



COMMUNITY DEVELOPMENT

Building Inspections

Dwelling Relocation Permit

A Building Permit for relocation of a structure is valid for 12 months.

Documents Required for Application:

Confirmation that the dwelling is structurally sound:

- A sealed report by a Structural Engineer stating that the dwelling is structurally sound and suitable for relocation in Nanaimo. If the engineer identifies structural upgrades that will be required, design drawings and a Schedule B will need to be submitted as part of the application.

Drawings required:

Site Plan	2 Sets	1/16" scale
Floor Plans	2 Sets	1/4" scale
Foundation Plan	2 Sets	1/4" scale
Elevations	2 Sets	1/4" scale
Cross Section	2 Sets	1/4" scale
(detailing new construction), photographs if possible		

NOTE: Identify all new finished areas, laundry facilities, water heater, furnace and **all** window sizes

Applicant to Consider and Confirm:

- Required setbacks and height restrictions can be met
- That services to storm, sanitary and water are available
- If no sanitary sewer is available, approval of application from Ministry of Health is required to reuse or install a new septic system
- If no storm sewer is available, a design for a storm drainage system must be submitted (on site plan)
- Any requirement for a Geotechnical Engineer's input (eg: coal mining area, drainage problems, water course etc.)

Value of Dwelling:

- The value of dwelling, once re-established on the new site, must be assessed at not less than 1.25 times the average assessed values of all dwellings situated within 50 metres of the site or parcel of land to which the dwelling is to be moved. The value of the dwellings within this radius shall be the value of the improvements (land excluded) as determined by the BC Assessment Authority. The Building Inspections Section will calculate this value.
- The value of the dwelling to be relocated shall be the assessed value as determined by the BC Assessment Authority. It is the responsibility of the applicant to ensure that this value reflects only the value of the dwelling, or portion thereof, to be relocated.

Demolition, Disconnection & Moving Permits:

- Contact City Engineering Department at 250-755-4409 if moving a dwelling on city streets, and the Ministry of Highways if moving on major arterial roads.
- Demolition and service disconnect permit will be required for dwellings to be moved from property within the city of Nanaimo prior to the issuance of a permit to relocate the dwelling. A \$750.00 bond will be required.
- Prior to the issuance of a permit to relocate a dwelling, a demolition permit will be required for any structures to be removed from the property to which the dwelling is to be relocated. Only one \$750.00 bond is required at the new site.

Permit Fees:

- Building permit fees vary depending on improvements to the value of the relocated dwelling.
- Plumbing fees vary depending on additional fixtures / rough in plumbing and hook-ups to sanitary, storm and water.
- Special Inspection Fee **\$100.00**
- Non Refundable Application Fee **\$175.00** required if value of new construction is over **\$20,000.00**.
- Relocation Fee **\$50.00**
- Demolition Fee **\$40.00**
- Bonding **\$2000.00** to ensure completion
- Bonding **\$750.00** for damage to City property

****Bonds to be refunded after Final Approval**