



# Institutional Building Permit Checklist

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

Use this checklist for new buildings or for renovations. Discuss with RDCK staff to determine if your project falls within the 'Commercial', 'Industrial' or 'Institutional' checklist.

'Institutional' generally refers to uses such as public schools, community halls and centres, and post-disaster buildings such as emergency response, or public water treatment facilities.

**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

New Building

Proposed use of the Building? \_\_\_\_\_

Tenant Improvement or Renovation

Proposed use of building or suite? \_\_\_\_\_

Previous use of building or suite? \_\_\_\_\_

**Coordinating Professional (Architect or Engineer), and full professional design are required for the following:**

Qualifies as a *complex building* under RDCK Building Bylaw for major occupancies as:

- Assembly occupancies (buildings including community halls and schools)
- Public care or treatment occupancies
- Four or more stories in height
- Building footprint  $\geq 600$  m<sup>2</sup> (6500 sq. ft.)
- Post-disaster building

The Coordinating Professional is responsible to determine the involvement of other professionals, such as electrical, mechanical, and fire safety consultants.

**Professional design may be required within institutional buildings when:**

The use of the building or suite is changing OR any of the following is affected:

- Building structure
- Building envelope (cladding or windows)
- exiting or egress paths
- Fire separations or suite demising walls
- Access for persons with disabilities (such as a new washroom or voluntary accessible upgrades)

**For more information**

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

NEW	RENO	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
<input checked="" type="checkbox"/>	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Title Certificate</b>	<a href="http://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 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 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 building footprint and orientation, 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 building. Provide the proposed flood construction level (FCL) at the building. (Refer to <a href="#">Floodplain Management Bylaw</a> for more details). A legal survey confirming location of waterbodies and proposed building site may be required.</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Construction Drawings</b>	Provide the drawings below in PDF format. <b>Design by an Architect is typically required for Institutional buildings.</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Foundation plan</li> <li><input type="checkbox"/> Floor plans (Provide existing and proposed for renovations. Adjacent suites may need to be shown for context.)</li> <li><input type="checkbox"/> All buildings adjacent to a property line, public street, or other buildings on property are <b>required</b> to show spatial separation analysis and required fire resistance ratings and assemblies.</li> <li><input type="checkbox"/> Elevation plans</li> <li><input type="checkbox"/> Cross-section plans</li> <li><input type="checkbox"/> Structural drawings (See <a href="#">Structural Bulletin</a> for minimum requirements)</li> <li><input type="checkbox"/> Electrical, Mechanical, Fire Safety plans</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Truss, Floor, Beam Layouts</b>	<input type="checkbox"/> Provide engineered layout drawings, with <b>point loads, factored reactions and live load assumptions</b> ; Obtain from truss or floor manufacturer. <input type="checkbox"/> Provide truss, floor, and beam specification sheets from manufacturer.

NEW	RENO	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Schedule(s), Sealed Plans and Proof of Insurance</b>	Provide Schedules A and B from Coordinating Professional (Architect or Engineer)  Provide Schedule B and sealed drawings from all required Professionals (architectural, structural, electrical, mechanical, fire safety). <b>Coordinating professional is responsible to determine scope of Professional involvement.</b>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Driveway Access Permit</b> (if applicable)	<a href="http://www2.gov.bc.ca">www2.gov.bc.ca</a> (Ministry of Transportation and Infrastructure) <a href="mailto:bcmotwkd@gov.bc.ca">bcmotwkd@gov.bc.ca</a> <b>250.354.6400</b>  Required for construction: <input type="checkbox"/> All parcels accessed from a numbered highway or side road, or <input type="checkbox"/> For additions or renovations where additional traffic will be added
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Record of Sewerage System</b>	<a href="http://interiorhealth.ca">Interiorhealth.ca</a> <a href="mailto:hpadminnelson@interiorhealth.ca">hpadminnelson@interiorhealth.ca</a> <b>855.744.6328</b>  <input type="checkbox"/> New construction: Provide the “Record of Sewerage System” issued by the Interior Health Authority <input type="checkbox"/> Renovations: Provide a septic review letter from an Authorized Person to confirm the existing system is adequate when adding additional load.  <b>Required Prior To Issuance</b>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Energy Compliance: Small D, E and F3 commercial and industrial occupancies</b>	When <b>total building floor area is a maximum of 300m<sup>2</sup></b> . BCBC sections 9.36.2 to 9.36.4 are applicable (Prescriptive).  <input type="checkbox"/> Drawing sheets shall detail building envelope construction assemblies (9.36.2), <input type="checkbox"/> HVAC requirements (9.36.3) <input type="checkbox"/> Service Water Heating Systems (9.36.4). <input type="checkbox"/> Blower door testing is not required.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>NECB Report(National Energy Code for Buildings)</b>	Assembly occupancies, and buildings containing non-residential occupancies whose total building floor area exceeds 300m <sup>2</sup> <b>OR</b> medium hazard industrial occupancies shall comply with the NECB.  Qualified Professional or Energy Consultant to submit report confirming NECB Compliance path and Performance compliance for whole building, or where new work within scope of renovation affects building energy utilization.