



COLUMBIA SHUSWAP REGIONAL DISTRICT

PO Box 978, 555 Harbourfront Drive NE, Salmon Arm, BC V1E 4P1
T: 250.832.8194 | F: 250.832.3375 | TF: 1.888.248.2773 | www.csr.bc.ca

Renovation/Addition

Required for Permit Application:

- a) Building Permit Application, available from the website under Building Inspection, Building Permit Application (Schedule H-1), signed by the registered owner(s).
- b) Plumbing Permit Application (*if applicable*) from the website under Building Inspection, Building Permit Application (Schedule H-2).
- c) Proof of Ownership: Certificate of Title (not the tax notice/assessment), dated within 6 months.
- d) Covenants, Statutory Right of Ways, Easements of which copies are to be provided by applicant
- e) Estimated Value. This is the increased value to the property as a result of the work being done.
- f) Two Sets of Plans (Scaled Working Drawings) with owner's names showing front, sides and rear elevations, foundation plan, floor plan and cross sections.
- g) Shop drawings and layouts of engineered floor and roof systems c/w beam certificates. Point loads are to be noted and are required prior to permit issuance.
- h) Plot Plan showing the location of the structure on the parcel in relation to other structures on the parcel complete with dimensioning showing the distances from the front, rear and sides of the parcel, also noting proximity to creeks, ravines, and lakes (*if applicable*).
- i) Approval by the Board, Strata, Association or park owner (*if applicable*). Letter and initialed site and construction drawings.
- j) Letter of authorization for contractor (*if applicable*).
- k) Ministry of Health/Septic Approval/Proof of Septic (*if applicable*).
- l) \$72.00 Building permit application fee.

Providing the above information will start the Building Permit Application process but there may be further requests from the Building Official for such items as septic certification, engineering, survey, environmental studies/letters, archaeological studies/letters to ensure compliance to all agencies having jurisdiction.