

BUILDING PERMIT APPLICATION CHECKLIST

Commercial/Multi-Family/Industrial
(Applicable to Part 9 Buildings)

This checklist provides the requirements for a Building Permit application for Commercial, Multi-Family, and Industrial buildings falling under Part 9 of the *BC Building Code*. Part 9 Buildings are 3 storeys or less, have a building area less than 600m² and have major occupancies classified as Group C (residential), D (office/service), E (retail), or F-2, F-3 (medium- and low-hazard industrial).

Required Items

- ☐ **Planning Compliance Form**
- ☐ **Engineering Compliance Form**
- ☐ **Building Permit Application**
- ☐ **Proof of Property Ownership** – current copy of Title Search (30 days old or less)
 - ☐ Covenants, easements and/or rights-of-way registered on title
- ☐ **Architectural Drawings** – 1 set
 - ☐ Site Plan and Parking Layout – 1 set
 - ☐ Landscaping working drawings and estimate – 1 copy
 - ☐ *BC Building Code* analysis
- ☐ **Structural Drawings** – 1 sealed set – when the structural design is beyond Part 9 of the *BC Building Code*
 - ☐ Letters of Assurance (Schedule B)
- ☐ **Geotechnical Report** – 1 sealed original, when site conditions warrant (i.e. steep slope, fire hazard etc.)
 - ☐ Letters of Assurance (Schedule B) – when field review is recommended within the Geotechnical Report or the building site falls outside the scope of Part 9.
- ☐ **Civil Drawings** – 1 sealed set
 - ☐ Design of on-site servicing
 - ☐ Design of off-site servicing and access
 - ☐ Engineering requirements checklist
 - ☐ Erosion and Sediment Control Plan
 - ☐ Letters of Assurance (Schedule B: Plumbing Item 4.2)
- ☐ **Fire Suppression Drawings** – 1 sealed set
 - ☐ Hydraulic calculations – 1 sealed set
 - ☐ Letters of Assurance (Schedule B)
- ☐ **Truss, floor and beam layout for engineered products** (unless detailed on the plans) – sealed by a Structural Engineer
- ☐ **BC Energy Step Code Pre-Construction Report** - Provided by a qualified Energy Advisor
- ☐ **Isometric Plumbing Drawings** – if plumbing is not under an Engineer's design and field review
- ☐ **Development Permit #** _____

Additional items that may be required:

- | Required | Submitted | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Appointment of Agent – if applicant is other than the owner or Coordinating Registered Professional |
| ☐ | ☐ | Coordinating Registered Professional (Architect/P.Eng.) |
| ☐ | ☐ | ☐ Letter of Assurance (Schedule A) |
| ☐ | ☐ | Architectural Drawings – 1 sealed set |
| ☐ | ☐ | ☐ Letter of Assurance (Schedule B) |
| ☐ | ☐ | Electrical Drawings – 1 sealed set – when a fire alarm system is installed |
| ☐ | ☐ | ☐ Letter of Assurance (Schedule B) |
| ☐ | ☐ | Mechanical Drawings – 1 sealed set |
| ☐ | ☐ | ☐ Letter of Assurance (Schedule B) |
| ☐ | ☐ | Alternative Solutions Reports – 1 sealed copy |
| ☐ | ☐ | ☐ Letter of Assurance (Schedule B) |
| ☐ | ☐ | BC Housing registration documents for residential occupancies (documents are required prior to Building Permit issuance) |

Additional Building Permits will be required for the following:

- ☐ **Signage**
- ☐ **Tenant Improvements**
- ☐ **Demolition or renovation of existing buildings**

Please note that incomplete applications will be returned to the applicant

Completed by _____

Phone/email _____

If you have any questions or require clarification, please contact our office at 250-746-3105. This guideline should not be used as a substitute for existing building codes and other regulations. The building owner is responsible for compliance with all codes, bylaws and other regulations whether or not described in this guideline.

Supporting Documentation/Forms:

Architectural Plans

Part 9 buildings require sealed plans if they are of complex design, have common egress systems, fire walls or have more than 4 residential units. An Architectural Letter of Assurance (Schedule B) must accompany sealed plans.

Appointment of Agent

This is required if someone other than the registered owner or Coordinating Registered Professional is to apply for and/or pick up the Building Permit. Please see the "Agent Authorization" form on our website.

Alternative Solution Report

This is required if an alternative solution is proposed to comply with a requirement of the *BC Building Code*. This is typically developed by a Fire Protection Engineer specializing in Code Analysis.

BC Building Code Analysis

This is completed by the Architect or Engineer, depending on the complexity of the building.

Building Permit (BP) Fees

Permit fees are based on the market value of construction as follows: value not exceeding \$5000 - \$100; value between \$5000 and \$100,000 - \$100 for the first \$5000 plus \$10 per \$1000 over \$5000; value over \$100,000 - \$1050 for the first \$100,000 plus \$7 per \$1000 over \$100,000. Additional fees, including those for plumbing, on-site servicing can be found in "Fees and Charges Bylaw", available on our website.

Bonding (Security)

Prior to the issuance of the Building Permit, bonding is typically required for Landscaping and Works and Services. Bonding amounts are based on the value of the work to be done and will be released or reduced when the work and landscaping are completed to the satisfaction of North Cowichan.

Civil Drawings

Sealed drawings are required for on-site works including drainage from parking areas and off-site works, if required (see Works and Services)

Coordinating Registered Professional (CRP)

A CRP is required when 3 or more professionals are involved, or as required by Building Inspections. In accordance with the duties of a CRP, it is the responsibility of the CRP to collect and submit all Schedule A, B and Ds with the BP application and Schedule C at project completion.

Development Cost Charges (DCCs)

Applicable on most projects. DCCs are calculated on the gross floor area (GFA) and vary according to use (i.e. residential, commercial, industrial etc.). For further information, see "Development Cost Charges Bylaw", available on our website.

Development Permit (DP)

Applicable to most new construction and alterations and/or additions to Part 9 Buildings. These are to be coordinated with our Planning Department staff. DPs must be approved prior to the issuance of a Building Permit.

Geotechnical Report

A Geotechnical Report will be required if the building site includes, steep slope, risk of flood, or other unusual site conditions. A Schedule B for design and field review will be required if recommended in a Geotechnical Report or if the building site falls outside the scope of Part 9. Registration of a covenant on Title may be required for subsidence, flood, landslide or erosion, depending on the content of the report.

Isometric Plumbing Drawings

These are typically drawn by a plumber and must include the location and size of every drain, trap, and cleanout on a building storm drain, soiled waste and vent pipe systems as well as the potable water distribution including pipe sizes and valves.

Mechanical Drawings and Letters of Assurance (Schedule B)

Sealed drawings and Letters of Assurance are required for all complex projects and projects with ventilation/heating systems serving more than one suite or floor.

Site Plan

A property site survey that is scaled and dimensioned to show all property lines, rights-of-way, easements, setbacks as well as the location of proposed and existing buildings, accesses from the street, natural boundary, top of bank and leave strips of watercourses and wetlands. A survey from a BC Land Surveyor is required for layout of multi-family sites and any proposed buildings located within 6" of any required setback or as required by Building Inspection staff.

Works and Services (W&S)

Applicable on most projects, the provision of Works and Services is a condition of the issuance of a Building Permit. For further information, see the "Works and Services Bylaw", available on our website.



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Commercial/Multi-Family/Industrial *continued*
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