

BUILDING LOCATION SITE PLAN

General Guidelines:

1. If the proposed construction is completely within an existing building, no site plan is required.
2. It is recommended that a BC Land Surveyor (BCLS) be consulted about the location of structures before concrete is poured.
3. For new builds, Building Location certificate must be provided after foundation is complete.
4. Do not rely on location of existing structures when trying to establish boundaries of properties as they may have not been built with a permit/site survey.
5. In some cases, we may be able to work with/from an existing survey of a property that has structures on them showing existing setbacks.
6. If you have any questions regarding locating structures on your property, please contact a BCLS. A property search request done through the City of Port Alberni releases all building files on property and may have the potential to show location of buildings.

To be included on all site plans:

- North arrow
- Names of adjacent roads and streets
- Location of any easements/statutory right of ways on property
- Drawings to scale with scale bar
- Lot dimensions
- Total lot area
- Total site coverage
- Location, area and setbacks of all buildings on the property
- Location, dimensions, area, and setbacks of all proposed buildings/structures