

Residential Building Permit Application Guide for Building Permit Applications

Building Permits are Required for the Construction of:

- any detached building over 107.64 ft² / 10 m²
- any structural alterations, additions, demolitions or layout changes
- any construction that will result in a change of use of a portion of the building

Application Requirements:

The coversheets, forms, and guidelines mentioned below are available on our web site at www.nanaimo.ca or at our office at 411 Dunsmuir Street.

1. **Building Permit Cover Sheet** appropriate for the residential zone of the land. The completed coversheet is required for new single family dwellings only. Full legal and civic address is required.
2. **Licensing & Consumer Services documents** required for new single family dwelling units only. For information and documents contact their office at 1-800-407-7757, fax 1-877-476-6657, email: licensinginfo@bchousing.org, web site: www.bchousing.org.
3. **2 complete sets of plans to scale 1/4"=1': ONE PAPER SET, ONE ELECTRONIC SET (PDF)**, showing the specifications of the building. Include floor plans, cross-sections, and all the elevations. Include exterior wall heights, elevation of garage slab, main floor height, roof peak and curb elevation at entry of driveway. Point loads are to be included wherever the load exceeds 2,000 lbs. The load path must be shown down to the foundation. Paper Plans are required to be on plain white paper (no graph paper) and drawn in dark blue or black ink. Electronic plans should be in PDF format and must be a clean, workable copy with no watermarks or other interfering mark-ups (photographs of plans are not acceptable). Electronic plans can be submitted in person via a USB flash drive, or can be emailed to building.inspections@nanaimo.ca.
4. **2 copies of the site plan to scale 1/16" = 1'** 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.
5. **Appointment of Agent** document is required when the applicant is not the owner of the land. The document must be signed by the owner.
6. **Business License** valid in the City of Nanaimo is required for builders, contractors and developers.
7. **Truss layout** from a truss manufacturer and **manufactured floor joist and engineered beam layouts** (if used) from the suppliers with all point loads identified.
8. **Location and/or height survey** (see reverse under General Information) may be required.

- ❖ IF IN DOUBT, PLEASE ASK or call our office at 250-755-4429 – 8:00 AM to 4:30 PM.
- ❖ NO DOCUMENTS WILL BE ACCEPTED PRIOR TO PERMIT APPLICATION VIA FAX, MAIL etc.

Documents and forms identified in this guide can be found on the City of Nanaimo web site www.nanaimo.ca under Building Inspections, Publications and Forms or at our office at 411 Dunsmuir Street.

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Charges for a Building Permit:

*Note, this is not a comprehensive listing of fees. For further fee information, please refer to "DEVELOPMENT SERVICES DEPARTMENT FEES AND CHARGES BYLAW 2005 NO. 7016".

- a. Minimum fee and first \$1000 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
- b. **Application Fee** is payable on all applications in excess of \$20,000. Fee is 10% of estimated cost of Building Permit with a minimum application fee of \$175.00. All application fees are non-refundable and will be credited to the cost of the permit.
- c. **Bond Fee** - New residential construction.....\$750.00
(Refundable after occupancy approval providing there is no damage to City services, roads, sidewalks, etc.)
- d. **Plumbing** – First 1-5 fixtures (minimum fee)\$ 40.00
Each additional fixture\$ 8.00
- e. **Access Permit**\$ 25.00
- f. **Secondary Suite Authorization Fee**.....\$500.00
(Note: Fee for Legalizing or for New Construction is based on construction value – see fees above)
- g. **Chimney** (only for new chimney construction)\$ 30.00
- h. **Sanitary Sewer, Storm Sewer and Water Service** connection fees are determined by the Engineering Department.

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.

General Information:

Siting and height requirements for most but not all residential sites are:

Setbacks: Dwellings: 4.5 m (14.76 ft) - front; 6 m (19.69 ft) – front (garage); 4 m (13.12 ft) – front, if one side yard is 3 m; 7.5 m (24.6 ft) - rear; 1.5 m (4.92 ft) – side; 4 m (13.12 ft) – flanking street. Accessory buildings: 6 m (19.69 ft) - front; 1.5 m (4.92 ft) - rear; 1.5 m (4.92 ft) – side; 4 m (13.12 ft) – flanking street. Check specific site zoning requirements and/or application coversheet for your lot. In most cases, a site survey by a BC Land Surveyor (BCLS) will be required to verify structure proximity to setbacks.

Height Requirements: 9 m (29.5 ft) from average grading plan grade or where a grading plan does not exist, from natural grade or final grade (whichever is most restrictive) or 5m above average curb height. Check specific site zoning bylaw requirements for details. Show original and final grades on your cross sections and elevations. A height survey by a BC Land Surveyor is typically required to establish the maximum heights.

Perimeter Wall Height: R1, R2, R4, R10 zones are restricted to an exterior wall height of 7.32 m (24 ft).

Floor Area: R3 and R4 zones are restricted to a maximum floor area ratio of 0.55. R10 zone is restricted to a Floor area ratio of 0.55 for one or two dwelling units on a lot and 0.45 for three or more units.

Check specific site zoning bylaw requirements for details.

- ❖ The siting, height and floor area ratios vary with the zone designation and development permit restrictions. For more information on the site and height requirements and how they are determined, consult our "Residential Use – Site and Height Guidelines".

Confirm with the Current Planning and Building Inspections Sections the requirements for your lot.

For more information, refer to "ZONING BYLAW 2011 NO. 4500".

Engineering Requirements:

Construction in some areas of Nanaimo is affected by abandoned coal workings, steep slopes, fill, bodies of water and other geotechnical concerns and may require geotechnical and structural engineering design and supervision.