



# Multi-Family Dwelling (New or Renovation) Building Permit Checklist

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

## TYPE

Multi-Family dwelling includes buildings such as: Duplexes, Stratified row-housing, and rental apartments

This checklist is for buildings designed to Part 9 of the British Columbia Building Code.

**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 found to be non-compliant with applicable bylaws, it may increase the application processing time. Please check the Bylaws at [rdck.ca](http://rdck.ca) or call 250-352-8176.**

## SCOPE

New

Number of dwelling units proposed: \_\_\_\_\_

Renovation or Addition (Reno)

Existing # of dwelling units: \_\_\_\_\_

Are any dwelling units being added? \_\_\_\_\_

**Architect is required for any of the following:**

- Building has 5 or more dwelling units
- Four or more stories in height (Part 3 Building)
- Building footprint  $\geq 600 \text{ m}^2$  (Part 3 Building)
- Mixed-use building  $\geq 470 \text{ m}^2$  gross floor area with 1 or more dwelling units

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 type="checkbox"/> Provide approval letter from the Strata Council for any renovation
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Title Certificate</b>	<b>Ltsa.ca (BC Land Title &amp; Survey)</b> <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 <b>Building Brochure</b> 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"/> Provide a key plan of building for renovation within a single unit</li> <li><input type="checkbox"/> The location, dimensions, and gradient of parking and driveway access</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 <b>Floodplain Management Bylaw</b> 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. <b>Hand drawn plans NOT accepted.</b></p> <p>We recommend the Owner obtain their construction drawings from an experienced designer. See <b>Building Brochure</b> for detailed drawing requirements.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Foundation plan (to be designed by a Structural Engineer)</li> <li><input type="checkbox"/> Floor plans</li> <li><input type="checkbox"/> Elevation plans</li> <li><input type="checkbox"/> Cross-section plans</li> <li><input type="checkbox"/> Structural drawings</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Truss, Floor, Beam Layouts (if applicable)</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>

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Schedule(s) B, Sealed Plans and Proof of Insurance	<p><b>All Multi-family dwelling buildings require the foundation to be designed by a Structural Engineer</b> as required by the RDCK Building Bylaw 10.1.6.6</p> <p>Design by a Professional Engineer is required when other structural scope of work does not conform to Part 9 (Housing and Small Buildings) of the British Columbia Building Code.</p> <p>See <b>Geotechnical Bulletin</b> for when engineering may be required.</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driveway Access Permit (if applicable)	<p><a href="http://www2.gov.bc.ca">www2.gov.bc.ca</a> (Ministry of Transportation) 250.354.6400</p> <p>Required for <b>ALL</b> parcels including access from a numbered highway OR side road</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"/>	Record of Sewerage System	<p><a href="http://Interiorhealth.ca">Interiorhealth.ca</a> <a href="mailto:hpadminnelson@interiorhealth.ca">hpadminnelson@interiorhealth.ca</a> 855.744.6328</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</li> <li><input type="checkbox"/> Renovations: Provide a septic review letter from an Authorized Person to confirm the existing system is adequate when adding additional load.</li> </ul> <p><b>Required Prior To Issuance</b></p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BC Energy Compliance report, and Hot2000 report	<p><a href="http://Energystepcode.ca">Energystepcode.ca</a> <a href="http://Rdck.ca">Rdck.ca</a></p> <p>Pre-construction documents confirming compliance to Step Code energy requirements. To be completed by a Certified Energy Advisor licensed by Natural Resources Canada. Visit <a href="https://www.betterhomesbc.ca/ea/">https://www.betterhomesbc.ca/ea/</a></p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BC Housing New Home Registration Form (or Exemption)	<p><a href="http://bchousing.org">bchousing.org</a> 800.407.7757</p> <p>Provincial warranty registration required for construction of new multi-unit buildings, building envelope renovations, and large-scale renovations and additions.</p> <p><b>EXTENSIVE RENOVATION WILL REQUIRE WRITTEN EXEMPTION from BC Housing, see <a href="http://bchousing.org">bchousing.org</a></b></p> <p><b>Required Prior To Issuance</b></p>

NEW	RENO	RDCK	DOCUMENT TO PROVIDE	ADDITIONAL INFORMATION
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Water Source</b>	<input type="checkbox"/> RDCK Water System <input type="checkbox"/> Community Water System <input type="checkbox"/> Private Water Source <input type="checkbox"/> Other _____