



## Accessory Building (New or Renovation) Building Permit Checklist

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

TYPE	
<input type="checkbox"/> Carport	<input type="checkbox"/> Shed
<input type="checkbox"/> Garage	<input type="checkbox"/> Shop
<input type="checkbox"/> Green House	Other: _____

**This checklist is for buildings associated with a primary dwelling on the property and intended for accessory residential use. For buildings to be used for a commercial business see “Commercial” or “Industrial” checklists.**

If a suite or dwelling is proposed above a garage, use the “Single Family Dwelling” checklist.

Buildings less than 10m<sup>2</sup> (~100 SF) building area that are NOT used for sleeping accommodation, or that do not create a hazard, are exempt from a building permit. Zoning regulations may still apply.

**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	
<input type="checkbox"/> New	<input type="checkbox"/> Renovation (Reno)

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 <b><u>Owner(s) Representative Form</u></b> 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.

**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>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>	<p>Site plan must be drawn to scale and include items below (See <a href="#">Building Brochure</a> for a sample site plan):</p> <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>	<p>Provide the drawings below in PDF format. If unable to provide a digital copy, submit 2 sets of physical drawings no larger than 11"x17". <b>Hand drawn plans NOT accepted.</b></p> <p>We recommend the Owner obtain their construction drawings from an experienced designer. See <a href="#">Building Brochure</a> for detailed drawing requirements.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Foundation plan</li> <li><input type="checkbox"/> Floor plans (including mezzanine plan if proposed)</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> </ul> <p>Note: Washroom and mechanical rooms, and accessory buildings with continuous heating, including radiant floor heating, are required to be fully insulated to comply with the prescriptive requirements of BCBC 9.36.</p> <p>Residential accessory buildings larger than 150m<sup>2</sup> (1600 SF) are considered to be light-industrial in use and will have additional exiting and fire safety requirements.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Truss, Floor, Beam Layouts</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide engineered layout drawings, with <b>point loads, factored reactions and live load assumptions</b>; Obtain from truss or floor manufacturer.</li> <li><input type="checkbox"/> Provide truss, floor, and beam specification sheets from manufacturer.</li> </ul>

NEW	RENO	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Schedule(s) B, Sealed Plans and Proof of Insurance (if applicable)</b>	<p>Design by a Professional Engineer is required when the scope of work does not conform to Part 9 (Housing and Small Buildings) of the British Columbia Building Code.</p> <p>See <a href="#">Geotechnical</a> and <a href="#">Structural Bulletin</a> for when engineering may be required including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Open post-and-beam carports</li> <li><input type="checkbox"/> Lean-to structures wider than 3.6m (12') from enclosed building</li> <li><input type="checkbox"/> Exterior wall stud heights greater than 3.6m (12') in height</li> <li><input type="checkbox"/> Width of building exceeds 12.2m (40')</li> <li><input type="checkbox"/> Glass and metal-frame greenhouses</li> <li><input type="checkbox"/> Metal buildings</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Driveway Access Permit (if applicable)</b>	<p><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></p> <p>Required for <b>ALL</b> parcels with driveway access from a numbered highway.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide confirmation of existing legal access, OR</li> <li><input type="checkbox"/> Provide confirmation of application to MOTI</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Record of Sewerage System (if applicable)</b>	<p><a href="http://Interiorhealth.ca">Interiorhealth.ca</a>  <a href="mailto:hpadminnelson@interiorhealth.ca">hpadminnelson@interiorhealth.ca</a>  <b>855.744.6328</b></p> <p>If washroom is proposed:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> New construction: Provide the "Record of Sewerage System" issued by the Interior Health Authority, OR</li> <li><input type="checkbox"/> Provide a septic review letter from an Authorized Person to confirm the existing system is adequate when adding additional load.</li> </ul>