

# HOW DOES IT WORK?



## BUILDING PERMITS

On January 1, 2018, the new building inspection service will be introduced throughout all of Electoral Areas B, E and F. Property owners in these areas will be required to obtain a building permit before beginning construction of any type of building — single family, multi-family, commercial, industrial and public. There are some exemptions to this requirement; however, in most cases, owners will need to get a permit.\*

### Building Permits Required

- ▶ construction of a house, townhouse, commercial, industrial or public building
- ▶ construction of accessory buildings, including most structures (e.g., garage) larger than 10 m<sup>2</sup> (110 ft<sup>2</sup>)
- ▶ demolition of a building
- ▶ significant alternation to, or repair of, an existing building
- ▶ changes to the use or occupancy of a building
- ▶ relocation of a building
- ▶ alterations that affect venting or sewerage
- ▶ installation of a factory-built or manufactured building

### Building Permits NOT Required

- ▶ one-storey accessory buildings that are under 10 m<sup>2</sup> (110 ft<sup>2</sup>), and that do not create a hazard
- ▶ non-structural projects valued at less than \$10,000 that do not create sleeping spaces
- ▶ farm buildings with "low human occupancy", situated on properties assessed as Farm
- ▶ various non-structural repairs
- ▶ patios, decks or balconies that are less than 0.61 m (2 ft) off the ground
- ▶ repairs or minor alterations to plumbing that do not affect the venting or sewerage
- ▶ landscaping retaining walls less than 1.5 m (4.5 ft) high that do not support buildings or parking

## BUILDING PERMIT PROCESS

- ▶ **Application** — To start the process, the property owner will submit an application that details the type of construction, alteration or repair, and the value of the proposed work. Drawings and a site plan will need to be provided, and the permit fee will need to be paid. Other documents may also be required, depending on the type and location of the project.
- ▶ **Plan Checking** — The application and plans will be reviewed by CSR D staff for compliance with the *BC Building Code*, the *CSR D Building Bylaw*, local Zoning Bylaw regulations, and development permit guidelines in the applicable OCP. Compliance with other agency approval processes will also be reviewed. After all checks have been done and concerns addressed, a building permit will be issued.
- ▶ **Building Inspections** — CSR D inspectors will conduct six (6) on-site building inspections at key points of construction.

Once a building permit is issued, construction will need to begin within six (6) months, and completed within three (3) years.

### Six (6) Building Inspections

On-site building inspections will be conducted at key points of the construction process, including at the:

1. Footing construction stage (before concrete)
2. Installation of perimeter drainage pipe and drain rock (prior to backfilling)
3. Installation of building drain, sanitary or storm sewer, and plumbing system (prior to backfilling)
4. Framing construction stage (before drywall)
5. Insulation, vapour barrier and air barrier stage
6. Completion of the project

The existing building inspection service in Area F requires only three (3) inspections. Industry best practices, however, suggest that six (6) is the minimum number needed to ensure adherence to the *BC Building Code*. In most places, including in the municipalities of the CSR D, more than six (6) inspections are required.

\* To find out if a specific project will require a permit, contact the CSR D building staff at 1.888.248.2773.