

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 100 m 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 application required?

Comox Valley Regional District (CVRD) Building Permit Bylaw No. 142 states that unless the work is exempted under section 5(2) of the bylaw, a building permit is required for:

- a structure greater in area than 10 m² (approximately 107 ft²)
 - 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 m or greater in height
 - constructing a swimming pool
 - placement of a moved-on structure on a property
 - constructing a shoreline protection device
- **New for 2023:** Plumbing Permits are now combined with Building Permit applications to stream-line the application process. This will help avoid delays when booking inspections, avoid multiple payment requests and improve efficiency. If you have not selected a plumber for the project at the application stage, please still submit the plumbing form and the plumber can agree to the terms prior to the first inspection.
- **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.

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

Up to \$50,000 value: \$75 \$50,000 to \$200,000 value: \$125 \$200,000 to \$500,000 value: \$275 Over \$500,000 value: \$525

The building **permit** fee is payable at time of permit issuance.

Permit fees are calculated as follows: \$75 plus (the appraised value x .75%) less application fee

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	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 <u>1 set</u> 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 <u>prepared by a BC Land Surveyor</u> . Per CVRD Building Bylaw 142 section 10(3) 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 all statutory rights of way, easements and setback requirements; the location and dimensions of all existing and proposed buildings or structures on the parcel; setbacks to the natural boundary of the sea and any lake, swamp, pond or watercourse where the regional district's land use regulations establish siting requirements related to flooding; the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or structure or the top of any pad supporting a building or structure where the regional district's land use regulations establish siting requirements related to minimum flood construction levels; the overall height of the structure from average natural grade; and the location of parking and driveway access.		✓	✓	✓	✓	*	✓	✓	✓	✓
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 \$20.00; 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)		*	✓	*	*	*	*	*		*
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	MoTI 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 (visit www.comoxvalleyrd.ca/rebates and www.energystepcode.ca)		✓								
13	Coastal Floodplain Assessment (required for proposed structures within 100m of the Strait of Georgia)		*	*	*	*		*	*		*
14	Plumbing Permit Application (required where any new plumbing or water supply/sewer connection is installed)		✓	✓	✓	*	*	✓			✓

Information provided on this form is for convenience only, refer to CVRD Building Permit Bylaw No. 142.

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

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
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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)

<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Move <input type="checkbox"/> Repair <input type="checkbox"/> Decommission <input type="checkbox"/> Demolition Building Use <input type="checkbox"/> Dwelling <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Accessory <input type="checkbox"/> Farm <input type="checkbox"/> Commercial <input type="checkbox"/> Other	Project includes the following: <input type="checkbox"/> Electrical <input type="checkbox"/> Finished Basement* <input type="checkbox"/> Plumbing <input type="checkbox"/> Unfinished Basement* <input type="checkbox"/> Heating <input type="checkbox"/> Crawlspace* <input type="checkbox"/> Woodstove* <input type="checkbox"/> Slab* <input type="checkbox"/> Wood Fireplace* <input type="checkbox"/> Decks* <input type="checkbox"/> Factory Chimney* <input type="checkbox"/> Verandas* <input type="checkbox"/> Masonry Chimney* <input type="checkbox"/> Not Applicable <input type="checkbox"/> Gas Fireplace* * must be shown on construction plans <input type="checkbox"/> Gas Appliances* <input type="checkbox"/> Not Applicable	Height to Peak of Roof (metres) Number of Stories Building Area (Square Feet) Number of Bedrooms Type of Heat <input type="checkbox"/> Electric Baseboard <input type="checkbox"/> Heat Pump <input type="checkbox"/> Forced Air <input type="checkbox"/> In-floor Radiant <input type="checkbox"/> None	Planning and/or other agency approvals have been obtained for development within buffers for the following areas: <input type="checkbox"/> 30m Aquatic/Riparian <input type="checkbox"/> 100m Sea Level Rise <input type="checkbox"/> 7.5m Steep Slope <input type="checkbox"/> Eagle or Heron Nest <input type="checkbox"/> Agricultural Land Reserve (ALR) <input type="checkbox"/> Commercial/Industrial DPA <input type="checkbox"/> Shoreline Protection Device <input type="checkbox"/> Kensington CD Area Zone <input type="checkbox"/> Union Bay Hwy Tourism/Commercial DP Manufactured Home Certification CSA Standard and Serial Number <input type="checkbox"/> Z240 <input type="checkbox"/> A277 Serial Number
	Estimated value of construction:		

