

Building Permit Application Requirements

Building permits are required for any new construction, alteration, addition, or demolition of a structure in the Town of Lake Cowichan. Only complete applications will be accepted for processing, the following document lists building permit application requirements. This is comprehensive list.

BUILDING PERMIT APPLICATION FORM

• Building permit application form is required for all properties

Site Plan

- The corresponding Street & Avenue
- The dimensions of the site (property lines)
- The location of existing and proposed access to the site
- The north arrow

Floor Plans

- O The size (dimensions) of the house
- O The number of floors & square footage to each floor
- O The dimensioned room layouts indicating all uses
- The location of walls, doorways & windows (sizes)
- O complete construction details
- o seismic design for lateral bracing requirements or Structural Engineered Plans

Building Elevations

- O showing all sides of the house
- \circ $\;$ the building height from average grade to midpoint of roof
- the finished ground level
- the exterior finishing materials

Miscellaneous

- 1. Two copies of all plans must be submitted with Structural Design.
- 2. Home Protection Office forms (H.P.O.) for new homes, must have HPO Seal approval
- 3. Each contractor and sub-trade must have valid business license
- 4. Seismic design for lateral bracing requirements / Honeymoon Bay Sa(0.2) 1.23
- 5. Snow load design 2.8kPa, 59.4 psf / Youbou
- 6. Flood plain building height @ 167.33 metres
- 7. Insulation requirements Step Code 3 with Energy Advisor
- 8. Type of heating system to be installed
- 9. Mechanical ventilation system designed by qualified professional
- 10. Windows and doors to NAFS standards / Duncan
- 11. All new construction drawings must include low water consumption plumbing fixtures
- 12. Certificate of Title
- 13. P. Engineering or Geotechnical Engineering (if applicable)

Inspections (to follow after Permit is issued)					
EXCAVATION	Soil bearing capacity evidence.				
FOUNDATION FORMWORK	Footings, walls and reinforcing steel. Certification of a professional engineer may be requested before the pouring of concrete.				
DRAINAGE	Perimeter drain ground footings 4" Ø per pipe 6" coverage of drain rock, down spouts 3" Ø solid P.V.C. subject to discharge damp proofing, pre backfill inspection, floor drains in basement or sloped crawl space connected to perimeter drain with trap.				
FRAMING	Site survey of land and building foundation before inspection; A professional certification of engineered products structural framing, roof framing and sheeting fire stops, roofing, window, and door installation etc. fireplace & chimney clearances.				
PLUMBING	Under slab plumbing; Waste and water rough-in; Sewer, water and storm hook-up; Receipt of plumbing authorization form; Installations of H.V.A. units shall conform to the requirements of B.C.B.C. Art. 6.2.15 installation standards.				
INSTALLATION OF VAPOUR BARRIER AND INSULATION	Throughout building.				
FINAL	Interior and exterior of building.				

Note: Please contact the Building Official 72 hours prior to any required Inspection.



Town of Lake Cowichan

Application for Permit to Build

	Folio No.:			Permit No.:
	Building Permit	Demoliti	on Permit	Renewal of previous Permit
	Other (specify)(e.	g. chimney installati	on, service connect	tion, building re-location)
	APPLICANT INFORMATIO	N		OWNER INFORMATION
Name(s)			Name(s)	
Street Addres	55		Street Address	
Mailing Addre	ess		Mailing Address	
City			City	
Postal Code			Postal Code	
Phone			Phone	
Fax			Fax	
		BUILDER / CONTRA		ΓΙΟΝ
Name	·		Business	
Street Addres	20		License #	
City			Phone	
Postal Code			Finite	
	as required	SUB-TRA by the Town of Lake	DE LISTING Cowichan Busines	ss License Bylaw
	NAME	· · · · · · · · · · · · · · · · · · ·		BUSINESS LICENSE #
A buildin		upply to the License rs of his or her sub t		en list of the names, addresses and telephone prescribed.
			INFORMATION	
Civic Addre	ss of Property:			
Legal Desci	ription of Property including PID:			
Zoning of P	roperty:			

