Comox Valley
REGIONAL DISTRICT

Before You Apply for a Building Permit

Incomplete applications will not be accepted. Review the requirements carefully.

Step 1: Contact Planning & Development Services with accurate details of the proposed development (scope of work and location). Staff will determine next steps for you **based on the information you provide**.

Step 2: The following **MUST BE COMPLETED** prior to building permit application: **all planning applications and approvals (development permits, variances, floodplain relaxations) and ALC approvals including Soils Notice of Intent for secondary dwellings in the ALR**. Floodplain guidelines are applicable within 100m of the Strait of Georgia. Please contact Planning staff for requirements.

Step 3: Once the above approvals are complete, gather all required building permit application documents together and request a secure link to submit your building permit package (preferred). Submissions can also be submitted over the counter.

Step 4: Staff will endeavour to review your submission within 5 business days. If it is determined that all required items have been submitted, you will be notified that the building permit application is complete for the purpose of review and the application fee payment will be requested. If your application is not considered complete, you will be notified of what items are still required. Your application will **not** advance until all requirements are met. Avoid delays by providing accurate and complete details and supporting documents.

Step 5: Once the application is considered complete for the purpose of review and the processing fees paid, the application will be placed in queue for review. Processing times are based on the current volume of applications, and the completeness of the information you provide.

When is a building permit required?

CVRD Building Permit Bylaw No. 681 states that, unless the work is exempted under Section 4(3) of the bylaw, a building permit is required for:

- a structure greater in area than 10 m^2 (approximately 107 ft^2)
- decks (attached or detached) that are greater than 60 cm to the deck surface and/or covered by a roof
- constructing, repairing or altering a building or structure
- constructing, extending, altering or repairing a plumbing system or fire sprinkler system
- demolishing a building or structure
- construction of a new masonry fireplace or chimney and/or the installation of an unused solid fuel-burning appliance, factory-built chimney or fireplace and equipment unless the works are encompassed by a valid building permit
- placement of a mobile home on a property
- constructing a retaining wall 1.5 metres or greater in height
- placement of a moved-on structure on a property
- constructing a shoreline protection device

- **Building permits that require a covenant to be registered on title may take additional time due to legal processing considerations.**

- **To submit your application package digitally, please email building@comoxvalleyrd.ca with the property address and request a secure link.**

- **Plumbing requires a separate plumbing permit, which can be applied for and issued after building permit is issued**

Permit application processing fees are payable at time of application and are calculated as follows:

Up to $50,000 value: $125 $50,000 to $200,000 value: $275 $200,000 to $500,000 value: $525 Over $500,000 value: $1000

The building permit fee is payable at time of permit issuance.
Permit fees are calculated as follows: $75 plus (the appraised value x 1 %)
Please note that the Building Department collects development cost charges on behalf of the Parks Department and Engineering Services at the time of building permit issuance.

Application Documents Required for Submission

Items required at time of building permit application:

✓ indicates required * indicates may be required – check with building official

Check to ensure you are including all required items

			New Dwelling	Moved on Dwelling	Manufactured Dwelling	Dwelling: Addition/Alteration with increase to size of living space or number of bedrooms	Dwelling: Alteration with NO change to size of living space or number of bedrooms	Accessory Structure with plumbing	Accessory Structure with NO plumbing	Demolition/Moved-off Structure	Commercial Building
	1	**Construction Plans** 1 set of drawings (sealed by P.Eng if applicable), including truss layout c/w concentrated loads **(must be to scale with floor plan, elevations, foundation, roof details)**	✓	✓	✓	✓	✓	✓	✓		✓
	2	**Proposed Site Plan *prepared by a BC Land Surveyor***. Per CVRD Building Bylaw 681(11)(4)(d and e) the site plan must include: The bearing and dimensions of the parcel taken from the registered subdivision plan; The legal description and civic address of the parcel; The location and dimensions of existing and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names; The location and dimensions of existing and proposed buildings or structures on the parcel; Setbacks to the natural boundary of any watercourse; North arrow; If applicable, location of an approved *existing* or proposed alternative private or other sewage disposal system, water supply system or storm water drainage system; Overall height of the structure from average natural grade; Location, setbacks and elevations of all *retaining walls*, steps, stairs and decks; Line of upper floors; Location of *existing* and proposed service connections; Zoning Bylaw compliance summary; and the geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the *Regional District*'s land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation.	✓	✓	✓	✓	*	✓	✓	✓	✓
	3	**Title Search** (dated within **30 days** of application, including copies of registered covenants, easements and rights of way) *(title search can be obtained by CVRD for a fee of $25.00; covenants, easements and rights of way at cost plus $5 each)*	✓	✓	✓	✓	✓	✓	✓	✓	✓
	4	**Sewerage Filing** or registered practitioner's (ROWP) report, as applicable. *(Note that the CVRD does not receive copies of these documents from Island Health)*	✓	✓	✓	✓		✓			✓
	5	**BC Housing New Home Registration form or Owner-Builder Authorization form**	✓	*		*	*				
	6	**BC Building Code Letters of Assurance** including Schedule B(s), Certificate of Insurance and Assurance of Professional Liability Insurance form (APLI). **Mandatory requirement for any Dwelling greater than 90m²**	*	✓	*	*	*	*	*		*
	7	**Assurance of Structural Compliance for Moved or Relocated Buildings** completed by Professional Engineer		✓	*			*	*		
	8	**CSA Certification Number / Manufacturer's Specification Sheet**			✓						
	9	**Ministry of Environment Schedule 1 Site Disclosure Statement**	*	*	*	*		*	*	*	✓
	10	**MOTT Highways Access Approval in name of current owner** for all commercial/industrial and all properties accessing a numbered highway	*	*	*	*	*	*	*	*	✓
	11	**Hazardous Materials Declaration** Required for any addition, alteration or demolition of structures		*	*	✓	✓	*	*	✓	*
	12	**BC Energy Step Code Pre-Construction Report** Confirmation of EL-2	✓								

