
Applies to new decks, deck replacements and deck expansions.

- ☐ Deck Permit Application Checklist
- ☐ Building Permit Application Form
- ☐ Planning Compliance Form *(Required for new decks and decks that are being made larger)*
- ☐ 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 new deck or proposed deck expansion)*
- ☐ Required Drawings
One set of plans 11 x 17 or larger, minimum scale 3/16"=1' for floor plan and 1/8"=1' for elevations.
 - ☐ Footing Plan
 - ☐ Floor Plan
 - ☐ Cross Section
- ☐ Truss Layout *(if applicable)*
- ☐ Site Disclosure Statement *(Required by Ministry of Environment)*
- ☐ 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 the "Fees and Charges Bylaw".

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

