



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

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

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 2.8kPa, 59.4 psf / 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
13. P. Engineering or Geotechnical Engineering (if applicable)

Inspections (to follow after Permit is issued)	
EXCAVATION	Soil bearing capacity evidence.
FOUNDATION FORMWORK	Footings, walls and reinforcing steel. Certification of a professional engineer may be requested before the pouring of concrete.
DRAINAGE	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.
FRAMING	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.
PLUMBING	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.
INSTALLATION OF VAPOUR BARRIER AND INSULATION	Throughout building.
FINAL	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:

Residential Building Codes

Non- Residential Building Code _____

- 110 Single House, single detached home, bungalow, linked home (linked at the foundation), single family dwelling
- 115 Single House – Condominium (standalone housing unit that is part of a condominium community)
- 215 Semi-Detached or Double (side by side) – Condominium
- 310 Apartment, apartment building, duplex, triplex, quadruple
- 315 Apartment – Condominium
- 330 Row House, garden home, town house, carriage home, quadrex
- 335 Row House – Condominium
- Other (i.e. garage/addition) _____

Type of Work Codes

01 New Construction	06 Mechanical	11 Deconversion from multiple-to-multiple or single dwelling or non-residential building
02 Addition – for non-residential only	07 Conversion from single to multiple dwelling	12 Installation of a prefabricated building
03 Alteration and improvements	08 Conversion from multiple-to-multiple dwelling	13 Additional value to previous permit(s)
04 Foundation	09 Conversion from non-residential to residential building	14 Swimming pool
05 Superstructure or part of new building	10 Deconversion from single to non-residential building	15 Garage and carport
		16 Demolition

BUILDING DETAILS

Complete this section if application is for erection of a new or alteration of a building structure

Area of Building _____ m² Height of building _____ m Highway access obtained: YES / NO

Setbacks

Number of Storeys: One Two _____

Principal Building

Front Yard _____ m Side Yard _____ m Side Yard _____ m Rear Yard _____ m

Accessory Building

Front Yard _____ m Side Yard _____ m Side Yard _____ m Rear Yard _____

Building Materials:

Construction Information: Size of Joists Under:

Footing size 1st floor

Depth of Foundation 2nd floor

Size of beams under 3rd floor

Main floor:

Foundation Walls:

Foundation Footings:

Exterior Surface:

Interior Wall Finish:

Interior Ceiling Finish:

Roof:

Roof Type: Flat Mansard

Peaked Domed

SIGNATURE

This permit confirms that the Town of Lake Cowichan has reviewed plans and the application form in respect of the subject building pursuant to the Corporation of the Town of Lake Cowichan Building Bylaw. This permit is not a warranty that the subject building will comply with all Town of lake Cowichan and provincial regulations governing building construction nor that it is without defect.

The undersigned applicant, developer, contractor, or owner agrees to conform with all the bylaws of the Town of Lake Cowichan and to all the statutes and regulations in force in the Town of Lake Cowichan and to save the Town harmless from any action or cost whatsoever arising out of or incident to, the granting of this permit.

The undersigned recognizes that within the boundaries of the Town of Lake Cowichan there are areas of “problem soils”, poor drainage and flooding, and that these are widely distributed as to location. I affirm that it is my responsibility to identify foundation condition generally on which the intended construction is to be placed and take all action required to ensure the adequacy of the foundation, and ultimately the safe and sound use and occupancy of the proposed structure.

I have read and agree with the aforementioned. I also understand that no building structure is to be sold or occupied prior to an approved final inspection and the subsequent issuance of an occupancy certificate.

Where the applicant is not the REGISTERED OWNER, the application must also be signed by the REGISTERED OWNER.

Applicant's Signature Date

THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT

Registered Owner of Subject Property Date

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	\$ 100.00
Garage - finished (attached / detached)				Storm Connection Inspection Fees	\$ 100.00
Garage - unfinished (attached / detached)				Water Connection Inspection Fees	\$ 1,190.00
Carport (attached / detached).				Garbage Service	\$ 340.00
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

No building shall be occupied until a Certificate of Occupancy has been obtained.

Certificate of Occupancy Issued to: _____

Building Inspector

Date