Details of Work		
Demolition, addition/alteration of a structure built prior to 1990? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has or will fill be placed on the building site? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you constructing to a BC Energy Step Code Level for new home construction? <input type="checkbox"/> Yes (see reverse) <input type="checkbox"/> No

Please review and sign the Acknowledgement of Responsibility and Undertakings on page 5 of this form.

Please submit this completed form to
building@comoxvalleyrd.ca

Property Information

House Number	Road Name	Building Permit Number (if not applicable, see *)	Plumbing permit # (when issued)
*Scope of Work (if no building permit please provide scope of work and hazardous materials declaration form)			PID

Plumber

☐ Owner (schematic drawing required) or ☐ Ticketed Plumber

Company Name		Trades Qualification #
Plumber Name	Email	Cell

Fixtures

For connecting manufactured homes to services, please indicate one Water Connection and one Sanitary Connection.

Please indicate number of fixtures	<input type="checkbox"/> Water Closets	<input type="checkbox"/> Dishwashers	<input type="checkbox"/> Water Softeners
	<input type="checkbox"/> Bidets	<input type="checkbox"/> Water Connection	<input type="checkbox"/> Backflow Preventers
	<input type="checkbox"/> Baths/Showeres	<input type="checkbox"/> Sanitary Connection	<input type="checkbox"/> Water Meters
	<input type="checkbox"/> Kitchen Sinks	<input type="checkbox"/> Hose Bib	<input type="checkbox"/> Storm Connection
	<input type="checkbox"/> Other Sinks/Lavs	<input type="checkbox"/> Urinals	<input type="checkbox"/> Sprinkler Heads
	<input type="checkbox"/> Floor Drains	<input type="checkbox"/> Sumps	<input type="checkbox"/> Fire Hose Cabinet
	<input type="checkbox"/> Hot Water Tanks	<input type="checkbox"/> Roof Drains	<input type="checkbox"/> Siamese Connection
	<input type="checkbox"/> Clothes Washer	<input type="checkbox"/> Interceptors	<input type="checkbox"/> Stand Pipe

This will confirm that I will personally complete the plumbing installation at the above described premises and declare:

- a) That I am registered as a Plumber with a British Columbia Trades Qualification Certificate;
 - b) That I have installed the plumbing and conducted all the required tests in accordance with the current BC Plumbing Code;
 - c) That I have reviewed and followed the approved building plans accompanying the building permit described herein.
- or
- d) This will confirm that I am the registered owner and intend to occupy the premises described herein and will install my own plumbing in accordance with the requirements of the BC Plumbing Code as shown on the attached isometric sketch of the D.W.V. and potable water system.

Signature	Date
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Issued By	Issue Date
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Please review and sign the Acknowledgement of Responsibility and Undertakings on page 5 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 Comox Valley Regional District (CVRD), 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 CVRD will rely solely on *field reviews* undertaken by the *registered professionals* and the letters of assurance submitted pursuant to section 18.2 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 in accordance with sections 9(5)(f), 9(5)(g), 10(8)(e), 12(2)(b), 14(4)(a) and 24(1) of the building bylaw.

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.

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 CVRD.

I hereby agree to indemnify and save harmless the CVRD and its employees from all claims, liabilities, judgments, costs and expenses of every kind which may result from the failure to comply fully with all bylaws, statutes and regulations relating to any work or undertaking in respect of which this application is made.

I am authorized to give these representations, warranties, assurance and indemnities to the CVRD.

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
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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.

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 <http://www.nrcan.gc.ca/home> to establish the seismic values.

BC Energy Step Code Rebate* Program

(*note that the CVRD rebate may end without notice)

www.comoxvalleyrd.ca/rebates www.energystepcode.ca

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 applications in 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