



BUILDING PERMIT TIPS

What requires a Building Permit?

You will need a building permit when you wish to:

- Construct any new building
- Construct a new accessor building
- Construct or locate a temporary building
- Make alterations, renovations or repairs to an existing structure
- Complete a previously unfinished area in an existing building, e.g., a recreation room or bathroom
- Demolish or relocate a manufactured home in a park or on a lot
- Remodel or construct a deck
- Construct a swimming pool
- Install or alter plumbing within a structure or on a property
- Connect to a sewer system, storm drain or water system
- Install a new chimney or fireplace
- Install a wood stove, fireplace insert or other wood burning appliance
- Change the occupancy type of a building
- Install an onsite water collection system

You may not start any stage of a project, including demolition or excavation, until a building permit has been obtained.

What work does not require a Building Permit?

Non-structural or minor modifications do not require a permit, including:

- Installing cupboards
- Painting
- Roofing repairs or replacements (providing that no structural changes are made)
- Landscaping
- Fences
- Constructing a storage shed less than 10 m² in size (e.g. pump-house) as long as it is sited correctly

If you are unsure whether your project will require a building permit, call the District Office (250) 628-3667. Although the above work does not require a building permit, homeowners should ensure that the work conforms to the requirements of the BC Building Code, zoning bylaws and other applicable regulations.

What drawings must I submit with my permit application?

In addition to an application form completed and signed by the property owner or his agent, applicants must submit fully detailed sets of plans drawn to scale with the following information depending on the type of work to be done:

Single Family Dwelling and Two Family Dwelling

- Site plan
- Foundation Plan
- Floor Plan
- Cross Section (showing all structural details and finishes)
- All Elevations (all sides of the buildings)
- Homeowner Protection Office (HPO) Registration
- Copy of Form Location Certificate or Building Location Certificate

***DIMENSIONS ARE REQUIRED ON ALL DRAWINGS**

Attached Garage

- Site Plan
- Foundation Plan
- Floor Plan
- Cross Section (showing all structural details and finishes)
- All Elevations (all sides of the buildings)
- Copy of Form Location Certificate or Building Location Certificate

***DIMENSIONS ARE REQUIRED ON ALL DRAWINGS**

Additions

- Site Plan
- Foundation Plan
- Floor Plan
- Cross Section (showing all structural details and finishes)
- Applicable Elevations
- Differentiation between new and existing construction
- Copy of Form Location Certificate or Building Location Certificate

***DIMENSIONS ARE REQUIRED ON ALL DRAWINGS**

Detached Garage and Sheds

- Site Plan
- Foundation Plan
- Floor Plan
- Cross Section (showing all structural details and finishes)
- All Elevations (all sides of the buildings)
- Front and Side Elevation
- Structural Details
- Copy of Form Location Certificate or Building Location Certificate

***DIMENSIONS ARE REQUIRED ON ALL DRAWINGS**

Carports

- Site Plan
- Foundation Plan
- Cross Section (showing all structural details and finishes)
- All Elevations (all sides of the buildings)
- Copy of Form Location Certificate or Building Location Certificate

***DIMENSIONS ARE REQUIRED ON ALL DRAWINGS**

Finishing Basement

- Site Plan (when required)
- Floor Plan (existing and proposed)
- All Elevations

