

Required Documents

- Include this completed Legitimizing a Secondary Suite Application Checklist with your Application Package
- Completed Building Permit Application Form
- Include the Onsite Inspection Report provided by the Building Inspector
- 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)*
**Obtained from the Land Title Office, a lawyer, notary or real estate office.*
- Ventilation Design *(Specify how suite will be ventilated – passive or mechanical)*
- Principle Heating Type *(Forced Air, Electric, Ductless Heat-Pump, In-floor Radiant)*
- Hazardous Materials Report *(Applies to buildings constructed prior to 1990, if modifications are required)*
- Floor Plan *(Must include all information found on the Sample Plan)*
- Site Plan *(Must include all information shown on the Sample Site Plan)*

To Submit an Application

Digital Application – To submit all application documents digitally, email the completed application form to building@northcowichan.ca and request an upload link. You will be provided with the upload link and instructions by return email.

Hard Copy Application – Hard copy building permit applications can be submitted in person at the Building Department front counter *(address listed above)*.

Building Permit Fees

Your Building Permit fees are due once the Building Permit is approved. Your permit fees are payable by cash, interact, cheque *(Payable to the Corporation of the District of North Cowichan)* or online banking using North Cowichan A/R and the BP# as the account reference. Please notify us if you use the online banking option. **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 Legitimizing a Secondary Suite 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.