace. Plans with conflicting information will not be accepted.



Plan Details from Energy Compliance Report

Building characteristic identified on the Energy Compliance Report (Pre-Construction) must match the information detailed on the plans. For example, this may include type, values, and location of insulation, specific heating and cooling appliances, crawl space heating, window and door type, type of water heater, ventilation, and other energy-impacting features.


The dated drawings provided by the builder, identified on the Energy Compliance Report (Pre-Construction) on page 1, must match the dated architectural/designer drawings submitted for Building Permit.


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Plan Details for Secondary Suites

- Location of fire separations between dwelling unit, common spaces, and secondary suite.
- Fire and sound separation assembly and Code reference of the assembly for walls and ceilings as required.
- Location of walls supporting a fire separation that require a fire-resistance rating.
- Fire-resistance rating of walls and the assembly to be used to support a horizontal fire separation between suites.
- Location and type of smoke detectors and interconnection within suites, in common areas, and between suites in the building.
- All plumbing fixtures (including rough-ins denoted by dashed lines).
- Location and type of heating, fire places, hot water tanks, laundry facilities.
- Location and size of makeup air for fuel-fired appliances.
- Fans to exterior for range hoods and bathrooms (not principal exhaust fan, if applicable), make-up air for fuel-fired appliances.
- Room names, ceiling heights, skylights, door, and window sizes.
- Identify door ratings and closures in fire separations.
- Parking space for suite use to be identified on the site plan. A single family dwelling containing a secondary suite will need a minimum total of three off-street parking spaces.
- Access to the street from the dwelling unit and the secondary suite shown on the site plan. Indicate all possible access routes.
- Additional information for design of a secondary suite can be found in the BC Building Code. Excerpts from the BCBC can be found in the City guides [Secondary Suites Building Code and Zoning Requirements](#)  and [Secondary Suites In Existing Dwelling Units](#) .

Site Plan Details

- Drawn to scale 1/16" = 1' or 1:250.
- Showing the dimensions of the parcel on which the building is to be situated.
- Include setbacks and locations of all existing and proposed buildings, with decks and cantilevers shown.
- Include the location and the dimension of the driveway and any right-of-ways or easements.
- Where a dwelling unit has a secondary suite, the location of exterior exit pathways to the street and the dedicated parking space are to be identified.
- Location Survey** – In most cases for new building construction, a sealed site survey by a BC Land Surveyor (BCLS) will be required to verify the structures proximity to the setbacks.
- Height Survey** – A height survey by a BCLS is typically required to establish the maximum heights. More information about setbacks, roof heights, and perimeter wall heights can be found in our guide [Residential Use – Site and Height Guidelines](#) .

If you are unable to prepare the drawings yourself, a list of local designer / draft persons is available at the City of Nanaimo Development Service Counter (when doors are open to the public) or on our website at www.nanaimo.ca .

If you have any questions or require clarification, please contact a building official 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.