Information provided on this form is for convenience only, refer to CVRD Building Permit Bylaw No. 681.

For more information visit www.comoxvalleyrd.ca/building • Call 250-334-6006 • email: building@comoxvalleyrd.ca

Comox Valley REGIONAL DISTRICT

Building/Demolition Permit Application

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Property Information

House Number if Assigned	Road Name	Water Service Area or indicate "Well"	Roll No
			771-
Legal Description (this information can be found on your property tax notice)			PID

Owner ☐ Applicant ☐ Constructor ☐ Primary Project Contact

Owner Name	Telephone	Cell
Current Mailing Address	E-mail	

Agent ☐ Primary Project Contact

Contact Name	Telephone	Cell	E-mail

Constructor ☐ Agent/Applicant ☐ Primary Project Contact

Company	Contact Name	Telephone	Cell
Mailing Address		E-mail	

Scope of Work (please include a detailed scope of work with your construction plans)

☐ New
☐ Addition
☐ Alteration
☐ Move
☐ Repair
☐ Decommission
☐ Demolition

Building Use
☐ Dwelling
☐ Manufactured Home
☐ Accessory
☐ Farm
☐ Commercial
☐ Other

Project includes the following:

☐ Electrical
☐ Plumbing
☐ Heating
☐ Woodstove*
☐ Wood Fireplace*
☐ Factory Chimney*
☐ Masonry Chimney*
☐ Gas Fireplace*
☐ Gas Appliances*
☐ **Not Applicable**

☐ Finished Basement*
☐ Unfinished Basement*
☐ Crawlspace*
☐ Slab*
☐ Decks*
☐ Verandahs*
☐ **Not Applicable**

must be shown on construction plans

Estimated value of construction:

Height to Peak of Roof (metres)

Number of Stories

Building Area (Square Feet)

Number of Bedrooms

Type of Heat
☐ Electric Baseboard
☐ Heat Pump
☐ Forced Air
☐ In-floor Radiant
☐ None

Planning and/or other agency approvals have been obtained for development within buffers for the following areas:
☐ 30m Aquatic/Riparian
☐ 100m Sea Level Rise
☐ 7.5m Steep Slope
☐ Eagle or Heron Nest
☐ Agricultural Land Reserve (ALR)
☐ Commercial/Industrial DPA
☐ Shoreline Protection Device
☐ Kensington CD Area Zone
☐ Union Bay Hwy Tourism/Commercial DP

Manufactured Home Certification CSA Standard and Serial Number
☐ Z240 ☐ A277
Serial Number

Details of Work

Demolition, addition/alteration of a structure built prior to 1990? ☐ Yes ☐ No	**Has or will fill be placed on the building site?** ☐ Yes ☐ No	Received by

Please review and sign the Acknowledgement of Responsibility and Undertakings on page 4 of this form.

Acknowledgement of Responsibility and Undertakings

Note: In this form the words in *italics* have the same meaning as in the British Columbia Building Code.

The undersigned hereby acknowledges that:

a) Neither the issuance of a permit under the building bylaw, the review and acceptance of the design, drawings, plans or specifications, nor inspections made by or on behalf of the regional district, shall constitute a representation or warranty that the building code or the building bylaw have been complied with or the *building* or *structure* meets any standard of materials or workmanship, and no person shall rely on any of those acts as establishing compliance with the building code, the building bylaw or other applicable enactments respecting safety or any standard of construction.

b) The owner (and where the owner is acting through a representative, the representative) has the full and sole responsibility to carry out the work in respect of which the permit was issued in full compliance with the building code, the building bylaw, and or other applicable enactments respecting safety.

c) The regional district will rely solely on *field reviews* undertaken by the *registered professionals* and the letters of assurance submitted pursuant to part 10 of the building bylaw as assurance that the construction substantially conforms to the design and that the construction substantially complies with the building code, the building bylaw, and other applicable enactments respecting safety in circumstances where letters of assurance have been required.

d) I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a permit by the regional district and in respect of the execution of this acknowledgement.

I acknowledge that if I am granted this permit pursuant to this application that I am responsible for compliance with the current edition of the BC Building Code, this bylaw and any other applicable enactment, code, regulation or standard relating to the work in respect of which the permit is issued, whether or not the said work is undertaken by me or by those whom I retain or employ to provide design and/or construction services.

