

DECOMMISSIONING A SECONDARY SUITE APPLICATION CHECKLIST

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This checklist provides you with the minimum requirements for a Decommissioning a Secondary Suite Permit application. For more information see the Guide to Decommissioning a Secondary Suite.

- ☐ Building Permit Application Form
- ☐ Agent Authorization Form - Required if property owner is not applying for permit.
- ☐ Title Search - Copy of title printed within 30 days of application date.
- ☐ Scope of work
- ☐ Gas or Electrical Permit Status Notification from [Technical Safety BC](#) – Required if Electrical or Gas alterations are done.

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. Staff will provide you with the upload link and instructions by return email.

Hard Copy Application – Hard copy building permit applications are submitted in person at the Building Department front counter at the Municipal Hall.

One application and permit are required for each building or structure.

Building Permit Fees

Your Building Permit fees are due once the Building Permit is approved. Your permit fees are payable by cash, online banking, credit card, cheque or money order (Made payable to the Municipality of North Cowichan). Building permit fees are calculated on the value of construction as prescribed in "Fees Bylaw 2016, No. 3603"

Required Inspections

A Final Inspection will be required.

This checklist is intended to provide you with the minimum requirements for Decommissioning a Secondary Suite application pursuant to Sections 8 and 9 of "Building Bylaw 2003, No. 3172".

