



## COWICHAN VALLEY REGIONAL DISTRICT

### DEVELOPMENT SERVICES DEPARTMENT

175 Ingram Street, DUNCAN BC V9L 1N8

Tel: 250.746.2620; Fax: 250.746.2621

## GENERAL REQUIREMENTS FOR BUILDING PERMIT APPLICATIONS

1. A recent copy of the **State of Title Certificate** and copies of all easements, rights of way and covenants.
2. **It is recommended you speak to a Planner before beginning your project.**
3. The building permit application must:
  - (a) Be signed by the owner and if applicable owner's agent.
  - (b) Include details of the description of work.
4. The building permit application must include **2 printed copies and if possible 1 digital copy** of the specifications and scale drawings of the proposed construction showing:
  - (a) The dimensions of the building.
  - (b) The proposed use of each room or floor area.
  - (c) All brace wall band and brace wall panel locations as per 9.23.13 of 2018 BCBC.
  - (d) The dimensions of the land on which the building will be situated.
  - (e) Site plan showing setbacks to proposed and existing buildings with access routes.
  - (f) Mechanical ventilation design by qualified contractor.
  - (g) *Riparian Areas Regulations Declaration*.
5. The building permit application may also require the following:
  - (a) Preliminary truss layout from the manufacturer with all point loads shown and **factored**.
  - (b) Preliminary beam and floor joist layout if engineered products are proposed with **factored** loads.
  - (c) *Hazardous Material Survey and Risk Assessment* for buildings built prior to 1991.
6. The building permit application **MAY** require:
  - (a) Registration with **Homeowner Protection Office (HPO)** on **NEW** dwelling units:

Homeowner Protection Office	Tel: 604.646.7050 or 1.800.407.7757
Branch of BC Housing	Fax: 604.646.7051
650 – 4789 Kingsway	<a href="http://www.bchousing.org/licensing-consumer-services">www.bchousing.org/licensing-consumer-services</a>
BURNABY BC V5H 0A3	Email: <a href="mailto:licensinginfo@hpo.bc.ca">licensinginfo@hpo.bc.ca</a>
  - (b) A copy of an accepted **Filing of Sewerage System** by Island Health.  
A list of Authorized Sewerage System Contractors is available at:  
[http://owrp.asttbc.org/OWRP\\_Practitioners/](http://owrp.asttbc.org/OWRP_Practitioners/)  
  
For further information contact Island Health:

For Electoral Areas A, B, C, D, E, F & I:	For Electoral Areas G & H:
Duncan: 238 Government Street, 4 <sup>th</sup> Floor	Nanaimo: 6475 Metral Drive, 3 <sup>rd</sup> Floor
Tel: 250.737.2010	Tel: 250.755.6215
  - (c) Written approval from the Islands Trust, **IF** you are building on one of the Gulf Islands:

Islands Trust	Tel: 250.247.2063
700 North Road	Fax: 250.247.7514
GABRIOLA ISLAND BC V0R 1X3	<a href="http://www.islandstrust.bc.ca">www.islandstrust.bc.ca</a>
Toll Free: (Through Inquiry BC) 1.800.663.7867	Email: <a href="mailto:northinfo@islandstrust.bc.ca">northinfo@islandstrust.bc.ca</a>