

## How to apply for a Building Permit:

Building Permit application forms and checklists are available on the website [www.northcowichan.ca](http://www.northcowichan.ca) and at the Municipal Office. Once you have completed the application form(s) and gathered the required documents, you may submit a digital or paper application package using one of the following methods:

- Request a file upload link by emailing the completed Building Permit application to [building@northcowichan.ca](mailto:building@northcowichan.ca)
- In-Person at the Municipal Office
- Drop Box located at the lower floor entrance of the Municipal Office

## How to pay for a Building Permit:

Once your Building Permit application has been reviewed and approved, you will receive an email to advise that your permit is ready. The email will include an attached fee slip with the permit fee. You may choose one of the following payment options:

- Mail a cheque with the fee slip to the attention of the Building Department.
- Drop off a cheque, with the fee slip, in the mail-slot at the Municipal Office (to the left of the main entrance door).
- In-Person by cheque, debit or cash with the fee slip at the Building Department.
- Online Banking – Please select “North Cowichan – A/R” as the payee and use the folder number on the fee slip BP00\_\_\_\_ as the account number to identify what you are paying. We request that you email a copy of your fee slip to [finance@northcowichan.ca](mailto:finance@northcowichan.ca) and copy [building@northcowichan.ca](mailto:building@northcowichan.ca) when payment is made. In some cases, you may need to contact your financial institution for vendor account formatting. Please be aware that online payments are not always received the next business day.

## How to *pick-up* a Building Permit:

Due to COVID-19 protocols, Building Permit packages are no longer available for pick-up at the Municipal Office. Once the permit payment has been processed, the Building Inspector will be notified. The Building Inspector will then send you the permit to sign digitally and forward the Building Permit package to you via email. Please Note: If document file size is too large to send via email, you will be provided with a link to retrieve the files.


## How to request a Building Inspection:

To schedule an inspection, please call 250-746-3102 and provide the following information:

- Site address
- Building permit number
- Type of inspection required
- Your preferred contact name and number

Requests received prior to 4pm will be scheduled for the next business day, and requests received after this cut-off will be scheduled for the day after the next business day.

Please Note: Inspections are scheduled for a day – not a specific time. For more details, please read the full notice on the website at [www.northcowichan.ca](http://www.northcowichan.ca).

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