***DIMENSIONS ARE REQUIRED ON ALL DRAWINGS**

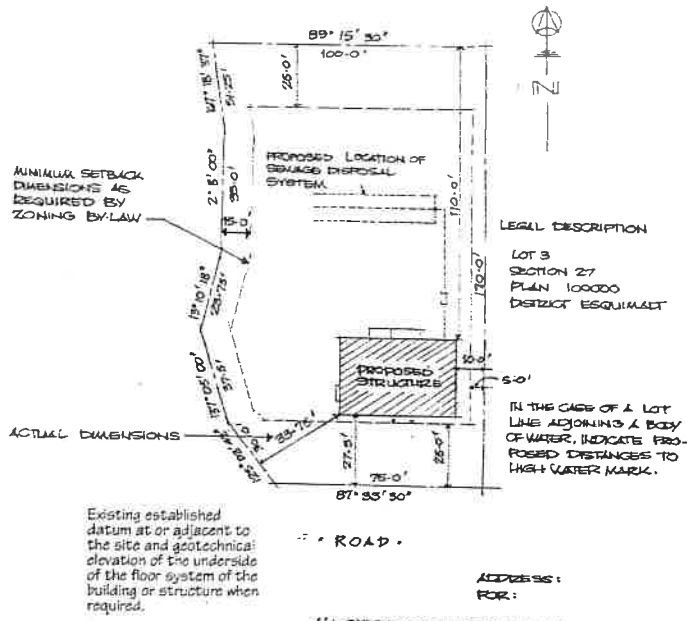
All applicants may draw the required plans themselves; however, if you have difficulty in this area you should seek the help of a qualified person. Plans must be drawn to scale, be clear and legible and indicate the nature and extent of the work. As a guide, please refer to the sample drawings provided in this guide for examples of typical plans. Please consult with your Building Inspector.

It is the responsibility of the applicant, property owner or his agent to ascertain whether there are any restrictive covenants, easements or rights of way registered against the property. If an easement or right away exists they must be identified on the site plan. If a covenant exists it must be disclosed and copies may be required.

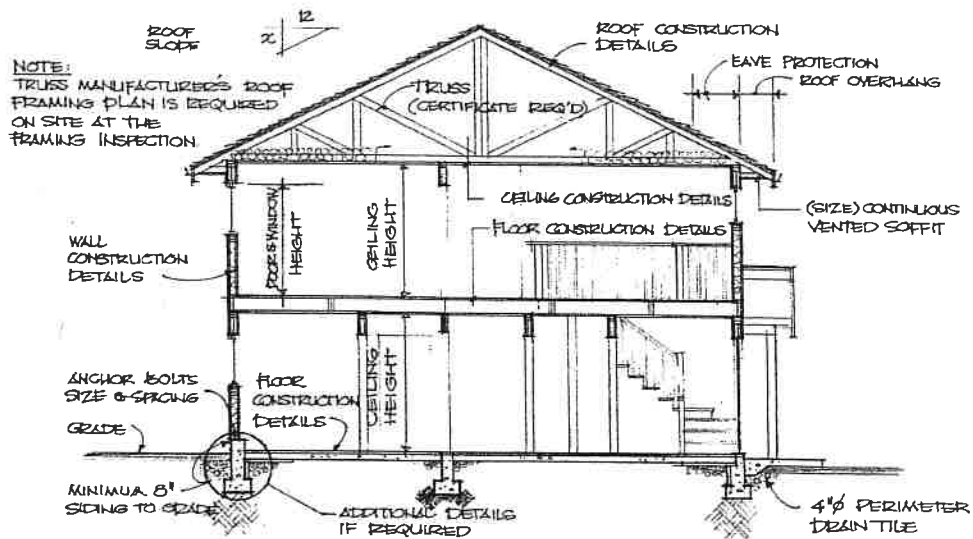
What other documentation may be required?

- When a new home is being constructed, submit with your application the appropriate documents obtained from the Homeowner Protection Office. Call toll free: 1-800-407-7757 or email: hpo@hpo.bc.ca or visit their website: www.hpo.bc.ca (a building permit will not be obtained until you have approval from the Homeowner Protection Office)
- A Form Location Certificate or Building Location Certificate will be required for new homes. Additions and accessory buildings may not require a survey if set backs can be determined by other means.
- You need an Evidence of Access Permit from the Ministry of Transportation and Highways if your property borders a highway and you require a new driveway access.

