

DWELLING/BUILDING RELOCATION

Guide to Requirements, Considerations and Process

Overview: This guide provides information for consideration when planning to move a building within the City of Nanaimo or from outside the City onto a City lot.

Structural Considerations:

Structural Adequacy:

Where a building to be moved is located within the City of Nanaimo; City records must confirm it was built and inspected under a building permit and met the building code of the day when built. Although a building to be moved does not need to meet the current BC Building Code, life safety issues such as floor joist spans, roof snow load design, electrical, and plumbing, may need to be addressed. If the structural capacity of the building is in question a structural engineer's report will be required to confirm the building is sound and identify any upgrading required.

Where a building to be moved is located outside the City of Nanaimo a sealed report by a structural engineer will be required, stating the dwelling is structurally sound and suitable for relocation in Nanaimo.

If a structural engineer identifies structural upgrades are necessary, sealed design drawings and a Letter of Assurance (Schedule B) will be required as part of the building permit application to relocate the dwelling.

Value of the Dwelling:

To support the housing standards in existing neighbourhoods the City of Nanaimo's Building Bylaw 2016 No. 7224 requires the value of the building to be moved to be better than the average dwelling within the neighbourhood it will be placed.

The value of the dwelling, once re-established on the new site, must be assessed at not less than 1.25 times the average assessed values of all dwellings situated within 50 metres of the site or parcel of land to which the dwelling is to be moved. The value of the dwellings within this radius shall be the value of the improvements (land excluded) as determined by the BC Assessment Authority. The building inspections division will calculate the average value.

The value of the dwelling to be relocated shall be the assessed value as determined by the BC Assessment Authority. It is the responsibility of the applicant to ensure that the value reflects only the value of the dwelling, or portion thereof, to be relocated.

In cases where the Assessment Authority's value will not reflect the building to be moved, an appraisal by a member of the British Columbia Branch of the Appraisal Institute of Canada that estimates the value of the building once relocated on the property will be accepted.

Siting Considerations for Moving an Existing Building:

- Required setbacks and height restrictions can be met.
- Services to Storm, Sanitary and Water are available.
- If no Sanitary Sewer is available, approval of application from the Ministry of Health is required to reuse or install a new septic system.
- If no Storm Sewer is available, a design for a storm drainage system must be submitted (as part of the site plan).
- Issues that may require a geotechnical engineer's input (e.g. coal mining area, drainage problems, water course, etc.).
- Restrictive covenants (registered on title) for utility right-of-ways, riparian setbacks, water courses, etc.

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Bonding:

Specific to relocation permits is the requirement for a \$2,000.00 bond to ensure the building shall be completely re-erected on the new site within 12 months of the date of issuance of the permit. Additional bonding of \$750.00 is required for possible damage to City property during residential construction.





Building Permit Application Requirements:

The forms and guidelines mentioned below are available on the website at www.nanaimo.ca or at the Service and Resource Centre at 411 Dunsmuir Street (when doors are open to the public).



- [Building Permit Application](#) – online application.
A building permit for relocation of a structure is valid for 12 months.
- [Appointment of Agent](#) is required if the permit is to be applied for, picked up, or revised by other than the registered owner. To be submitted online as part of the Building Permit (BP) Application Process.
- [Application Fee](#) required where the estimated value of onsite work exceeds \$20,000. The application fee will be requested after your online building permit application has been accepted.
- Access Application** – online form to be completed as part of the BP Application Process for a new building driveway or access change to an existing driveway.
- [Permit to Transport on City Streets](#) required from the City's Engineering Division for transportation on City of Nanaimo roads. Contact the Ministry of Highways if moving on major arterial roads.
- Plans – to scale 1/4" = 1' or 1:50** showing the specifications of the building. To be submitted / uploaded as part of the online BP application process. **New and existing construction to be clearly identified.** Required information is detailed in the City's guide [Plan Requirement Checklist](#). Electronic plan submissions – hand-drawn or computer-generated – are to be in PDF format and must be a clean copy with no watermarks or other interfering mark-ups. Drawings are to be on minimum 11" x 17" plain white paper (no graph paper), drawn in dark blue or black ink. Photographs of plans or documents are not accepted.
- Site Plan – to scale 1/16" = 1' or 1:250** (if not already included on the submitted drawings) showing the dimensions of the parcel on which the building is to be situated. Include setbacks and locations of all existing and proposed buildings, with decks and cantilevers shown. Include the location and the dimension of the driveway and any right-of-ways or easements. Where a dwelling unit has a secondary suite, the location of exterior exit pathways to the street and the dedicated parking space are to be identified.
- Height Survey and/or Location Survey** – in most cases a sealed site survey by a BC Land Surveyor (BCLS) will be required to verify the structure's proximity to the setbacks. A height survey by a BCLS is typically required to establish the maximum heights. More information about setbacks, roof heights, and perimeter wall heights can be found in our guide [Residential Use – Site and Height Guidelines](#).
- [Ventilation Checklist](#) identifies the proposed heating and ventilation system. Completed form required.
- [Business Licence](#) valid in the City of Nanaimo is required for builders, contractors, and developers.

