



## Secondary Suite (New or Renovation) Building Permit Checklist

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

**Secondary Suites are self-contained dwelling units attached to a primary dwelling, containing cooking, living, sleeping, and sanitary facilities. They can not be strata titled.**

**All documentation is required at the time of permit application unless otherwise specified.**

**Refer to the Village of Kaslo 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 <https://kaslo.ca/p/planning-permits> or call 250-353-2311.**

### SCOPE

New

Renovation (RENO)

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 <a href="#">Owner(s) Representative Form</a> if applicable
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Title Certificate</b>	<a href="https://ltsa.ca">Ltsa.ca</a> (BC Land Title & Survey) <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.
<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>	Site plan must be drawn to scale and include items below (See <a href="#">Building Brochure</a> for a sample site plan): <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> </ul>

**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
				<ul style="list-style-type: none"> <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;</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. If unable to provide a digital copy, submit 2 sets of physical drawings no larger than 11"x17". <b>Hand drawn plans NOT accepted.</b></p> <p>We recommend the Owner obtain their construction drawings from an experienced designer. See <a href="#">Building Brochure</a> for detailed drawing requirements.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Foundation plan (If work to foundation or new footings)</li> <li><input type="checkbox"/> Floor plans (Existing and Proposed – ALL floors of home)</li> <li><input type="checkbox"/> Elevation plans</li> <li><input type="checkbox"/> Cross-section plan (indicate fire separations and ceiling height)</li> <li><input type="checkbox"/> Structural drawings (See <a href="#">Structural Bulletin</a> for minimum requirements)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Schedule(s) B, Sealed Plans and Proof of Insurance (if applicable)</b>	<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>Design by a Professional Engineer is usually required when a renovation involves the <b>removal of bearing walls or new point loads.</b></p> <p>See <a href="#">Geotechnical</a> and <a href="#">Structural Bulletin</a> for when engineering may be required.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Record of Sewerage System</b>	<p><a href="http://interiorhealth.ca">interiorhealth.ca</a>  <a href="mailto:hadminnelson@interiorhealth.ca">hadminnelson@interiorhealth.ca</a>  855.744.6328</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> New suite: Provide a septic review letter from an Authorized Person to confirm the existing system is adequate when adding additional dwelling unit.</li> </ul> <p><b>Required Prior To Issuance</b></p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>New Home Registration Form (or Exemption)</b>	<p><a href="http://bchousing.org">bchousing.org</a>  800.407.7757</p> <p>If Secondary Suite is being installed within a home built by an Owner-Builder within the last 10 years, provide confirmation of any additional requirements, or exemption, from BC Housing.</p> <p><b>Extensive renovations require written exemption from BC Housing</b>, see <a href="https://sroq.bchousing.org/SROnlineQuestionnaire/faces/start">https://sroq.bchousing.org/SROnlineQuestionnaire/faces/start</a></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 _____