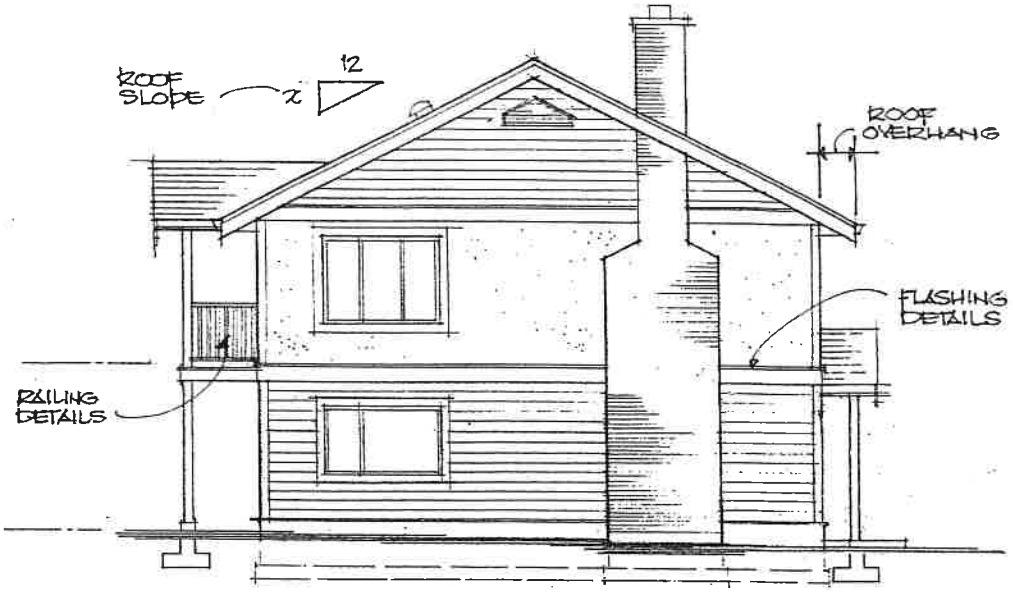
Site Plan



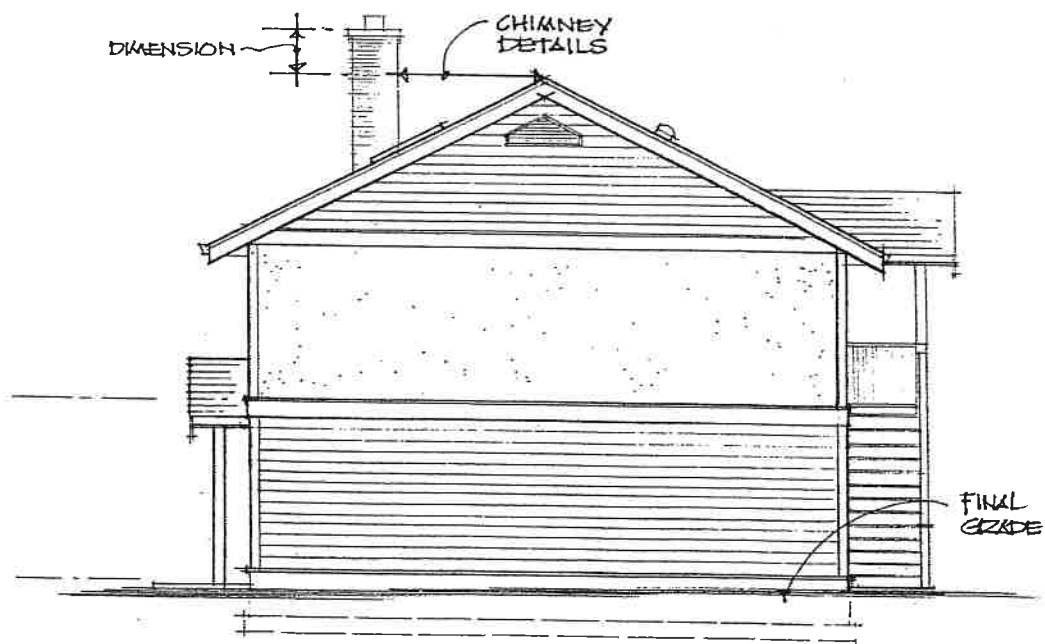
Cross Section



Side Elevation



Side Elevation



Footing Detail

