



Building Permit Application Checklist

IMPORTANT INFORMATION	
<input type="checkbox"/> Review regulations and consult with the SCRD Planning Division	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 planning@scrd.ca
REQUIRED DOCUMENTS	
<input type="checkbox"/> A completed 'Building Division Permit Application Form'	Approval is required from shishálh Nation Government District (sNGD) for properties located within the sNGD.
<input type="checkbox"/> A completed 'Zoning & Land Use Compliance Declaration'	Not required for properties subject to sNGD or Islands Trust land use regulations.
<input type="checkbox"/> 'Schedule E - Owner's Responsibility' Form	Properties within the sNGD - 'Schedule D - Owner's Responsibilities'.
<input type="checkbox"/> 'Appointment of Agent for Building Permit' Form	Required when owner is designating an authorized person to deal with all matters pertaining to the building permit.
<input type="checkbox"/> 'Site Disclosure Statement' Form	
*Forms listed above are available at www.scrd.ca/forms-and-bulletins/	
<input type="checkbox"/> Three copies of a site plan 2 printed copies & 1 digital pdf copy	The site plan must: <ul style="list-style-type: none"> • Show the entire lot • Include all structures, existing and proposed, including all decks, porches, carports, etc. • Include all dimensions of all structures • Include setbacks to property lines at all sides of all structures, existing and proposed • Identify and locate all watercourses (creeks, lake frontage, ocean frontage, etc.) on or adjacent to the property • Indicate 'North' with an arrow • Show location of the septic field, restrictive covenants, easements and right of ways
<input type="checkbox"/> Three copies of construction drawings 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"/> Engineering	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"> • Schedule B for geotechnical • Schedule B for structural and engineer sealed structural drawings • Proof of liability insurance from Professional Engineer, Schedule D (sNGD - Schedule C) 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"/> Proof of filing form for septic system 'Receipt of Record of Sewerage System'	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 www.bcossa.com or asttbc.org/registrants/registrator-directory/# for a list of installers.
<input type="checkbox"/> Pre-Construction BC Energy Compliance Report	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 Energy Step Code . Visit https://www.betterhomesbc.ca/ea/ for a list of Energy Advisors. All information in the report is required to match the information detailed on the construction drawings.
<input type="checkbox"/> BC Housing 'Owner/Builder' or 'Licensed Builder' Declaration Form	For all new or substantially reconstructed single family dwellings registration with BC Housing is required. For additional information visit www.bchousing.org or contact BC Housing toll free at 1-800-407-7757 or (604) 646-7050.
<input type="checkbox"/> A recent Title Search & Covenants	Title search is available from the SCRD for a charge of \$20.00. 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"/> Island Applications	For applications located within the Islands Trust's jurisdiction, a Riparian (RAR) Declaration form is required: https://islandstrust.bc.ca/document/riparian-declaration-form-2023/ . For additional information please contact Islands Trust at www.islandstrust.bc.ca .

*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	
RESIDENTIAL CONSTRUCTION:	COMMERCIAL & INDUSTRIAL:
<ul style="list-style-type: none"> • \$80 application fee for construction valued under \$30,000 • \$300 application fee for construction valued at \$30,000 - \$200,000 • \$750 application fee for construction valued over \$200,000 	<ul style="list-style-type: none"> • An application fee equal to approx. 25% of the permit cost as estimated at time of permit application
The application fee must be remitted at time of application and is non-refundable.	
<ul style="list-style-type: none"> • 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	
<p>SITE PLAN</p> <ul style="list-style-type: none"> • Scale drawing of property showing; <ul style="list-style-type: none"> ▪ Dimensions of property lines, scale, north arrow, legal description ▪ Existing buildings, septic field, and driveways ▪ Existing watercourses • New construction showing: <ul style="list-style-type: none"> ▪ Setbacks & road access ▪ Elevations at house corners – natural and finished <p>FOUNDATION PLAN</p> <ul style="list-style-type: none"> • 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 <p>ELEVATIONS</p> <ul style="list-style-type: none"> • Specify exterior materials • Specify floor, ceiling, top of wall heights • Show grade <p>BUILDING SECTIONS</p> <ul style="list-style-type: none"> • 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 	<p>FLOOR PLANS</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ▪ To provide adequate headroom ▪ To conform to rise and run requirements <p>DETAILS</p> <ul style="list-style-type: none"> • Provide details for ventilation of: <ul style="list-style-type: none"> ▪ Deck over living space ▪ Framed roof spaces <p>LATERAL LOAD (SEISMIC)</p> <ul style="list-style-type: none"> • Lateral load information will be required on all plans where a structural engineer is not sealing the whole drawings and providing a Schedule B