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## Required Documents

- Include this completed New Secondary Suite 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)*  
*\*Obtained from the Land Title Office, a lawyer, notary or real estate office.*
- Floor Plan *(Must provide all information found on the Sample Plan)*
- Site Plan *(Include all information shown on the Sample Site Plan)*
- Ventilation Design
- Hazardous Materials Report *(Applies to buildings constructed prior to 1990, if modifications are required)*

## To Submit an Application

Digital Application – To submit all application documents digitally, email the completed application form to [building@northcowichan.ca](mailto: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 a New 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](http://www.northcowichan.ca).*

