DEMOLITION

Building Permit Application Checklist

The following checklist is provided as a guideline for required documents for a building permit application.

*Only complete applications will be accepted for processing. Please gather **ALL** required documents **BEFORE** applying through the online portal. Application fees are **NON**-refundable.*

DOCUMENTS

Required for all applications.

- ☐ Building Permit Application (Application Form).
- ☐ Preliminary Planning Review Form OR Islands Trust Review Declaration (contact RDN Planning 250-390-6510 or Islands Trust 250-247-2063).
- ☐ Property Declaration Form (Property Declaration Form).
- ☐ Hazardous Materials Declaration Form (Hazardous Materials Declaration).

SITE PLAN

Required for all applications.

Plans to show the listed items, as applicable.

- ☐ North arrow.
- ☐ Show all buildings including location, use and size.
- ☐ Indicate distance from each building to all property lines and adjacent structures.
- ☐ Watercourses / waterbodies (location and distance to each building).
- ☐ Septic system location.
- ☐ Landscape features (retaining walls, pools, etc.).
- ☐ Driveway / access / lane.
- ☐ Height survey may be required.

ADDITIONAL DOCUMENTS

Provide as applicable.

- ☐ Appointment of Agent (Appointment of Agent).
- ☐ Development Permit / Variance Permit.
- ☐ Hazardous Materials Survey Report (for all buildings built prior to 1990).
- ☐ Hazardous Materials Written Confirmation (Clearance Letter).
- ☐ Business or Corporations are also required to provide a "Corporate Registry" dated within 30 days of application.

BUILDING PERMIT PROCESS

Application Review Steps

1. Applicant contacts Planning Department at askplanning@rdn.bc.ca or 250-390-6510 to obtain a Preliminary Planning Review form (a site plan and Property Declaration form are required) or Island Trust at 250-247-2066 to confirm your proposal and complete the Islands Trust Review Declaration form.
2. Applicants must register on the RDN Building Portal and create a Portal ID. Access can be found on CityView Portal. Once ID is approved, you may apply for and submit the building permit application documents through the RDN Building Portal.
   - Technical Information: Use a laptop or desktop computer **only** when creating your application. Google Chrome or Microsoft Edge are recommended. Should you experience technical problems when submitting your application, first try switching browsers. If your problem persists, please contact us by email building@rdn.bc.ca or by phone 250-390-6530.
3. After Demolition Permit has been applied for on the web portal, please contact our office at 250-390-6530 or email building@rdn.bc.ca so the application may be reviewed promptly.

4. Staff review the online building permit application for completeness. If application is incomplete or missing items, an "Incomplete Application" email will be sent to applicant and property owner.
   - Application will be placed in "Submittal Incomplete" status. The application will not progress until **ALL** required documents have been received.
   - The outstanding items are to be submitted in **ONE** submission, through the portal.
5. Once accepted, the application status will move to "In Plan Check" and placed in review queue.
6. The Planning Department reviews the submitted documents for conformance with local zoning bylaws. The planner will contact applicant or property owner directly with any concerns.
7. A building official completes a technical review of submitted documents to ensure conformance with local bylaws.
   - Where changes or additional information is required, permit status is changed, and a "Return for Corrections" letter will be emailed to applicant and property owner.
   - The outstanding issues and required changes are to be submitted in **ONE** submission through the portal.
8. Once permit application is approved and "Ready to Issue", applicant and property owner will receive an email, along with outstanding fees and instructions to download the approved documents.
   - Approved documents are identifiable by a "Field Copy" stamp.
   - Fees may be paid by accessing the portal. The permit is generally issued within one (1) business day. Construction is to be done as per approved drawings, permit conditions and BC Building Code.
9. All documents need to be printed in colour and be onsite for all inspections.

BUILDING PERMIT COSTS

Permit processing fees are **non-refundable** and shall be credited to building permit fee prior to issuance.

Demotion Permit: Once fees have been paid, notify Building Inspections Department so permit can be processed promptly.

Application Processing Fees

Permit processing fees are collected at application as per Bylaw 1595.01 and are based on construction value estimate (CVE).

Charges	Processing Fee
Demolition – Simple Building or Structure	$150
Demolition – Complex Building or Structure	$250
Title Search Fee	$25

NOTE: Business or Corporations are also required to provide a "Corporate Registry" dated within 30 days of application.

RESOURCES AND CONTACT DETAILS

RDN Online Portal		https://cv.rdn.bc.ca/nanaimoportal
Planning Department	250-390-6510	planning@rdn.bc.ca
Building Inspections	250-390-6530	building@rdn.bc.ca
Islands Trust (Gabriola)	250-247-2063	northinfo@islandstrust.bc.ca
Island Health – VIHA	250-739-5800	info@islandhealth.ca
Technical Safety BC (Electrical & Gas Permits)	1-866-566-7233	Permits | TSBC (technicalsafetybc.ca)
Agricultural Land Commission (ALC)	1-800-663-7867	ALCBurnaby@victoria1.gov.bc.ca
BC Housing	1-800-407-7757	Licensing & Consumer Services | BC Housing