

- ☐ Addition Permit Application Checklist
- ☐ Building Permit Application Form
- ☐ Planning Compliance Form
- ☐ Engineering Compliance 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 - include all related rights-of-way, easements and covenants. Obtained from the Land Title Office or a lawyer, notary or real estate office.)*
- ☐ Covenants, Easements and Rights-of-Way *(Obtained from the Land Title Office or a lawyer, notary or real estate office.)*
- ☐ Site Plan of Subject Property to Scale *(Provide the proposed and required setbacks of the proposed addition)*
- ☐ Required Drawings
One set of architectural plans on 11 x 17 or larger, minimum scale 3/16" = 1' for floor plan and 1/8" – 1' for elevations.
 - ☐ Foundation Plan
 - ☐ Floor Plan
 - ☐ Elevations
 - ☐ Cross Section
- ☐ Truss Layout
- ☐ Site Disclosure Statement *(Required by Ministry of Environment)*
- ☐ Ventilation Design *(if applicable)*
- ☐ Notice of Filing for Sewerage *(if applicable)*
- ☐ Business Licence *(if applicable)*

Building Permit Fees

Your Building 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)*. Building permit fees are calculated on the value of construction as prescribed in "Fees and Charges Bylaw".

This checklist is intended to provide you with the minimum requirements for an Addition Permit application pursuant to Sections 8 and 9 of the "Building Bylaw". One application and permit per building or structure.