SWIMMING POOL IN-GROUND

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).

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.

BUILDING PLANS (all plans to be fully dimensioned and to scale)

Drawings to show the listed items, as applicable.

This list is not exhaustive.

General Information

- ☐ Plans must be the final design, ready for construction.
- ☐ Engineer's Letters of Assurance for Design (digitally sealed and stamped).
- ☐ Engineer's Letters of Assurance for Field Review (digitally sealed and stamped).
- ☐ Sealed Engineer's Drawings (digitally sealed and stamped).
- ☐ Architectural and/or Manufacturer's plans.

ADDITIONAL DOCUMENTS

Provide as applicable.

- ☐ Appointment of Agent (Appointment of Agent).
- ☐ Development Permit / Variance Permit.
- ☐ Engineer's reports / assessments.
- ☐ Geotechnical Hazard Assessment or Sealed Site Class and Bearing Memo
- ☐ 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. 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.
4. Once accepted, the application status will move to "In Plan Check" and placed in review queue. Wait times are posted on the RDN Building Inspection page (Building Inspection Services).
5. A building official will complete a site visit to review location of proposed work.
6. The Planning Department reviews the submitted plans 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 plans and documentation to ensure conformance with the BC Building Code and 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 plans and documents.
   - Approved plans and 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.

Application Processing Fees

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

Construction Value Estimate (CVE)	Processing Fee
Swimming Pool	$150

Other Charges	Processing Fee
Title Search Fee	$25

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

Building Permit Fees

Permit, inspection and additional fees are stipulated by Bylaw No. 1595.01 and can be found at www.rdn.bc.ca/building-permit-application-fees.

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