

BUILDING PERMIT CHECKLIST

RENOVATIONS | ADDITIONS | ACCESSORY BUILDINGS

Undertaking a residential renovation or addition?

Adding a garage, shed or deck?

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 (required for all applications)

- This form must be completed and submitted with your application. 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 such as easements, rights of way, covenants, geotechnical reports, etc.

SITE SURVEY AND HEIGHT CALCULATIONS (required for all applications)

- 2 sealed original BCLS surveys (Proposed Location Certificate)
 - Show all buildings (existing and proposed), rights of way, easements, covenant areas, SPEA, etc., building envelope, parking requirements, parcel size, parcel coverage, zoning.
 - Proposed building height, maximum building height, average natural grade, average finished grade, proposed perimeter wall height. (R-1 Zone only)
 - Proposed retaining wall height.

CONSTRUCTION PLANS (required for all applications)

- 2 sets (scale 1/4" = 1') + digital plans
 - Floor plans
 - Foundation plan
 - Elevations
 - Perimeter wall height if residence is in R-1 Zone
 - Two cross sections
 - Seismic braced wall panel plan, if the building is not designed by a Structural Engineer

ENGINEERED TRUSS DOCUMENTS

- 2 sets showing truss layout and loads.

ENGINEERED FLOOR SYSTEM LAYOUTS AND BEAMS

- 2 sets and other engineered beams and products, 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:

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.
- 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.

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.

