



# 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="http://www.betterhomesbc.ca/ea/">Energy Step Code</a> . Visit <a href="https://www.betterhomesbc.ca/ea/">https://www.betterhomesbc.ca/ea/</a> 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"/> <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 \$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"/> <b>Island Applications</b>	For applications located within the Islands Trust's jurisdiction, a Riparian (RAR) Declaration form is required: <a href="http://islandstrust.bc.ca/document/riparian-declaration/">islandstrust.bc.ca/document/riparian-declaration/</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	
<b>RESIDENTIAL CONSTRUCTION:</b>	\$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
<b>COMMERCIAL &amp; INDUSTRIAL:</b>	An application fee equal to approx. 25% of the permit cost as estimated at time of permit application.
<p>The application fee must be remitted at time of application and is non-refundable.</p> <p><b>*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.</b></p> <p><b>*Additional development coast charges and infrastructure fees may be applied depending on the scope of work.</b></p> <p><b><u>The total permit fee, along with all other applicable fees, must be remitted at time of Building Permit issuance.</u></b></p>	
DRAWING SPECIFICATION LIST	
<p><b>SITE PLAN</b></p> <ul style="list-style-type: none"> <li>Scale drawing of property showing;             <ul style="list-style-type: none"> <li>Dimensions of property lines, scale, north arrow, legal description</li> <li>Existing buildings, septic field, and driveways</li> <li>Existing watercourses</li> </ul> </li> <li>New construction showing:             <ul style="list-style-type: none"> <li>Setbacks &amp; road access</li> <li>Elevations at house corners – natural and finished</li> </ul> </li> </ul> <p><b>FOUNDATION PLAN</b></p> <ul style="list-style-type: none"> <li>Specify size &amp; construction of strip footings</li> <li>Specify size &amp; construction of pad footings</li> <li>Specify size, height and construction of foundation walls</li> <li>Show pad footings under point loads</li> <li>Show strip footings under bearing walls</li> </ul> <p><b>ELEVATIONS</b></p> <ul style="list-style-type: none"> <li>Specify exterior materials</li> <li>Specify floor, ceiling, top of wall heights</li> <li>Show grade</li> </ul> <p><b>BUILDING SECTIONS</b></p> <ul style="list-style-type: none"> <li>Specify construction, including interior and exterior finish of all floors, walls, roofs, decks and guardwalls.</li> <li>Clearly detail location, continuity and materials to be used for all critical barriers – air barrier(s) and vapour barrier. Must match compliance report</li> <li>Show height of walls, floors, roof slope</li> <li>Show ridge support and bearing walls</li> </ul>	<p><b>FLOOR PLANS</b></p> <ul style="list-style-type: none"> <li>Show what is new construction &amp; what is existing</li> <li>Dimension walls and spans of structural members</li> <li>Specify floor construction (joist size, spacing &amp; span)</li> <li>Show bearing walls and/or beams at ends of floor spans</li> <li>Specify roof construction (truss or joist size, spacing &amp; span)</li> <li>Show outline of roof on floor plan or as separate roof plan</li> <li>Show bearing walls and beams at ends of roof spans</li> <li>Specify beam &amp; lintel sizes</li> <li>Show bearing under beams carried down to foundations</li> <li>Specify door &amp; window sizes</li> <li>Specify type of heating and ventilation</li> <li>Indicate square foot calculation for each floor level</li> </ul> <p>Show stairs:</p> <ul style="list-style-type: none"> <li>To provide adequate headroom</li> <li>To conform to rise and run requirements</li> </ul> <p><b>DETAILS</b></p> <ul style="list-style-type: none"> <li>Provide details for ventilation of:             <ul style="list-style-type: none"> <li>Deck over living space</li> <li>Framed roof spaces</li> </ul> </li> </ul> <p><b>LATERAL LOAD (SEISMIC)</b></p> <ul style="list-style-type: none"> <li>Lateral load information will be required on all plans where a structural engineer is not sealing the whole drawings and providing a Schedule-B</li> </ul>