

DETACHED GARAGE / ACCESSORY BUILDING APPLICATION CHECKLIST

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- ☐ Detached Garage / Accessory Building 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 building, location of existing buildings and include existing or proposed driveway) Note: No accessory building shall be located within 1.22 m (4') of any principal building, measured from eave to eave. Zoning Bylaw 2950, s.16*
- ☐ Required Drawings

One set of architectural plans 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)*
- ☐ Business Licence *(if applicable)*

Other Possible Requirements

Driveway Access – An Application for Highway Access Permit form must be submitted if a new driveway access is required to serve the new detached garage / accessory building. The proposed driveway location must be shown on the site plan and include the width of the driveway and the distance from each adjacent property pin.

Professional Surveyor – A surveyor will be required to locate the proposed foundation if the proposed building is within 1' of a required setback and the property pins are available or if the proposed building is within 5' of a required setback and the property pins are not available.

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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*). Credit cards are not accepted. Building permit fees are calculated on the value of construction as prescribed in the "*Fees and Charges Bylaw*".

This checklist is intended to provide you with the minimum requirements for a Detached Garage / Accessory Building Permit application pursuant to Sections 8 and 9 of the "Building Bylaw". One application and permit per structure.

