

## Required Documents

- Include this completed Accessory Building / Garage Permit Application Checklist with Application
- Completed Building Permit Application Form
- Completed Agent Authorization Form *(Required if property owner is not applying for permit)*
- Title Search *(Copy of title printed within 30 days of application date - include all related rights-of-way, easements and covenants) Obtained from Land Title Office or a lawyer, notary or real estate office.*
- Site Plan of Subject Property *(Provide the proposed and required setbacks of the proposed building, location of existing buildings and include existing or proposed driveway) Note: No accessory building shall be located within 1.22 m (4') of any principal building, measured from eave to eave. Zoning Bylaw 2950, s.16*
- Required Drawings  
One set of architectural plans on 11 x 17 paper or larger (no graph paper) minimum scale 3/16" = 1' for floor plan and 1/8" = 1' for elevations.
  - Foundation Plan
  - Floor Plan
  - Elevations
  - Cross Section
- Truss Documents
- Site Disclosure Statement – Required by Ministry of Environment **\*New Requirement – February 1, 2021**

## Other Possible Requirements

**Driveway Access** – An Application for Highway Access Permit form will be required if a new driveway access is required to serve the new accessory building / garage. The proposed driveway location must be shown on the site plan and include the width of the driveway and the distance from each adjacent property pin.

**Professional Surveyor** - A surveyor will be required to locate the proposed foundation if the proposed building is within 1' of a required setback and the property pins are available or if the proposed building is within 5' of a required setback and the property pins are not available.

*This checklist is intended to provide you with the minimum requirements for an Accessory Building / Garage Permit application pursuant to Sections 8 and 9 of "Building Bylaw 2003, No. 3172". One application and permit per building or structure. For more detailed information see the Residential Building Permit Application Guide.*

Your Building Permit fees are due at the time of issuance. Your permit fees are payable by cash, interact, cheque or money order *(Made payable to the Corporation of the District of North Cowichan).*

**Credit cards are not accepted.** Building permit fees are calculated on the value of construction as prescribed in "Fees Bylaw 2016, No. 3603".