Residential Building Codes	Non- Residential Building Code						
 110 Single House, single detached home, bungalow, linked home (linked at the single family dwelling 115 Single House – Condominium (standalone housing unit that is part of a conditional conditiona	ne foundation),						
Type of Work Codes							
01 New Construction 06 Mechanical	11 Deconversion from multiple-to-multiple or single						
02 Addition – for non-residential only 07 Conversion from single to multiple	dwelling or non-residential building dwelling 12 Installation of a prefabricated building						
03 Alteration and improvements 08 Conversion from multiple-to-multip	le dwelling 13 Additional value to previous permit(s)						
04 Foundation 09 Conversion from non-residential to 05 Superstructure or part of new building 10 Deconversion from single to non-re							
	16 Demolition						
BUILDING Complete this section if application is for erection							
Area of Building m ² Height of building	m Highway access obtained: YES / NO						
Setbacks Number of Storeys: Principal Building Number of Storeys:	One Two						
Front Yard m Side Yard m	Side Yard m Rear Yard m						
Accessory Building Front Yard m Side Yard m	Side Yard m Rear Yard						
	Building Materials:						
Construction Information: Size of Joists Under:							
	Foundation Walls:						
Footing size 1st floor	undation Footings:						
Depth of Foundation 2 nd floor	Interior Wall Finish:						
Size of beams under 3 rd floor	Interior Ceiling Finish:						
Main floor:	Roof:						
I	Roof Type: Flat Mansard						
	Peaked Domed						
SIGNA							
This permit confirms that the Town of Lake Cowichan has reviewed pursuant to the Corporation of the Town of Lake Cowichan Building comply with all Town of lake Cowichan and provincial regulations go The undersigned applicant, developer, contractor, or owner agrees to all the statutes and regulations in force in the Town of Lake Cowichan arising out of or incident to, the granting of this permit. The undersigned recognizes that within the boundaries of the Town of and flooding, and that these are widely distributed as to location. generally on which the intended construction is to be placed and tak ultimately the safe and sound use and occupancy of the proposed st I have read and agree with the aforementioned. I also understand that final inspection and the subsequent issuance of an occupancy certific Where the applicant is not the REGISTERED OWNER, the application m	Bylaw. This permit is not a warranty that the subject building will overning building construction nor that it is without defect. o conform with all the bylaws of the Town of Lake Cowichan and to and to save the Town harmless from any action or cost whatsoever of Lake Cowichan there are areas of "problem soils", poor drainage I affirm that it is my responsibility to identify foundation condition e all action required to ensure the adequacy of the foundation, and tructure. at no building structure is to be sold or occupied prior to an approved icate.						
Applicant's Signature	Date						
THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONS	ENT						
Registered Owner of Subject Property	Date						

CALCULATION OF BUILDING VALUES AND APPLICABLE FEES								
PERMIT NO.	Area (Sq. ft)	Value (\$)	Calculated Value	OFFICE USE ONLY				
Main Floor with full basement				Building Permit Fees	\$			
Main floor with crawlspace / slab on grade				Plumbing Permit Fees	\$			
Second Floor				Sanitary Connection Inspection Fees	\$ 105.00			
Garage - finished (attached / detached)				Storm Connection Inspection Fees	\$ 105.00			
Garage - unfinished (attached / detached)				Water Connection Inspection Fees	\$ 1,200.00			
Carport (attached / detached).				Garbage Service (1)	\$ 440.00			
Suite								
Deck				**Damage Deposit \$3,000 Demo Deposit \$5,000 Bldg. Move Dep. \$10,000	\$			
Finished basement				Miscellaneous (Deposits / Credits)	\$			
Totals			\$	Total Fees Payable	\$			
** All depo	osits will only b	e refundable t	o the property owne	r on title at the time of refun	ıd.			
*	Damage depos	sit will be relea	ased upon completio	n of paved driveway.				
		AF	PROVED BY:					
Date Planning Officer / Chief Administrative Officer								
Date Building Inspector THIS PERMIT AUTHORIZING COMMENCEMENT OF WORK IS ONLY VALID UPON SIGNATURE BY THE BUILDING INSPECTOR								
COMMENTS:								
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BUILDING INSPECTION								
Permit No.	DATE	R	Ρ	INSP	DATE	R	Ρ	INSP
Site excavation / footing pre-concrete								
Foundation damp proofing / dual drains								
Radon rough-in inspection								
Service connections								
U. S. Plumbing								
U. S. Insulation & VB								
Plumbing rough-in								
Framing								
Fireplace & w/stove W.E.T.T. Certified								
Insulation / VB								
Final								

REMARKS

CERTIFICATE OF OCCUPANCY

No building shall be occupied until a Certificate of Occupancy has been obtained.

Certificate of Occupancy Issued to: _____

Building Inspector

Date