



Building Permit Application Checklist

IMPORTANT INFORMATION	
☐ Review regulations and consult with the SCRD Planning Division	Prior to applying for a building permit, confirm the proposal complies with SCRD Zoning Bylaws, and any other regulations, including Provincial and Legislative regulations. For further information contact the Planning Division at planning@scrd.ca
REQUIRED DOCUMENTS	
☐ 'Building Division Permit Application' Form	Approval is required from shíshálh Nation Government District (sNGD) for properties located within its jurisdiction.
☐ 'Zoning & Land Use Compliance Declaration' Form	Not required for properties subject to sNGD or Islands Trust land use regulations.
☐ 'Owner's Acknowledgment of Responsibility and Undertaking' Form	For properties located within the sNGD – 'sNGD Owner's Acknowledgment of Responsibility and Undertaking' form.
☐ 'Appointment of Agent for Building Permit' Form	Required when owner is designating an authorized person to deal with all matters pertaining to the building permit.
☐ 'Site Disclosure Statement' Form	
*Forms listed above are available at www.scrd.ca/forms-and-bulletins/	
☐ Three copies of a site plan 2 printed copies & 1 digital pdf copy	The site plan must: • Show the entire lot • Include all structures, existing and proposed, including all decks, porches, carports, etc. • Include all dimensions of all structures • Include setbacks to property lines at all sides of all structures, existing and proposed • Identify and locate all watercourses (creeks, lake frontage, ocean frontage, etc.) on or adjacent to the property • Indicate 'North' with an arrow • Show location of the septic field, restrictive covenants, easements and right of ways
☐ Three copies of construction drawings 2 printed copies & 1 digital pdf copy	Required to be ¼" to 1'-0" scale showing sufficient detail (see Drawing Specification List). Insufficient detail on construction drawings may delay issuance of a building permit. In addition, two printed copies are to be sealed by the structural engineer or two separate printed sealed structural drawings are required.
☐ Engineering	For all new buildings and where applicable. Additions and alterations to an existing building may require both structural and geotechnical engineering. • Schedule B for geotechnical • Schedule B for structural and engineer sealed structural drawings • Confirmation of Professional Liability Insurance from a Professional Engineer (sNGD – Confirmation of Professional Liability Insurance form) For all dwellings, an Appendix D, Landslide Assessment, may be required. Once your application is received, a site inspection will be made (if accessible) by the Building Division to determine if this requirement can be waived.
☐ Proof of filing form for septic system 'Receipt of Record of Sewerage System'	For all new single unit dwellings and for all renovations or additions that involve the addition of a bedroom. Contact a certified installer for more information. See website or asttbc.org/registrants/registrator-directory/# for a list of installers.
☐ Pre-Construction BC Energy Compliance Report	All new building containing dwellings and other specific building types are required to be designed and constructed to meet the minimum performance requirements specified in Step 3 of the Energy Step Code . Visit https://www.betterhomesbc.ca/ea/ for a list of Energy Advisors. All information in the report is required to match the information detailed on the construction drawings.
☐ BC Housing 'Owner/Builder' or 'Licensed Builder' Declaration Form	For all new or substantially reconstructed single unit dwellings registration with BC Housing is required. For additional information visit www.bchousing.org or contact BC Housing toll free at 1-800-407-7757 or (604) 646-7050.
☐ A recent Title Search & Covenants	Title search is available from the SCRD for a charge of \$50.00. If easements, covenants and/or right of ways appear on title, copies of these documents are required. This information may be available through the SCRD for a charge of \$50.00 per document.
☐ Island Applications	For applications located within the Islands Trust's jurisdiction, a Riparian (RAR) Declaration form is required. For additional information please contact Islands Trust at www.islandstrust.bc.ca .

*Commercial and industrial applications may have additional requirements than listed above.

*For driveway access information, please visit the Ministry of Transportation and Transit website.

APPLICATION FEES

The **non-refundable** application processing fee for a permit to construct:

- any works requiring a permit under this bylaw with a value of building construction of \$41,000 or less: \$150.00
- any works requiring a permit under this bylaw with a value of building construction of more than \$41,000 shall be 25% of the estimated permit fee required pursuant to Appendix A of *SCRD Building Bylaw No. 779* or *sNGD - shíshálh Nation Government District Building Bylaw No. 2026.04*.

- Please note, the application fee is only a partial payment towards the total permit fee. The total permit fee is calculated in accordance with Appendix A of *SCRD Building Bylaw No. 779* or *sNGD - shíshálh Nation Government District Building Bylaw No. 2026.04*
- Additional development cost charges and infrastructure fees may be applied depending on the scope of work.

The total permit fee, along with all other applicable fees, must be remitted at time of building permit issuance.

DRAWING SPECIFICATION LIST

SITE PLAN

- Scale drawing of property showing;
 - Dimensions of property lines, scale, north arrow, legal description
 - Existing buildings, septic field, and driveways
 - Existing watercourses
- New construction showing:
 - Setbacks & road access
 - Elevations at house corners – natural and finished

FOUNDATION PLAN

- Specify size & construction of strip footings
- Specify size & construction of pad footings
- Specify size, height and construction of foundation walls
- Show pad footings under point loads
- Show strip footings under bearing walls

ELEVATIONS

- Specify exterior materials
- Specify floor, ceiling, top of wall heights
- Show grade

BUILDING SECTIONS

- Specify construction, including interior and exterior finish of all floors, walls, roofs, decks and guardwalls
- Clearly detail location, continuity, and materials to be used for all critical barriers – air barrier(s) and vapour barrier. Must match compliance report.
- Show height of walls, floors, roof slope
- Show ridge support and bearing walls

FLOOR PLANS

- Show what is new construction & what is existing
- Dimension walls and spans of structural members
- Specify floor construction (joist size, spacing & span)
- Show bearing walls and/or beams at ends of floor spans
- Specify roof construction (truss or joist size, spacing & span)
- Show outline of roof on floor plan or as separate roof plan
- Show bearing walls and beams at ends of roof spans
- Specify beam & lintel sizes
- Show bearing under beams carried down to foundations
- Specify door & window sizes
- Specify type of heating and ventilation
- Indicate square foot calculation for each floor level
- Show stairs:
 - To provide adequate headroom
 - To conform to rise and run requirements

DETAILS

- Provide details for ventilation of:
 - Deck over living space
 - Framed roof spaces

LATERAL LOAD (SEISMIC)

- Lateral load information will be required on all plans where a structural engineer is not sealing the whole drawings and providing a Schedule B