BUILDING PERMIT CHECKLIST

NEW RESIDENTIAL CONSTRUCTION

Building a new home or a coach house?
Undertaking a substantial residential renovation?

This CHECKLIST will help you with your building permit application. If you have any questions or require any additional information or clarifications, please contact the Building Inspector.

MUST HAVE ITEMS :

Once we receive these "must have" items, we will start to process your application. This will help us to process all permit applications as quickly as possible. **Incomplete applications will not be accepted. Review the requirements carefully.**

BUILDING PERMIT APPLICATION FORM

- ❑ This form must be fully completed for your project and signed.

APPOINTMENT OF AGENT

- ❑ This form must be signed by the owner(s), authorizing the applicant to apply for the building permit on the owner's behalf, if applicable.

BUSINESS LICENCING

- ❑ The general contractor and sub-trades require a valid business licence for operating in Ladysmith.

CERTIFICATE OF TITLE

- ❑ Provide a certificate of title (current within 30 days).
- ❑ Include any Charges or Interests on Title such as easements, rights of way, covenants, geotechnical reports, etc.

HOME WARRANTY INSURANCE

- ❑ This is a Provincial (BCHousing) requirement for all new homes, including coach houses, and substantially renovated homes. Provide your New Home Registration form or your Owner-Builder Exemption.

SITE SURVEY AND HEIGHT CALCULATIONS

- ❑ Signed BCLS surveys (Proposed Location Certificate)
  - ❑ Show all buildings (existing and proposed), rights of way, easements, covenant areas, SPEA, etc., building envelope, parcel size, parcel coverage, zoning, setbacks.
  - ❑ Proposed building height, maximum building height, sloped roof mid-point height, height of eaves, average natural grade, average finished grade.
  - ❑ Driveway location, length, width, elevations, parking areas, profile.
  - ❑ Proposed retaining wall heights and spacing.

DRIVEWAY ACCESS PERMIT APPLICATION

- ❑ This form must be fully completed for your project and signed. It requires a surveyed plan showing:
  - ❑ The driveway location, length, width, elevations, parking areas.
  - ❑ A profile of the driveway showing building location, elevation of garage/parking area relative to the back of existing curb and existing boulevard plantings, if any.

CONSTRUCTION PLANS (required for all applications)

- ❑ Digital plans containing: *Note: For all types of plans, hard-copies may be requested before permit issuance.
  - ❑ Floor plans
  - ❑ Foundation plan
  - ❑ Elevations with heights *Requires roof peak ht., maximum allowed ht., mid-point ht., average natural & finished grade ht.
  - ❑ Two cross sections
  - ❑ Seismic braced wall panel plan, if the building is not designed by a Structural Engineer

ENGINEERED TRUSS DOCUMENTS

- ❑ Digital plans showing truss layout and factored loads.

ENGINEERED FLOOR SYSTEM LAYOUTS AND BEAMS

- ❑ Digital plans showing engineered beams, joist layouts and factored loads, if applicable.

PLUMBING ISOMETRIC DRAWING

- ❑ If system is not installed by a certified plumber.

BC ENERGY STEP CODE

- ❑ All newly constructed and substantially reconstructed homes as of May 1, 2023, will require pre-building permit energy modeling performed by a certified Energy Advisor.

SITE DISCLOSURE STATEMENT (SDS)

- ❑ All building permit applications require a completed Provincial Site Disclosure Statement (SDS). Your building permit application will not be processed until a completed SDS form is received.

HAZARDOUS MATERIALS DECLARATION (Renovations & Demolitions)

- ❑ This form must be fully completed for your project and signed.
- Confirmation of Abatement Report or an Air Clearance Report may be required.
- Air Clearance Reports may be required at various stages of construction.

MAY BE REQUIRED ITEMS:

WATER SERVICE PIPE - HYDRAULIC LOAD CALCULATIONS FORM

- ❑ May be required when the proposed construction or renovation adds plumbing fixtures, increases water demand, or where there is concern that the existing water service may be undersized for the proposed use.

STRUCTURAL ENGINEERING

- ❑ 2 sets of sealed design drawings.
- ❑ Structural Engineer Schedule B.

GEOTECHNICAL ENGINEERING
❑ Requires a sealed report from a Geotechnical Engineer stating that the ground is safe for the intended use, construction and monitoring recommendations.
❑ Geotechnical Engineer Schedule B. *Required for new builds greater than 55m2. (garages/carports exempt)
OR
❑ An Excavation Inspection might be required to be done by the Building Inspector for bearing and drainage. Depending on the results of the inspection, a Geotechnical Engineer may be required.
GRADING PLAN
❑ A grading plan may have been a requirement for your lot when the subdivision was created. If so, the house plans must be based on the approved grading plan.
OTHER PROFESSIONALS/REPORTS
❑ To be determined based on specifics of the project

OTHER IMPORTANT INFORMATION:
OLD SERVICES?
❑ If you are building on a lot that is already serviced by the Town (sewer, water, storm), you will want to check with the Engineering Department to see if any of the services need to be replaced.
DEVELOPMENT COST CHARGES (DCC)
❑ If DCCs have not been paid for the lot, a DCC may be payable.
SCHOOL SITE ACQUISITION CHARGES (SSAC)
❑ SSAC's may be required, depending on the type of build.
VENTILATION CHECKLISTS
❑ May be required by or at Framing Inspection
GAS AND ELECTRICAL PERMITS
❑ Gas and Electrical Permits are obtained through Technical Safety BC.
BUILDING PERMIT FEE
❑ Please note that fees are paid when the Building Permit has been issued and is ready to be picked up. Building Permits are issued at the Development Services office, 132C Roberts Street (payment by cheque only). If you wish to pay by Debit or Cash, payment can be made at City Hall, 410 Esplanade, after you pick up your Building Permit at Development Services.