



Municipality of North Cowichan
7030 Trans-Canada Highway
Duncan, British Columbia
V9L 6A1
T 250.746.3104
building@northcowichan.ca

Online Building Permit Application Procedure

Step 1	<p>To make a digital building permit application, submit an email to building@northcowichan.ca requesting a file upload access link, include in your email request a copy of the completed building permit application.</p> <p>Once received, your request will be processed and you will move to Step 2.</p>
Step 2	<p>You will receive an email from building@northcowichan.ca with an upload link.</p> <ul style="list-style-type: none">• The upload link is a one-time building permit document submission and must contain all the relevant building permit application information. To confirm you have all the relevant information visit the forms and resources web link below and choose your building permit application checklist type and confirm you have all the listed documentation prior to uploading.• It is your responsibility to ensure that the building permit application information is complete and correct. Your application will be reviewed by a Building Inspector. Upon review, any missing essential information will be requested and include return instructions. The permit will be put on hold until all relevant information has been received. <p>https://www.northcowichan.ca/BuildingChecklists</p> <p>Note: Closing the Upload Link completes the upload and sends notification to the Building Department.</p>
Step 3	<p>Send an email to building@northcowichan.ca that you have completed uploading your required documents.</p>
Please Note	<p>Additional documents may be required.</p>