

BUILDING PERMIT APPLICATION CHECKLIST

Commercial/Multi-Family/Industrial

Part 3 Buildings

This checklist provides the requirements for a Building Permit application for Commercial, Multi-Family, and Industrial buildings falling under Part 3 of the *BC Building Code*. Part 3 Buildings are buildings classified as Group A, B or F-1, or exceeding 600m² in building area or exceeding three storeys in building height and have major occupancies classified as Group C (residential), D (office/service), E (retail), or F-2, F-3 (medium- and high-hazard industrial).

Required Items

- Completed Planning Compliance Form** *New Requirement - October 3, 2022
- Completed Engineering Compliance Form** *New Requirement – May 2, 2023
- Completed Building Permit Application Form**
- Proof of Property Ownership** – current copy of Title Search (30 days old or less)
 - Covenants, easements and/or rights-of-way registered on title
- Building Code Review** – Completed by an Architect, Professional Engineer or Building Designer
- Coordinating Registered Professional (Architect/P.Eng.) Letter of Assurance** (Schedule A)
- Architectural Drawings** – 1 set or digital
 - Letters of Assurance (Schedule B)
 - Site Plan and Parking Layout – 1 set or digital
 - Landscaping working drawings and estimate – 2 copies
- Structural Drawings** – 1 sealed set or digital – when the structural design is beyond Part 9 of the *BC Building Code*
 - Letters of Assurance (Schedule B)
 - A confirmation letter stating that the “Structural Design Review” as per the Professional Practice Guideline of Engineers and Geoscientists of BC has been conducted.
- Mechanical Drawings** – 1 sealed set or digital, complying with ASHRAE standard 90.1 (2010) or NRCC 54435 “National Code of Canada for Buildings”, except residential portions of up to 4 storey buildings
 - Letters of Assurance (Schedule B)
- Plumbing Drawings** – 1 set or digital
 - Letters of Assurance (Schedule B)
- Electrical Drawings** – 1 set or digital (fire alarm and emergency lighting)
 - Letters of Assurance (Schedule B)
- Fire Suppression Drawings (Sprinkler Drawings)** – 1 sealed set or digital
 - Letters of Assurance (Schedule B)
 - Hydraulic calculations – 1 sealed set
- Civil Drawings** – 1 sealed set
 - Design of on-site servicing
 - Design of off-site servicing and access
 - Erosion and Sediment Control Plan
 - Letters of Assurance (Schedule B: Plumbing Item 4.2, Site Services)
- Geotechnical Report** – 1 sealed original, 1 copy
 - Letters of Assurance (Schedule B)
- Development Permit #** _____

Additional items that may be required:

- | Required | Submitted | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Appointment of Agent – if applicant is other than the owner |
| <input type="checkbox"/> | <input type="checkbox"/> | Alternative Solutions Reports – 1 sealed copy <ul style="list-style-type: none"> <input type="checkbox"/> Letter of Assurance (Schedule B) |
| <input type="checkbox"/> | <input type="checkbox"/> | BC Housing registration documents for residential occupancies (documents are required prior to Building Permit issuance) |

Additional Building Permits will be required for the following:

- Signage**
- Tenant Improvements**
- Demolition or renovation of existing buildings**

Please note that incomplete applications will be returned to the applicant

Completed by _____

Phone/email _____

If you have any questions or require clarification, please contact our office at 250-746-3104. This guideline should not be used as a substitute for existing building codes and other regulations. The building owner is responsible for compliance with all codes, bylaws and other regulations whether or not described in this guideline.

Supporting Documentation/Forms:

Architectural Plans

All Part 3 buildings require plans sealed by an Architect, with the exception of simple industrial buildings which can be sealed by an Engineer. An Architectural Letter of Assurance (Schedule B) must accompany all plans, whether they are sealed by an Architect or by an Engineer.

Appointment of Agent

This is required if someone other than the registered owner or Coordinating Registered Professional is to apply for the Building Permit. Please see the "Agent Authorization" form on our website.

Alternative Solution Report

This is required if an alternative solution is proposed to comply with a requirement of the *BC Building Code*. This is typically developed by a Fire Protection Engineer specializing in Code Analysis.

BC Building Code Analysis

This is completed by the Architect or Engineer, depending on the complexity of the building.

Building Permit (BP) Fees

Permit fees are based on the market value of construction as follows: value not exceeding \$5000 - \$100; value between \$5000 and \$100,000 - \$100 for the first \$5000 plus \$10 per \$1000 over \$5000; value over \$100,000 - \$1050 for the first \$100,000 plus \$7 per \$1000 over \$100,000. Additional fees, including those for plumbing, on-site servicing can be found in "Fees Bylaw", Bylaw 3603, available on our website.

Bonding (Security)

Prior to the issuance of the Building Permit, bonding is typically required for Landscaping and Works and Services. Bonding amounts are based on the value of the work to be done and will be released or reduced when the work and landscaping are completed to the satisfaction of North Cowichan.

Civil Drawings

Sealed drawings are required for on-site works including drainage from parking areas and off-site works, if required (see Works and Services).

Coordinating Registered Professional (CRP)

In accordance with the duties of a CRP, it is the responsibility of the CRP to collect and submit all Schedule A, B and Ds with the BP application and Schedule C at project completion. All correspondence will be directed to the CRP with copies to the owner.

Development Cost Charges (DCCs)

Applicable on most projects. DCCs are calculated on the gross floor area (GFA) and vary according to use. For further information, see "Development Cost Charges Bylaw", Bylaw 3460, available on our website.

Development Permit (DP)

Applicable to most new construction and alterations and/or additions to Part 3 Buildings. These are to be coordinated with our Planning Department staff. DPs must be approved prior to the issuance of a Building Permit.

Geotechnical Report

A Geotechnical Report is required for all proposed developments. Registration of a covenant on Title may be required for subsidence, flood, landslip or erosion, depending on the content of the report. See our "Guidelines for the Preparation of Geotechnical Reports" for more details.

Mechanical Drawings and Letters of Assurance (Schedule B)

Sealed drawings and Letters of Assurance are required for all complex projects and projects with ventilation/heating systems serving more than one suite or floor.

Site Plan

A property site survey that is scaled and dimensioned to show all property lines, rights-of-way, easements, setbacks as well as the location of proposed and existing buildings, parking layout, accesses from the street, natural boundary, top of bank and leave strips of watercourses and wetlands. A survey from a BC Land Surveyor is required for layout of multi-family sites and any proposed buildings located within 6' of any required setback or as required by Building Inspection staff.

Works and Services (W&S)

Applicable on most projects, the provision of Works and Services is a condition of the issuance of a Building Permit. For further information, see "A Bylaw to Require the Provision of Works and Services Upon Subdivision Approval or Issuance of a Building Permit", Bylaw 2275 available on our website.