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Additional Items that May Be Required:

- Demolition Permit -**
 - When relocating a dwelling, a demolition permit will be required for the property from which the dwelling will be removed. A \$750.00 bond will be required at that property as well as charges for demolition and service disconnections. A demolition permit is required prior to issuance of a permit to relocate on a new parcel of land.
 - A separate demolition permit will be required for any structures to be removed from the property to which the dwelling is to be relocated. Where a permit is required for demolition and a separate permit is also required for dwelling relocation only one \$750.00 bond is required for both permits at the new site.
- Geotechnical Report and Schedule B** – construction in some areas of Nanaimo is affected by abandoned coal workings, steep slopes, fill, bodies of water, and other geotechnical concerns and may require geotechnical and structural engineering design and field review. Documents must be signed and sealed.
Structural Engineer Design and Schedule B - will be required where the construction is beyond Part 9 of the BC Building Code. Documents must be signed and sealed.
- [At-Cost Authorization Form](#)**  – for water meter installation where no water meter exists.
- [New Home Registration Forms](#)** – required where a home has been changed so that 25% or less of the original structure above the foundation remains, or 75% or more of the reconstruction is new. For detailed information see BC Housing Bulletin **[Substantially Reconstructed Homes and the Homeowner Protection Act](#)**.
- Tree Removal Permit** – if your site contains a significant tree(s), as defined by the **[Management And Protection Of Trees Bylaw 2013 NO. 7126](#)** , a tree removal permit may be required prior to tree cutting or undertaking activities that may damage the tree(s). More information can be found on the City's website page: **[Urban Forestry](#)** .
- [Hazardous Materials Form](#)**  – this City of Nanaimo form is required for building permits for demolitions, renovations, and alterations to an existing dwelling or building. If the form indicates hazardous materials may exist and be disturbed by the construction proposed, a Hazardous Material Assessment Report will be required prior to issuance of a Building Permit. As this may delay the building permit application process, it is recommended to obtain the services of a Hazardous Material Consultant prior to applying for a building permit.

Charges for a Building Permit:

**Note: this is not a comprehensive listing of fees. For further fee information, please refer to [Development Services Department Fees And Charges Bylaw 2005 No. 7016](#)  and the building inspections' [Permit Fee Calculator](#)  webpage.*

Minimum fee and first \$1,000 of construction value (CV)	\$ 105.00
Additional fee for CV from \$1,000.01 - \$100,000	\$ 10/\$1,000.00
Additional fee for CV from \$100,000.01 – greater	\$ 7/\$1,000.00

Construction value depends on improvements to the value of the relocated dwelling.

Application fee is payable on all applications in excess of \$20,000.00.
Fee is 10% of estimated cost of building permit with a minimum application fee of \$ 175.00
All application fees are non-refundable and will be credited to the cost of the permit.

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Charges for a Building Permit (continued):

Bond fee** - for possible damage to City property during residential construction <i>(Refundable after occupancy approval providing there is no damage to city services, roads, sidewalks, etc.)</i>	\$ 750.00
Bond fee** – To ensure completion of a permit to relocate a building	\$ 2,000.00
Access permit	\$ 25.00
Sanitary sewer, storm sewer and water service connection fees (determined by the engineering department)	
Plumbing – First one to five new fixtures (minimum fee)	\$ 40.00
Each new additional fixture	\$ 8.00
Service pipe fees for single / two family dwellings	
Water service pipe	\$ 25.00
Building storm sewer	\$ 25.00
Building sanitary sewer	\$ 25.00
Foundation drains perimeter	\$ 20.00
Rain water drain	\$ 20.00
Relocation fee	\$ 50.00
Demolition fee	\$ 40.00

**Bonds to be refunded after final approval/occupancy.

If you are unable to prepare the drawings yourself, a list of local designer / draft persons is available on our website at www.nanaimo.ca or in-person at the Service and Resource Centre, 411 Dunsmuir Street.

If you have any questions or require clarification, please contact a Building Official by phone at 250-755-4429. This guideline should not be used as a substitute for existing building codes and other regulations. The building owner is responsible for compliance with all codes, bylaws, and other regulations whether or not described in this guideline.