



# Building Permit Application Checklist

IMPORTANT INFORMATION	
<input type="checkbox"/> <b>Review regulations and consult with the SCRD Planning Division</b>	Prior to applying for a building permit, confirm the proposal complies with SCRD Zoning Bylaws, and any other regulations, including Provincial and Legislative regulations. For further information contact the Planning Division at <a href="mailto:planning@scrd.ca">planning@scrd.ca</a>
REQUIRED DOCUMENTS	
<input type="checkbox"/> <b>A completed 'Building Division Permit Application Form'</b>	Approval is required from shishálh Nation Government District (sNGD) for properties located within the sNGD.
<input type="checkbox"/> <b>A completed 'Zoning &amp; Land Use Compliance Declaration'</b>	Not required for properties subject to sNGD or Islands Trust land use regulations.
<input type="checkbox"/> <b>'Schedule E - Owner's Responsibility' Form</b>	Properties within the sNGD - 'Schedule D - Owner's Responsibilities'.
<input type="checkbox"/> <b>'Appointment of Agent for Building Permit' Form</b>	Required when owner is designating an authorized person to deal with all matters pertaining to the building permit.
<input type="checkbox"/> <b>'Site Disclosure Statement' Form</b>	
*Forms listed above are available at <a href="http://www.scrd.ca/forms-and-bulletins/">www.scrd.ca/forms-and-bulletins/</a>	
<input type="checkbox"/> <b>Three copies of a site plan</b> 2 printed copies & 1 digital pdf copy	The site plan must: <ul style="list-style-type: none"> <li>• Show the entire lot</li> <li>• Include all structures, existing and proposed, including all decks, porches, carports, etc.</li> <li>• Include all dimensions of all structures</li> <li>• Include setbacks to property lines at all sides of all structures, existing and proposed</li> <li>• Identify and locate all watercourses (creeks, lake frontage, ocean frontage, etc.) on or adjacent to the property</li> <li>• Indicate 'North' with an arrow</li> <li>• Show location of the septic field, restrictive covenants, easements and right of ways</li> </ul>
<input type="checkbox"/> <b>Three copies of construction drawings</b> 2 printed copies & 1 digital pdf copy	Required to be ¼" to 1'-0" scale showing sufficient detail (see Drawing Specification List). Insufficient detail on construction drawings may delay issuance of a building permit. In addition, two printed copies are to be sealed by the structural engineer or two separate printed sealed structural drawings are required.
<input type="checkbox"/> <b>Engineering</b>	For all new buildings and where applicable. Additions and alterations to an existing building may require both structural and geotechnical engineering. <ul style="list-style-type: none"> <li>• Schedule B for geotechnical</li> <li>• Schedule B for structural and engineer sealed structural drawings</li> <li>• Proof of liability insurance from Professional Engineer, Schedule D (sNGD - Schedule C)</li> </ul> For all dwellings, an Appendix D, Landslide Assessment, may be required. Once your application is received, a site inspection will be made (if accessible) by the Building Division to determine if this requirement can be waived.
<input type="checkbox"/> <b>Proof of filing form for septic system 'Receipt of Record of Sewerage System'</b>	For all new single family dwellings and for all renovations or additions that involve the addition of a bedroom. Contact a certified installer for more information. See website <a href="http://www.bcossa.com">www.bcossa.com</a> or <a href="http://asttbc.org/registrants/registrator-directory/#">asttbc.org/registrants/registrator-directory/#</a> for a list of installers.
<input type="checkbox"/> <b>Pre-Construction BC Energy Compliance Report</b>	Effective May 1, 2023, all new dwellings and other specific building types are required to be designed and constructed to meet the minimum performance requirements specified in Step 3 of the <a href="#">Energy Step Code</a> . Visit <a href="https://www.betterhomesbc.ca/ea/">https://www.betterhomesbc.ca/ea/</a> for a list of Energy Advisors. <b>All information in the report is required to match the information detailed on the construction drawings.</b>
<input type="checkbox"/> <b>BC Housing 'Owner/Builder' or 'Licensed Builder' Declaration Form</b>	For all new or substantially reconstructed single family dwellings registration with BC Housing is required. For additional information visit <a href="http://www.bchousing.org">www.bchousing.org</a> or contact BC Housing toll free at 1-800-407-7757 or (604) 646-7050.
<input type="checkbox"/> <b>A recent Title Search &amp; Covenants</b>	Title search is available from the SCRD for a charge of \$50.00. If easements, covenants and/or right of ways appear on title, copies of these documents are required. This information may be available through the SCRD for a charge of \$50.00 per document.
<input type="checkbox"/> <b>Island Applications</b>	For applications located within the Islands Trust's jurisdiction, a Riparian (RAR) Declaration form is required: <a href="https://islandstrust.bc.ca/document/riparian-declaration-form-2023/">https://islandstrust.bc.ca/document/riparian-declaration-form-2023/</a> . For additional information please contact Islands Trust at <a href="http://www.islandstrust.bc.ca">www.islandstrust.bc.ca</a> .

