



# Farm Building (New or Renovation) Building Permit Checklist

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

*Farm buildings* shall conform to the requirements in the National Farm Building Code of Canada 1995

**Farm building** means a building or part thereof that does not contain a residential occupancy and that is associated with and located on land devoted to the practice of farming, and used essentially for the housing of equipment or livestock, or the production, storage or processing of agricultural and horticultural produce or feeds. It is typically an unheated building of *low human occupancy*.

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	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>Owner(s) Representative Form</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.
<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, showing dimensions to property lines and all adjacent buildings. <b>Label the use of all buildings within 30m (100')</b>.</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> </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](http://rdck.ca)

NEW	RENO	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
				<ul style="list-style-type: none"> <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, named or unnamed creeks, and/or seasonal drainage; indicate distances from the natural boundary of the waterbodies to the proposed building site. The required flood construction level at the building site shall be detailed (refer to <a href="#">Floodplain Management Bylaw</a> for more details). A legal survey with topographic locations may be required.</li> </ul>
☑	☑	☐	<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 and roof plans (Including mezzanine plan if proposed. Show fire-blocking locations in roof if required)</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><b>Note: Floor layout drawings are to accompany engineering drawings to show all room and space uses, interior layout, building assemblies, dimensions, egress and fire safety requirements.</b></p>
☑	☑	☐	<b>Truss, Floor, Beam Layouts (if applicable)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide engineered floor and roof layout drawings, with <b>all point loads, factored reactions and live load assumptions</b>; Obtain from supplier.</li> <li><input type="checkbox"/> Provide truss, floor, and beam specifications and designs from supplier.</li> </ul>
☑	☑	☐	<b>Schedule(s) B, Sealed Plans and Proof of Insurance</b>	<p>Design and Supervision by a Professional Engineer is required for many farm buildings, including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> When building or slab requirements fall under requirements of Farm Code 2.2</li> <li><input type="checkbox"/> When roof is required to be designed to Part 4, per Farm Code 2.2.2.1</li> <li><input type="checkbox"/> Width of building exceeds 12.2m (40')</li> <li><input type="checkbox"/> Exterior wall stud heights greater than 3.6m (12') in height</li> <li><input type="checkbox"/> Lean-to structures wider than 3.6m (12') from enclosed building</li> <li><input type="checkbox"/> Open post-and-beam structures (such as hay shelters)</li> <li><input type="checkbox"/> Metal buildings</li> <li><input type="checkbox"/> Greenhouses</li> </ul>

NEW	RENO	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
<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)  <b>bcmotwkd@gov.bc.ca</b>  <b>250.354.6400</b></p> <p>Required for construction:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All parcels abutting a numbered highway or side road</li> <li><input type="checkbox"/> Agricultural properties, commercial, industrial, and institutional development</li> </ul>