



BC Energy Step Code Update

North Cowichan Council has officially adopted the Energy Step Code Policy and Bylaw, which mandates that all new construction must comply with Step 2 of the BC Energy Step Code as of May 1, 2021.

We have also launched a Step Code Rebate Incentive Program to encourage builders to voluntarily meet step 2 (or better) of the BC Energy Step Code. On August 20, the Building Department held an online information session about the BC Energy Step Code and North Cowichan's new Step Code Rebate Incentive program. If you missed out on this session, you can catch the replay on our website.

Watch a video recording of this session at www.northcowichan.ca/stepcode

Second Info Session!

Join us on Thursday, October 29 from 5:00 – 7:00 pm for a second online information session!

Email building@northcowichan.ca to RSVP and we will send you the meeting link.

Important Update: Online Building Permit Applications

We recently provided the option to submit building permit applications via an upload link on our website. This has eliminated the in-person review of the permit application

We want to hear from you!

Building Permit Process

The Building Department will be holding an information session later in the year relating to the building permit process. The session will provide an opportunity for local industry stakeholders to have an inside look at this process. We also want to hear from you about how the process could be improved. *Stay tuned for more information!*

Questions or concerns?

Send us an email!

building@northcowichan.ca

(and documentation) that typically accompanies the submission of an application.

Now that these digital applications are uploaded directly without review, we are finding the majority are being submitted **without** the checklist of required documentation, even though this checklist is sent to applicants with the upload link.

When the Building Department accepts the uploaded documents and creates a building permit file, the building permit process has not yet begun. Going forward, the building inspector will review applications once they are uploaded and if any of the required documentation is missing, the application will be rejected and an email will be sent to the applicant informing them of the missing required information.

The upload link will remain open with the previously submitted documents saved until all the relevant information has been uploaded. **If this has not occurred within four weeks, the upload link will close and the previously submitted documents will be lost.** The applicant will then need to request a new upload link and re-submit *all* required documents.

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