



# Building Permit Application Requirements

Building permits are required for any new construction, alteration, addition, or demolition of a structure in the Town of Lake Cowichan. Only complete applications will be accepted for processing, the following document lists building permit application requirements. This is comprehensive list.

## BUILDING PERMIT APPLICATION FORM

- Building permit application form is required for all properties

## Site Plan

- The corresponding Street & Avenue
- The dimensions of the site (property lines)
- The location of existing and proposed access to the site
- The north arrow
- Proposed location of storm water infiltration system

## Floor Plans

- The size (dimensions) of the house
- The number of floors & square footage to each floor
- The dimensioned room layouts indicating all uses
- The location of walls, doorways & windows (sizes)
- Complete construction details
- Seismic design for lateral bracing requirements or Structural Engineered Plans

## Building Elevations

- Showing all sides of the house
- The building height from average grade to midpoint of roof
- The finished ground level
- The exterior finishing materials
- Spatial separation calculations

## Miscellaneous

1. Two copies of all plans must be submitted with Structural Design.
2. Home Protection Office forms (H.P.O.) for new homes, must have HPO Seal approval
3. Each contractor and sub-trade must have valid business license
4. Seismic design for lateral bracing requirements / Honeymoon Bay Sa(0.2) 1.23
5. Snow load design. Current climatic data BC Building code/ Youbou
6. Flood plain building height @ 167.33 metres
7. Insulation requirements Step Code 3 with Energy Advisor
8. Type of heating system to be installed
9. Mechanical ventilation system designed by qualified professional
10. Windows and doors to NAFS standards / Duncan
11. All new construction drawings must include low water consumption plumbing fixtures
12. Certificate of Title and all charges listed on title
13. P. Engineering or Geotechnical Engineering (if applicable)

<b>Inspections</b> <b>(to follow after Permit is issued)</b>	
<b>EXCAVATION</b>	Soil bearing capacity evidence.
<b>FOUNDATION FORMWORK</b>	Footings, walls and reinforcing steel. Certification of a professional engineer may be requested before the pouring of concrete.
<b>DRAINAGE</b>	Perimeter drain ground footings 4" Ø per pipe 6" coverage of drain rock, down spouts 3" Ø solid P.V.C. subject to discharge damp proofing, pre backfill inspection, floor drains in basement or sloped crawl space connected to perimeter drain with trap.
<b>FRAMING</b>	Site survey of land and building foundation before inspection; A professional certification of engineered products structural framing, roof framing and sheeting fire stops, roofing, window, and door installation etc. fireplace & chimney clearances.
<b>PLUMBING</b>	Under slab plumbing; Waste and water rough-in; Sewer, water and storm hook-up; Receipt of plumbing authorization form; Installations of H.V.A. units shall conform to the requirements of B.C.B.C. Art. 6.2.15 installation standards.
<b>INSTALLATION OF VAPOUR BARRIER AND INSULATION</b>	Throughout building.
<b>FINAL</b>	Interior and exterior of building.

Note: Please contact the Building Official 72 hours prior to any required Inspection.



**Town of Lake Cowichan**  
**Application for Permit to Build**

Folio No.:	Date:	Permit No.:
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- Building Permit     
  Demolition Permit     
  Renewal of previous Permit  
 Other (specify) \_\_\_\_\_  
 (e.g. chimney installation, service connection, building re-location)

APPLICANT INFORMATION		OWNER INFORMATION	
Name(s)		Name(s)	
Street Address		Street Address	
Mailing Address		Mailing Address	
City		City	
Postal Code		Postal Code	
Phone		Phone	
Fax		Fax	

BUILDER / CONTRACTOR INFORMATION			
Name		Business License #	
Street Address			
City		Phone	
Postal Code		Fax	

SUB-TRADE LISTING as required by the Town of Lake Cowichan Business License Bylaw	
NAME	BUSINESS LICENSE #

**A building/construction contractor shall supply to the License Inspector a written list of the names, addresses and telephone numbers of his or her sub trades in the form prescribed.**

PROPERTY INFORMATION
Civic Address of Property:
Legal Description of Property including PID:
Zoning of Property:



**CALCULATION OF BUILDING VALUES AND APPLICABLE FEES**

PERMIT NO.	Area (Sq. ft)	Value ( \$ )	OFFICE USE ONLY		
			Calculated Value		
Main Floor with full basement				Building Permit Fees	\$
Main floor with crawlspace / slab on grade				Plumbing Permit Fees	\$
Second Floor				Sanitary Connection Inspection Fees	\$ 110.00
Garage - finished (attached / detached)				Storm Connection Inspection Fees	\$ 110.00
Garage - unfinished (attached / detached)				Water Connection Inspection Fees	\$ 1,210.00
Carport (attached / detached).				Garbage Service (1)	\$ 600.00
Suite					
Deck				**Damage Deposit \$3,000 Demo Deposit \$5,000 Bldg. Move Dep. \$10,000	\$
Finished basement				Miscellaneous (Deposits / Credits) _____	\$
Totals			\$	Total Fees Payable	\$

**\*\* All deposits will only be refundable to the property owner on title at the time of refund.**

**\* Damage deposit will be released upon completion of paved driveway.**

**APPROVED BY:**

\_\_\_\_\_ Date \_\_\_\_\_ Planning Officer / Chief Administrative Officer

\_\_\_\_\_ Date \_\_\_\_\_ Building Inspector

**THIS PERMIT AUTHORIZING COMMENCEMENT OF WORK IS ONLY VALID UPON SIGNATURE BY THE BUILDING INSPECTOR**

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_

BUILDING INSPECTION								
Permit No.	DATE	R	P	INSP	DATE	R	P	INSP
Site excavation / footing pre-concrete								
Foundation damp proofing / dual drains								
Radon rough-in inspection								
Service connections								
U. S. Plumbing								
U. S. Insulation & VB								
Plumbing rough-in								
Framing								
Fireplace & w/stove W.E.T.T. Certified								
Insulation / VB								
Final								

REMARKS

CERTIFICATE OF OCCUPANCY
<p><b>No building shall be occupied until a Certificate of Occupancy has been obtained.</b></p> <p>Certificate of Occupancy Issued to: _____</p> <p>_____ Date _____</p> <p>Building Inspector</p>