

This checklist is intended to provide you with the minimum requirements for a Moving / Relocation Permit application for moving a building or structure pursuant to Section 17 of "Building Bylaw 2003, No. 3172". (One application and permit per building or structure.)

- Moving Permit Application Checklist
- Building Permit Application Form
- Planning Compliance Form
- Engineering Compliance Form
- Agent Authorization Form (*Required if property owner is not applying for permit*)
- Certification from a registered professional that the building or structure meets the requirements of the BC Building Code and other applicable codes, standards and enactments.
- Report by a qualified appraiser showing that the building's appraised value, after it is moved, will at least equal the average assessed value, according to the British Columbia Assessment Authority, of the residential buildings within 61 meters (200 feet) of the land to which the building is to be moved.
- 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, lawyer, notary or real estate office.*)
- Covenants, Easements and Rights-of-Way (*Obtained from the Land Title Office, lawyer, notary or real estate office.*)
- Site Plan of Subject Property to Scale (*Provide proposed location of building to be moved-on, including required setbacks, existing or proposed driveway or provide plan showing location of building to be moved-off of the property.*)
- Required Drawings
One set of architectural plans on 11 x 17 or larger, minimum scale 3/16" = 1' for floor plan and 1/8" = 1' for elevations.
 - Foundation Plan
 - Floor Plan
 - Elevations
 - Cross Section
- Site Disclosure Statement (*Required by Ministry of Environment*)
- Ventilation Design
- Application for Highway Access Permit (*Driveway access permit and services review – Bylaw 2261*)
- Route Plan (*Provide a copy of the planned route for Engineering Department review and approval if moving building on municipal roads*)
- Notice of Filing for Sewerage (*if applicable*)
- Business Licence (*if applicable*)

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MOVING PERMIT APPLICATION CHECKLIST

WorkSafeBC REQUIREMENTS

WorkSafeBC regulations require that a hazardous materials assessment be completed prior to the moving of any building or structure constructed prior to 1990. (For further information and requirements, contact WorkSafeBC at 1-888-621-7333 or go to [Restoration, renovation & demolition - WorkSafeBC](#))

- Hazardous Materials Assessment Report (For *buildings constructed prior to 1990*)
- Notice of Project (*Asbestos Number from WorkSafeBC*)
- Hazardous Materials Clearance Letter (*Confirming that hazardous materials have been removed*)

BUILDING PERMIT FEES

Your moving permit fees are due once the Building Permit is approved and payable by cash, interact, cheque or money order. (*Made payable to the Corporation of the District of North Cowichan*).

- Building Permit Fees (*Calculated on the value of construction as prescribed in "Fees and Charges Bylaw"*)
- \$5,000 Bond / Security Deposit
As prescribed in the "Building Bylaw" – Released when all work is completed to the satisfaction of the Chief Building Inspector.

Note: The building owner is responsible to comply with all applicable bylaws and amendments thereto, of the District of North Cowichan and all other laws now in force or which may hereafter come into force, including the *Commercial Transportation Act* and *Motor Vehicle Act's* provisions regarding moving buildings and structures. If you have any questions or require clarification, please contact the Building Department at 250.746.3105 or by email at building@northcowichan.ca.

