

Required Documents

- Include this completed Single Family Dwelling / Duplex Application Checklist with your Application Package
- 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 *Obtained from the Land Title Office or a lawyer, notary or real estate office. Document numbers are listed on Title Search.*
- Completed Application for Highway Access Form *(For approval of Driveway Access)*
- New Home Warranty or Owner Builder Authorization from BC Housing
- Site Plan of Subject Property to Scale *(Include the proposed and required setbacks of the proposed building, proposed driveway including the driveway width, distance to closest lot corner and elevation of the driveway at the street and elevation at the garage floor. Include location of sanitary sewer, storm hook-up and location of water box.)*
- 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. *(Include seismic design)*
 - Foundation Plan
 - Floor Plan
 - Elevations
 - Cross Section
- Truss Layout *(Including point loads and end reactions)*
- Ventilation Design
- Energy Advisor for BC Energy Step Code ***New Requirement – May 1, 2021**
For more information visit the North Cowichan website or www.energystepcode.ca/energy-advisors/
- Notice of Filing for Sewerage *(if applicable)*
- Site Disclosure Statement – Required by Ministry of Environment ***New Requirement - February 1, 2021**
- Business Licence *(if applicable)*

SINGLE FAMILY DWELLING / DUPLEX APPLICATION CHECKLIST

Building Permit Fees

Your Building Permit fees are due once the Building Permit is approved. 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 a Single Family Dwelling / Duplex 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, please visit the website www.northcowichan.ca.