

# 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

#### 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](#)

