



# Retaining Wall or Structure Building Permit Checklist

Owner Name: \_\_\_\_\_

**A building permit is required for all retaining structures equal to, or greater than 1.5m (5') in height.**

**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.**

NEW	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Building Permit Application</b>	<input type="checkbox"/> Include signatures of <b>ALL</b> registered Owners <input type="checkbox"/> Include <a href="#">Owner(s) Representative Form</a> if applicable
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Title Certificate</b>	<a href="https://www.ltsa.ca">Ltsa.ca</a> (BC Land Title & Survey) <b>877.577.5872</b>  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"/>	<b>Covenants, Easements and Right-of-Ways</b>	Provide a copy of all Covenants, Easements and Right-of-Ways <b>LISTED ON PROPERTY TITLE</b> , or RDCK can obtain copies of each document from LTSA at total cost incurred.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Site Plan</b>	Site plan must be drawn to scale and include items below (See <a href="#">Building Brochure</a> for a sample site plan): <ul style="list-style-type: none"> <li><input type="checkbox"/> Full legal description and civic address, area of property, North arrow</li> <li><input type="checkbox"/> Proposed retaining footprint and orientation with overall dimensions, showing all dimensions to property lines and adjacent buildings</li> <li><input type="checkbox"/> All existing dwellings, buildings, utility shacks or other structures</li> <li><input type="checkbox"/> Location of legal road access to property and adjacent road names</li> <li><input type="checkbox"/> Proposed and existing septic fields, wells, and potable water sources</li> <li><input type="checkbox"/> Covenant areas, Easements, Right-of-Ways</li> <li><input type="checkbox"/> All waterbodies: lakes, rivers, creeks, and seasonal drainage; Provide dimensions from the natural boundary of the waterbodies to the proposed wall. A legal survey</li> </ul>

**For more information**

[info@rdck.bc.ca](mailto:info@rdck.bc.ca) | 250.352.6665 | 1.800.268.7325 (BC) | or visit [rdck.ca](https://www.rdck.ca)

NEW	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
			confirming location of waterbodies, natural boundary, and proposed wall location may be required.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Schedule(s) B, Sealed Plans and Proof of Insurance</b>	<p>Supervision by a Professional Engineer is required for design and construction of all retaining walls.</p> <p>Submit 'Schedule B' from Structural Engineer, and sealed plans with your application.</p> <p>Note: Geotechnical engineer may also be required. See <a href="#">Geotechnical Bulletin</a> and <a href="#">Structural Bulletin</a> for when additional engineering may be required</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Construction Drawings (Sealed by Engineer)</b>	<p>Provide the sealed Structural drawings below in PDF format.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Footing and wall plan</li> <li><input type="checkbox"/> Elevation plans</li> <li><input type="checkbox"/> Cross-section plans</li> <li><input type="checkbox"/> Engineer to design draitile and permanent dewatering for all retaining walls.</li> </ul>

**Excerpt from RDCK Building Bylaw No. 2200, 2010:**

**21.0 Retaining Structures**

**21.1** A registered professional must undertake the design and conduct field reviews of the construction of a retaining structure greater than 1.5 meters (5 ft.) in height. Sealed copies of the design plan and field review reports prepared by the registered professional for all retaining structures greater than 1.5 meters (5 ft.) in height shall be submitted to a building official prior to acceptance of the works.