

Residential Building Permit Application Guide

OVERVIEW

This guide is provided to assist in determining the information required for a residential Building Permit application.

BUILDING PERMITS ARE REQUIRED FOR THE CONSTRUCTION OF:

- New buildings
- Detached building over 10m² (107.64ft²)
- Plumbing new and/or renovations to existing, including addition or relocation of sprinkler heads
- Retaining wall over 1.2m (4ft) and/or supporting a structure
- Any structural alterations, additions, decks, demolitions, or layout changes
- Any construction that will result in a change of use of a portion of the building

APPLICATION REQUIREMENTS

The forms and guidelines mentioned and linked below are also available on our website at www.nanaimo.ca.

Note: Partial applications or pre-submission documents will not be accepted prior to permit application.

- ☐ [Building Permit Application](#) – Online only.
- ☐ [Appointment of Agent](#) – The Appointment of Agent form is required if the permit is to be applied for, revised, or issued to someone other than the registered owner. Complete the form online as part of the Building Permit (BP) application process.
- ☐ [Application Fee](#) – Required where the estimated value of construction exceeds \$20,000. The application fee will be requested after your online BP application has been accepted.
- ☐ [Access Application](#) – Online form to be completed as part of the BP application process for a new building driveway or access change to an existing driveway.
- ☐ [Licensing & Consumer Services Documents](#) – Required for new single family dwelling units, new duplexes, and new secondary suites in accessory buildings. For information and documents, contact the Licensing & Consumer Services office: 1-800-407-7757, email: licensinginfo@bchousing.org, website: www.bchousing.org.
- ☐ **Plans – to scale 1/4" = 1' or 1:50** showing the specifications of the building. To be submitted/uploaded as part of the online BP application process. Required information is detailed in our guide, [Plan Requirement Checklist](#). Electronic plan submissions, hand-drawn or computer generated, are to be in PDF format and must be a clean copy with no watermarks or other interfering mark-ups. Drawings are to be on minimum 11" x 17" plain white paper (no graph paper), drawn in dark blue or black ink. Photographs of plans or documents are not accepted.
- ☐ **Site Plan – to scale 1/16" = 1' or 1:250** (if not already included on the submitted drawings) 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.

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APPLICATION REQUIREMENTS (cont'd)

- ☐ **Height Survey and/or 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 structure's proximity to the setbacks. 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, [Site and Height Guidelines - Residential](#).
- ☐ **Truss Layout, Manufactured Floor Joist and Engineered Beam Layouts** (if used) from the truss, beam manufacturer with point loads identified. More information can be found in our guide, [Manufactured Floor Joist, Beam & Truss Roof Systems](#).
- ☐ **Energy Efficiency Compliance Report (Pre-Construction)** and accompanying documents completed by a certified Energy Advisor. The requirements of the Energy Step Code – Step 3 and Zero Carbon Step Code Level 4 apply to all new single family dwelling, duplex, multiplex, row housing, modular homes built under CSA A277 and new secondary suites in accessory buildings. For more information review our guide, [Energy Step Code and Zero Carbon Step Code](#).
- ☐ [Business Licence](#) valid in the City of Nanaimo is required for builders, contractors, and developers.

ADDITIONAL ITEMS THAT MAY BE REQUIRED

- ☐ **Geotechnical Report and Schedule B** – Construction in some areas of Nanaimo is affected by abandoned mine workings, steep slopes, fill, bodies of water, and other geotechnical concerns and may require geotechnical and structural engineering design and field review. Documents must be signed and sealed.
- ☐ [Ventilation Checklist](#) – Required only where an Energy Advisor is not involved in creating a whole energy approach to heating, ventilation and air conditioning. Typically for additions and renovations.
- ☐ **Structural Engineer Design and Schedule B** – Required where the construction is beyond Part 9 of the BC Building Code. Documents must be signed and sealed.
- ☐ [At-Cost Authorization Form](#) – For water meter installation where no water meter exists or where service size exceeds the size covered by the bylaw rates.
- ☐ **Tree Removal Permit** – If your site contains a significant tree(s), as defined by the [Management And Protection Of Trees Bylaw 2013 NO. 7126](#), a Tree Removal Permit may be required prior to tree cutting or undertaking activities that may damage the tree(s). More information can be found on the City's website under [Urban Forestry](#).
- ☐ [Hazardous Materials Form](#) – This form is required for BPs for demolitions, renovations, and alterations to an existing dwelling or building. If the form indicates hazardous materials may exist and be disturbed by the construction proposed, a Hazardous Material Assessment Report will be required prior to issuance of a BP. As this may delay the building permit application process, it is recommended to obtain the services of a Hazardous Material Consultant prior to applying for a BP.

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CHARGES FOR A BUILDING PERMIT

Note: This is not a comprehensive listing of fees. See [Fees and Charges Bylaw No. 7336](#). For assistance in estimating the building permit fee, see our webpage [Building Permit Fee Calculator](#).

Building Permit Value of Construction

Minimum fee and first \$1,000 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

Application Fee is payable on all applications with a construction value of \$20,000.00 or more. The fee is 10% of the estimated cost of the BP with a minimum application fee of \$175.00.
All application fees are non-refundable and will be credited to the cost of the permit.

Bond Fee

New residential construction	\$750
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Refundable after occupancy approval, providing there is no damage to City services, roads, sidewalks, etc.

Plumbing	First 1-5 fixtures (minimum fee)	\$40.00
	Each additional fixture	\$8.00

Access Permit	\$25.00
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Secondary Suite Authorization Fee	\$500.00
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Fees for legalizing or for new construction are based on the value of construction.

Sanitary Sewer, Storm Sewer and Water Service connection fees are determined by the Engineering department.

Development Cost Charges (DCCs) may apply to construction of additional dwellings on a property. Secondary suites are not subject to DCC charges. See [Development Cost Charges](#) and the [DCC Bylaw](#) for more information.

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.

*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.*