



Replacement Permit Building Permit Checklist

Owner Name: _____

Existing Permit Number: _____

All documentation is required at the time of permit application unless otherwise specified.

Refer to the Regional District Official Community Plan, Zoning Bylaws and Floodplain Management Bylaw for development restrictions related to your building permit application. If an application is non-compliant with applicable bylaws, it may increase the application processing time. Please check the Bylaws at <https://www.rdck.ca/EN/main/government/bylaws.html> or call 250-352-8176.

SCOPE

No inspections have been performed, OR work has not started

Some inspections performed:

Last inspection type and date: _____

REPLACE- MENT	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Building Permit Application	<input type="checkbox"/> Include signatures of ALL registered Owners <input type="checkbox"/> Include Owner(s) Representative Form if applicable
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Title Certificate	Ltsa.ca (BC Land Title & Survey) 877.577.5872 Provide a copy of the property title issued within 30 days from the Land Title Survey Authority, or RDCK can obtain for a fee of \$17 at time of submission.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Covenants, Easements and Right-of-Ways	Provide a copy of all Covenants, Easements and Right-of-Ways LISTED ON PROPERTY TITLE , or RDCK can obtain copies of each document from LTSA at total cost incurred.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Scope of work remaining	Provide a detailed list of remaining scope of work, including outstanding deficiencies from previous inspections. Provide exterior and interior photographs to buildingdepartment@rdck.bc.ca to illustrate outstanding scope of work. Any work not yet completed must comply with current Building Code.

For more information

info@rdck.bc.ca | 250.352.6665 | 1.800.268.7325 (BC) | or visit rdck.ca

REPLACE- MENT	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Total cost of construction remaining	Provide on application form. To be calculated at current market rates, including all labour, material, trades and professional fees.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outstanding Permit Documents	Provide all outstanding documents required for previous inspections, such as: <ul style="list-style-type: none"> <input type="checkbox"/> Plumbing Test Certificate <input type="checkbox"/> Engineer and Architect review letters <input type="checkbox"/> Ventilation checklist and heating certificate <input type="checkbox"/> Septic Certification <input type="checkbox"/> Confirmation of completion of electrical and gas permits
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Construction Drawings	Include a new set of drawings if the plans have changed from the original approved plans. This includes: suite or washroom added, revised floor layout, additional plumbing fixtures, changes to exterior opening, basement to be finished, etc. Provide the revised drawings in PDF format. If unable to provide a digital copy, submit 2 sets of physical drawings no larger than 11"x17".