

Required Documents

- Include this completed Addition 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 the Land Title Office or a lawyer, notary or real estate office.*
- Covenants, Easements and Rights-of-Way
- Site Plan of Subject Property to Scale *(Provide the proposed and required setbacks of the proposed addition)*
- 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 Layout
- Ventilation Design *(if applicable)*
- Notice of Filing for Sewerage *(if applicable)*
- Site Disclosure Statement – Required by Ministry of Environment ***New Requirement - February 1, 2021**
- Business Licence *(if applicable)*

Building Permit Fees

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"

This checklist is intended to provide you with the minimum requirements for an Addition 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.