I acknowledge that neither the issuance of a permit under this bylaw, the acceptance nor review of plans, specifications, drawings or supporting documents, nor inspections made by or on behalf of the Regional District constitute a representation, warranty, assurance or statement that the current edition of the BC Building Code, the Building Bylaw of the Comox Valley Regional District or any other applicable enactment, code, regulation or standard has been complied with.

Where the Regional District requires that Letters of Assurance be provided by a Registered Professional pursuant to the Comox Valley Regional District Building Bylaw and Section 290 of the Municipal Act I confirm that I have been advised in writing by the Regional District that it relied exclusively on the letter of "Assurance of Professional Design and Commitment of Field Review" prepared by the above listed registered professionals in reviewing the plans, specifications, drawings or supporting documents submitted with this application for a permit.

I confirm that I have relied only on the said Registered Professional for the adequacy of the plans, specifications, drawings and supporting documents submitted with this application.

I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a permit by the Regional District pursuant to this application and in respect of the execution of this acknowledgement.

Every permit shall expire and the right of the owner under the permit shall terminate if the work is not commenced within twelve (12) months or is not completed within twenty four (24) months. The expiry date is calculated from the date of issuance or the date of extension of the permit, whichever is later.

This permit is issued in accordance with the provisions of the Building Bylaw of the Comox Valley Regional District.

The person signing this permit, if not the owner, acknowledges that his/her signature is as agent for the owner and that (s)he is authorized to bind the owner who is deemed to know of and understand the contents of this form.

I certify that I am the owner, or the owner's authorized agent/representative and agree to the above terms.

Signature of Owner or Authorized Agent	Application Date

Notice of Collection of Personal Information: The personal information on this form is collected under the authority of Section 26(C) of the Freedom of Information and Protection of Privacy Act (FIPPA), Local Government Act and CVRD bylaws and will be used solely for the administration, enforcement and processing of this application. All documentation, drawings, plans and information submitted in support of this application can be made available for public inspection pursuant to FIPPA. For questions about the collection of personal information, please contact the corporate legislative officer at 770 Harmston Ave, Courtenay, BC V9N 0G8 or at 250-334-6000.

Comox Valley
REGIONAL DISTRICT

Helpful links to information before applying for a building permit

Septic Systems

More information and the most up-to-date ROWP listings:
https://www.egbc.ca/Registrant-Directory/Professionals-for-Sewerage-System-Regulation

For information about sewerage system regulation visit: **https://www2.gov.bc.ca/gov/content/environment/waste-management/sewage/onsite-sewage-systems/onsite-sewage-system-management#authorized-persons**

BC Housing registration requirements for new dwellings

www.bchousing.org/licensing-consumer-services

Hazardous Materials Requirements for structures built prior to 1990

https://www.worksafebc.com/en/resources/health-safety/books-guides/safe-work-practices-for-handling-asbestos

Climatic and Geological Data

https://www.comoxvalleyrd.ca/planning-building/building/climatic-geological-data

Where no climatic value is prescribed, the owner shall submit evidence in writing from Environment Canada to establish the climatic values. Contact Environment Canada via email at **climate.services@ec.gc.ca** or call 416-739-4365.

Where no seismic value is prescribed the owner shall submit evidence in writing from Natural Resources Canada **www.nrcan.gc.ca/home** to establish the seismic values.

Coastal Floodplain Assessment

Per Provincial regulations, a Coastal Floodplain Assessment may be required to be completed by a professional engineer for proposed structures within the mapped flood hazard area under Bylaw No. 890. The professional engineer is also required to complete the **CVRD Floodplain Assurance Checklist**.

Agricultural Land Reserve (ALC)

The ALR is BC's provincial zone that preserves agricultural land for the future. The ALC is the administrative tribunal that adjudicates the ALR while prioritizing and protecting the ALR land base and its use for agriculture. If you plan to develop within the ALR, contact the Agricultural Land Commission. Visit: **alc.gov.bc.ca**

Protected Archaeological Sites in British Columbia

Archaeological sites are protected under the Heritage Conservation Act (HCA) and must not be altered or damaged without a permit issued by the Province of British Columbia's Archaeology Branch. **BC Archaeology Branch 250-953-3334** or visit **www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology**

K'ómoks First Nation (K'ómoks) Cultural Heritage Investigation Permit (CHIP)

K'ómoks First Nation has enacted a **Cultural Heritage Investigation Permit** which is required for development works within a certain proximity of watercourses and all areas having a high archaeological potential. Before starting your project, we strongly encourage you to reach out to K'ómoks directly to see if your proposed works are within these areas and what requirements they may have. For further information please contact the K'ómoks administrative office at 250-339-4545 extension 120.
Email **archpermits@komoks.ca** Or visit **https://komoks.ca/department/lands-program**

For more information about applying for a building permit in the CVRD, visit our office at 770 Harmston Ave, Courtenay or visit **www.comoxvalleyrd.ca/building** or call Building Services at **250-334-6006**