

RENOVATION APPLICATION CHECKLIST

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- ☐ Renovation Application Checklist
 - ☐ Building Permit Application Form
 - ☐ Planning Compliance Form *(if applicable)*
 - ☐ Engineering Compliance Form *(if applicable)*
 - ☐ Agent Authorization Form *(Required if property owner is not applying for permit)*
 - ☐ Title Search *(Copy of title printed within 30 days of application date. Available from the Land Title Office or a lawyer, notary or real estate office.)*
 - ☐ Required Drawings - One set of plans
 - ☐ Foundation Plan
 - ☐ Floor Plan
 - ☐ Elevations
 - ☐ Cross Section
 - ☐ Truss Layout *(if applicable)*
 - ☐ Scope of work
 - ☐ Hazardous Materials Report *(Required for buildings constructed prior to 1990)*
 - ☐ Ventilation Design *(if applicable)*
 - ☐ Notice of Filing for Sewerage *(if applicable)*
 - ☐ Business Licence *(if applicable)*

This checklist is intended to provide you with the minimum requirements for a Renovation Permit application pursuant to Sections 8 and 9 of "Building Bylaw". One application and permit per building or structure. For more detailed information see the Residential Building Permit Application Guide.

Your Building Permit fees are due at the time of issuance. Your permit fees are payable by cash, interact, cheque or money order *(Made payable to the Corporation of the District of North Cowichan)*. Building permit fees are calculated on the value of construction as prescribed in "Fees and Charges Bylaw".

