



TOWN OF
COMOX

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EROSION AND SEDIMENT CONTROL (ESC) PERMIT INFORMATION GUIDE

Applications for Erosion and Sediment Control (ESC) Permits and exemption requests can be made online through the **Other Permits/File Request** module on the Citywide Portal found at <https://citywideportal.com>.

***Please note that an ESC Permit or exemption request is not required for works that do not result in disturbance at grade, such as an interior renovation.**

WHEN IS A PERMIT REQUIRED?

Erosion and Sediment Control (ESC) permits are required for various types of development activities to ensure environmental protection under Comox Drainage Infrastructure Protection Bylaw 1824. These are as follows:

1. Subdivision Services (Section 10(a)): Required for subdivision works involving installation or extension of services.
2. Building Permit for Minor Development (Section 11): Includes construction, additions, or alterations to a single-or two-family dwelling, coach house, secondary suite, bed & breakfast accommodation, home occupation, or accessory structures.
3. Building Permit for other than Minor Development (Section 10(b)):
4. Soil Deposit or Removal (Section 10(c)): Required for activities involving the deposition or removal of soil exceeding a depth of 1.0 m above or below existing ground elevations and covering an area exceeding 150 m².
5. Tree Removal (Section 10(d)): Required when removing ten or more trees on a parcel over one hectare where one or more of the following apply:
 - a. The clearing area has a slope greater than 10%.
 - b. The area is within the designated area in Schedule D of Bylaw 1824.
 - c. More than 35% of the trees on the parcel are being removed.

The application fee is \$500, plus a security deposit in accordance with Sections 34-36 of Bylaw 1824.

EXEMPTION FOR MINOR DEVELOPMENT

A Building Permit for Minor Development may qualify for an exemption from an ESC permit and security deposit, if all conditions below are met:

1. Area of the proposed construction works is less than 150m².
2. Soil conditions, existing vegetation and topographic conditions of the parcel are unlikely to cause or permit any prohibited material or substance containing prohibited material to be released directly into or indirectly into any drainage system

Notwithstanding the above, an exemption may not apply if any of the conditions below are met:

1. Construction works occurring between October 15th and May 15th.
2. Parcel has soil types consisting predominantly of clay or fines.
3. Parcel has a proposed disturbed area greater than 1.0 hectare.
4. Parcel has a natural or graded slope greater than 15% measured horizontally over any dimension of the parcel.