

BUILDING PERMIT TIP SHEET

NEW RESIDENTIAL CONSTRUCTION

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

This TIP SHEET 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](#).

BUILDING PERMIT APPLICATIONS :

Please ensure that ALL “must have” items are included with your Building Permit 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

- [Building Permit Application Form](#)
- Don't forget to include the Value of Construction, as this is used when we calculate your building permit fee. Building Permit Fees are paid when you PICK UP your permit.
- Don't forget to check the Zoning for your property to make sure you can meet the requirements.
- [Zoning Bylaw and Map](#)
- [Historic Building Permit File Information](#)
 - The Town may have a site survey or drawings from a previous building permit application. Some costs may apply. Records may be available after 1970

APPOINTMENT OF AGENT

- [Appointment of Agent Form](#)

BUSINESS LICENCING (required for all applications)

- Ladysmith is part of two business licence programs that might be of help to you. Check your business licence to see if it includes Ladysmith.
 - [Business Licence Form](#)
 - [Business Licence Program & Options](#)
- The General Contractor and Sub-Trades require a valid business licence for operating in Ladysmith
- [General Contractor and Sub Trade Business Licence List](#)

CERTIFICATE OF TITLE

- You can order these documents from a notary, lawyer or surveyor or online from [BC Land Title & Survey](#).

HOME WARRANTY INSURANCE

- Make sure you print the correct page from the website! Look for “Download form” before you print the document.
- [BC Housing Home Warranty](#)

SITE SURVEY AND HEIGHT CALCULATIONS (required for all applications)

- [Information for Surveyors](#)
- Building siting is to be based on a survey prepared by a BC Land Surveyor (BCLS)

DRIVEWAY ACCESS PERMIT APPLICATION

- [Driveway Access Permit Application](#)
- Please ensure that the driveway meets the Town’s specifications including the maximum grade of the driveway shall be 20% with a change in rise or fall not exceeding 6% for each horizontal 3.5 m. The rise or fall of the driveway shall begin 2 m behind the curb towards the property. Refer to the Town of Ladysmith Engineering [Standard R10 – Typical Driveway Grades](#).
- Ensure that a Driveway Profile is included on your Site Survey

CONSTRUCTION PLANS (required for all applications)

- Provide your plans on plain white paper with a scale (1/4"=1').
- [Guide for Seismic Design of Houses](#) and [Lateral Loads Information](#)
- [Spatial Separation Requirements and Fire Response Time](#)

ENGINEERED TRUSS DOCUMENTS

- Depending on the point loads and/or spans, a Structural Engineer may be required.

ENGINEERED FLOOR SYSTEM LAYOUTS AND BEAMS

- Depending on the point loads and/or spans, a Structural Engineer may be required.

PLUMBING ISOMETRIC DRAWING

- A plumbing isometric drawing shows the plumbing design of the drain, waste, and venting (DWV) system.

BC ENERGY STEP CODE

- [Information on Step 3 requirements](#)

SITE DISCLOSURE STATEMENT (SDS)

- [Site Disclosure Statement Form](#)
- Coordinates can be found using Google Maps or LTSA’s Parcel Map

HAZARDOUS MATERIALS DECLARATION (Renovations & Demolitions)

- [Hazardous Materials Declaration Form](#)
- Confirmation of Abatement Report or an Air Clearance Report may be required.
- Air Clearance Reports may be required at various stages of construction.
- [More information](#)

MAY BE REQUIRED ITEMS:

STRUCTURAL ENGINEERING

- Don’t forget to include the Schedule B. The Name of Jurisdiction should be Town of Ladysmith
- [Schedule B](#)



GEOTECHNICAL ENGINEERING

- Don't forget to include the Schedule B. The Name of Jurisdiction should be Town of Ladysmith
- [Schedule B](#)

OTHER IMPORTANT INFORMATION:

OLD SERVICES?

- Public Works, Engineering Department – [250.245.6445](tel:250.245.6445), 330 Sixth Avenue

DEVELOPMENT COST CHARGES (DCC)

- [Development Cost Charge Bylaw](#)

SCHOOL SITE ACQUISITION CHARGES (SSAC)

- [School Site Acquisition Charges](#)

VENTILATION CHECKLISTS

- To be completed by your Venting/Heating Contractor. These checklists will be required by no later than Framing Inspection

GAS AND ELECTRICAL PERMITS

- [Technical Safety BC](#)

BUILDING PERMIT FEE

- Building Permit Fees are based on the value of construction, plus other fees for plumbing fixtures, driveway access permit, service connections, refundable bond, DCCs, SSACs, as applicable.
- [Building Permit Fees](#)

