

## Required Documents

- Completed Planning Compliance Form **\*New Requirement – October 3, 2022**
- Completed Engineering Compliance Form **\*New Requirement – May 3, 2023**
- Completed Legitimizing a Secondary Suite Application Checklist
- Completed Building Permit Application Form
- Completed Agent Authorization Form *(Required if property owner is not applying for permit)*
- Onsite Inspection Report provided by the Building Inspector
- Title Search *(Copy of title printed within 30 days of application date)*  
*\*Obtained from the Land Title Office, a lawyer, notary or real estate office.*
- Ventilation Design *(Specify how suite will be ventilated – passive or mechanical)*
- Principle Heating Type *(Forced Air, Electric, Ductless Heat-Pump, In-floor Radiant)*
- Hazardous Materials Report *(Applies to buildings constructed prior to 1990, if modifications are required)*
- Floor Plan *(Must include all information found on the Sample Plan)*
- Site Plan *(Must include all information shown on the Sample Site Plan / Additional On-Site Parking Space)*

### To Submit an Application

Digital Application – To submit all application documents digitally, email the completed application form to building@northcowichan.ca and request an upload link. You will be provided with the upload link and instructions by return email.

Hard Copy Application – Hard copy building permit applications can be submitted in person at the Building Department front counter *(address listed above)*.

### Building Permit Fees

Your Building Permit fees are due once the Building Permit is approved. Your permit fees are payable by cash, interact, cheque *(Payable to the Corporation of the District of North Cowichan)* or online banking using North Cowichan A/R and the BP# as the account reference. Please notify us if you use the online banking option. **Credit cards are not accepted.** Building permit fees are calculated on the value of construction as prescribed in "Fees Bylaw 2016, No. 3603". *This checklist is intended to provide you with the minimum requirements for Legitimizing a Secondary Suite application pursuant to Sections 8 and 9 of "Building Bylaw 2003, No. 3172". One application and permit per building or structure. For more detailed information, please visit the website www.northcowichan.ca.*