



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 10m² (~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 rdck.ca 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.

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
<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	<p>Site plan must be drawn to scale and include items below (See Building Brochure for a sample site plan):</p> <ul style="list-style-type: none"> <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 <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; 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 Floodplain Management Bylaw for more details). A legal survey confirming location of waterbodies and proposed building site may be required.
<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 <input type="checkbox"/> Floor plans (including mezzanine plan if proposed) <input type="checkbox"/> Elevation plans <input type="checkbox"/> Cross-section plans <input type="checkbox"/> Structural drawings <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 150m² (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"/>	Truss, Floor, Beam Layouts	<ul style="list-style-type: none"> <input type="checkbox"/> Provide engineered layout drawings, with point loads, factored reactions and live load assumptions; 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"/>	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>See Geotechnical Bulletin for when engineering may be required including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Open post-and-beam carports <input type="checkbox"/> Lean-to structures wider than 3.6m (12') from enclosed building <input type="checkbox"/> Exterior wall stud heights greater than 3.6m (12') in height <input type="checkbox"/> Width of building exceeds 12.2m (40') <input type="checkbox"/> Glass and metal-frame greenhouses <input type="checkbox"/> Metal buildings
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driveway Access Permit (if applicable)	<p>www2.gov.bc.ca (Ministry of Transportation and Infrastructure) 250.354.6400</p> <p>Required for ALL parcels with driveway access from a numbered highway.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide confirmation of existing legal access, OR <input type="checkbox"/> Provide confirmation of application to MOTI
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Record of Sewerage System (if applicable)	<p>Interiorhealth.ca hpadminnelson@interiorhealth.ca 855.744.6328</p> <p>If washroom is proposed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> New construction: Provide the "Record of Sewerage System" issued by the Interior Health Authority, OR <input type="checkbox"/> Provide a septic review letter from an Authorized Person to confirm the existing system is adequate when adding additional load.