\*Commercial and industrial applications may have additional requirements than listed above.

\*For driveway access information, please visit the Ministry of Transportation and Infrastructure website.



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## APPLICATION FEES

The **non-refundable** application processing fee for a permit to construct:

- any works requiring a permit under this bylaw with a value of building construction as determined by the Building Official, of \$41,000 or less: \$150.00
- any works requiring a permit under this bylaw with a value of building construction as determined by the Building Official, of more than \$41,000 shall be 25% of the estimated permit fee required pursuant to Schedule B of Building Bylaw 687.

- Please note, the application fee is only a partial payment towards the total permit fee. The total permit fee is calculated in accordance with Schedule B of Building Bylaw 687.
- Additional development cost charges and infrastructure fees may be applied depending on the scope of work.

**The total permit fee, along with all other applicable fees, must be remitted at time of building permit issuance.**

## DRAWING SPECIFICATION LIST

### SITE PLAN

- Scale drawing of property showing;
  - Dimensions of property lines, scale, north arrow, legal description
  - Existing buildings, septic field, and driveways
  - Existing watercourses
- New construction showing:
  - Setbacks & road access
  - Elevations at house corners - natural and finished

### FOUNDATION PLAN

- Specify size & construction of strip footings
- Specify size & construction of pad footings
- Specify size, height and construction of foundation walls
- Show pad footings under point loads
- Show strip footings under bearing walls

### ELEVATIONS

- Specify exterior materials
- Specify floor, ceiling, top of wall heights
- Show grade

### BUILDING SECTIONS

- Specify construction, including interior and exterior finish of all floors, walls, roofs, decks and guardwalls
- Clearly detail location, continuity, and materials to be used for all critical barriers - air barrier(s) and vapour barrier. Must match compliance report.
- Show height of walls, floors, roof slope
- Show ridge support and bearing walls

### FLOOR PLANS

- Show what is new construction & what is existing
- Dimension walls and spans of structural members
- Specify floor construction (joist size, spacing & span)
- Show bearing walls and/or beams at ends of floor spans
- Specify roof construction (truss or joist size, spacing & span)
- Show outline of roof on floor plan or as separate roof plan
- Show bearing walls and beams at ends of roof spans
- Specify beam & lintel sizes
- Show bearing under beams carried down to foundations
- Specify door & window sizes
- Specify type of heating and ventilation
- Indicate square foot calculation for each floor level
- Show stairs:
  - To provide adequate headroom
  - To conform to rise and run requirements

### DETAILS

- Provide details for ventilation of:
  - Deck over living space
  - Framed roof spaces

### LATERAL LOAD (SEISMIC)

- Lateral load information will be required on all plans where a structural engineer is not sealing the whole drawings and providing a Schedule B