

BUILDING PERMIT APPLICATION

7030 Trans-Canada Highway, Duncan BC V9L 6A1
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Please print

Date: _____

Site Address (if assigned): _____

Legal Description: _____

Permit Information

Construction Type:

- ☐ New Construction
- ☐ Alteration/Repair
- ☐ Other:

Number of Retaining Walls proposed:

- Over 2 m _____
- Over 1.2 m _____
- Under 1.2 m _____

Building permits are required for any retaining wall over 1.2 m in height

A building permit must be obtained prior to the construction of any retaining wall over 1.2 m in height. Multiple retaining walls over 1.2 m in height **will require separate building permits** except where they form a single terraced retaining wall system.

Retaining Wall Type:

- ☐ Single retaining wall
- ☐ Terraced retaining wall system*

Terraced Retaining Wall Systems*

If a retaining wall is part of a retaining wall system, the distance between the two inner wall faces is equal to (or greater than) the height of the tallest wall. The horizontal separation between terraced retaining walls must not be less than the height of the retaining wall with the greater height. Where the horizontal separation between retaining walls is less than 5x the height of the retaining wall with the greatest height, the retaining walls shall be considered to be components of a single terraced retaining wall system.

Retaining wall height(s) (m):

If terraced, it will have more than one height.

Retaining Wall Height

The retaining wall's height needs to comply with the zoning bylaw regulations for front yard, side yard, rear yard setbacks, and vision clearance provisions for any property located on a corner lot. Any proposed retaining walls over the maximum permitted 2m height limit will require a reduction in height or a variance.

Retaining Wall Location – confirmation that wall is not located:

- within any right-of-way, easement, or covenant areas: ☐ Yes ☐ No
- on or over a property line: ☐ Yes ☐ No

Retaining Walls on Site Plan – confirmation of the following:

- retaining walls clearly identified on site plan: ☐ Yes ☐ No
- cross sectional drawing of any retaining wall over 1.2 m: ☐ Yes ☐ No

Does retaining wall require engineering oversight?

☐ Yes ☐ No

If yes, Schedule B and Schedule C-B are required.

Engineered Sealed Drawings with Letters of Assurance

Retaining walls greater than 1.2 m in height will require engineering oversight (designed and inspected by a registered professional) including letters of assurance in the form of a Schedule B (field review and oversight by registered professional) and Schedule C-B (final report and sign off by registered professional).

Will Guardrails be installed?

☐ Yes ☐ No

Guardrail Installation on Retaining Walls

It is the responsibility of the property owner to install guardrails, as appropriate, to minimize falling hazards associated with retaining walls. These guardrails, if installed, must adhere to Section 9.8.8 of the BC Building Code. It's important to note that the height of these guardrails is not included into the overall height of the retaining wall.

Contact Information

Applicant/Owner

If the applicant is other than the property owner, attach a completed Agent Authorization form

Name:

_____ *name or business name (if applicable, including contact person)*

Address:

_____ *house number/street*

_____ *city*

_____ *province*

_____ *postal code*

e-mail:

Phone:

Cell:

I hereby confirm that the information supplied in support of this application is true and correct:

_____ ***Owner or Agent's Signature***

Retaining Wall Information

For comprehensive information on retaining walls, please refer to [Section 19.2 of the Building Bylaw](#) and [Section 37.2 of the Zoning Bylaw](#). In addition, a detailed guide on the subject can be found in our [Retaining Wall Handbook](#). These resources provide a thorough understanding of the regulations and best practices related to retaining wall construction.