

This checklist is intended to provide you with the minimum requirements for a Moving / Relocation Permit application for the moving of a building or structure pursuant to Section 17 of "Building Bylaw 2003, No. 3172". (One application and permit per building or structure)

- Completed Building Permit Application (***Fillable printable form available online***)
- Completed Agent Authorization Form (***Required if property owner is not applying for permit***)
- Certification from a registered professional that the building or structures meets the requirements of the BC Building Code and other applicable codes, standards and enactments
- Report by a qualified appraiser shows that the building(s) appraised value, after it is moved, will at least equal the average assessed value, according to the British Columbia Assessment Authority, of the residential buildings within 61 m (200 ft.) of the land to which the building is to be moved.
- Title Search (***Copy of title must be requested from land title office within 30 days of application and include all related rights of way, easements and covenants***)
- Required Drawings - two complete sets of plans 1/4" = 1' scale including
 - Floor Plan
 - Foundation Plan
 - Elevations
 - Cross Section
- Site Plan of Subject Property (***Provide the proposed and required setbacks of the building to be relocated, include existing or proposed driveway***)
- Application for Highway Access Permit (***Driveway Access Permit - Bylaw 2261***)
- Route Plan (***Provide a copy of the planned route for Engineering Department review and approval if moving dwelling on municipal roads***)

WorkSafeBC REQUIREMENTS

WorkSafeBC regulations require that a hazardous material assessment be completed prior to the moving of any building or structure constructed prior to 1990. (***For further information and requirements, contact WorkSafeBC at 1-888-621-7233 or go to <https://www.worksafebc.com/en/health-safety/hazards-exposures/asbestos/think-asbestos>***)

- Hazardous Materials Assessment Report (***If building constructed prior to 1990***)
- Notice of Project (***Asbestos Number***)
- Hazardous material clearance letter confirming that hazardous materials have been removed.

BUILDING PERMIT FEES

Your moving 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"
- \$5,000 bonding / security as prescribed in "Building Bylaw 2003, No. 3172" (***Released when all work is completed to the satisfaction of the Chief Building Inspector***)

★ **Note:** The building owner is responsible to comply with all applicable bylaws and amendments thereto, of the District of North Cowichan and all other laws now in force or which may hereafter come into force, including the *Commercial Transportation Act* and *Motor Vehicle Act's* provisions regarding moving buildings and structures. If you have any questions or require clarification, please contact the Building Department at 250.746.3104. **Submission of your completed application form does not guarantee issuance of your building permit.**