



Secondary Suite (New or Renovation) Building Permit Checklist

Owner Name: _____

Secondary Suites are self-contained dwelling units attached to a primary dwelling, containing cooking, living, sleeping, and sanitary facilities. They can not be strata titled.

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

Renovation (RENO)

NEW	RENO	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
<input checked="" type="checkbox"/>	<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 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Site Plan	Site plan must be drawn to scale and include items below (See Building Brochure for a sample site plan): <input type="checkbox"/> Full legal description and civic address, area of property, North arrow <input type="checkbox"/> Proposed building footprint and orientation, showing all dimensions to property lines and adjacent buildings

For more information

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

NEW	RENO	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
				<ul style="list-style-type: none"> <input type="checkbox"/> All existing dwellings, buildings, utility shacks or other structures <input type="checkbox"/> Location of legal road access to property and adjacent road names <input type="checkbox"/> Proposed and existing septic fields, wells, and potable water sources <input type="checkbox"/> Covenant areas, Easements, Right-of-Ways <input type="checkbox"/> All waterbodies: lakes, rivers, creeks, and seasonal drainage;
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Construction Drawings	<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". Hand drawn plans NOT accepted.</p> <p>We recommend the Owner obtain their construction drawings from an experienced designer. See Building Brochure for detailed drawing requirements.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Foundation plan (If work to foundation or new footings) <input type="checkbox"/> Floor plans (Existing and Proposed – ALL floors of home) <input type="checkbox"/> Elevation plans <input type="checkbox"/> Cross-section plan (indicate fire separations and ceiling height) <input type="checkbox"/> Structural drawings (See Structural Bulletin for minimum requirements)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule(s) B, Sealed Plans and Proof of Insurance (if applicable)	<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>Design by a Professional Engineer is usually required when a renovation involves the removal of bearing walls or new point loads.</p> <p>See Geotechnical and Structural Bulletin for when engineering may be required.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Record of Sewerage System	<p>interiorhealth.ca hadminnelson@interiorhealth.ca 855.744.6328</p> <ul style="list-style-type: none"> <input type="checkbox"/> New suite: Provide a septic review letter from an Authorized Person to confirm the existing system is adequate when adding additional dwelling unit. <p>Required Prior To Issuance</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New Home Registration Form (or Exemption)	<p>bchousing.org 800.407.7757</p> <p>If Secondary Suite is being installed within a home built by an Owner-Builder within the last 10 years, provide confirmation of any additional requirements, or exemption, from BC Housing.</p> <p>Extensive renovations require written exemption from BC Housing, see https://sroq.bchousing.org/SROnlineQuestionnaire/faces/start</p> <p>Required Prior To Issuance</p>