

## Required Documents

- Include this completed Renovation 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. Available from the Land Title Office or a lawyer, notary or real estate office.)*
- Required Drawings  
One Set of Architectural Plans
  - Foundation Plan
  - Floor Plan
  - Elevations
  - Cross Section
- Truss Layout
- Hazardous Materials Report *(Required for buildings constructed prior to 1990)*
- Ventilation Design
- Notice of Filing for Sewerage *(if applicable)*
- Business Licence *(if applicable)*

*This checklist is intended to provide you with the minimum requirements for a Renovation 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"

