



# COLUMBIA SHUSWAP REGIONAL DISTRICT

555 Harbourfront Drive NE, PO Box 978, Salmon Arm, BC V1E 4P1  
T: 250.832.8194 | F: 250.832.3375 | TF: 1.888.248.2773 | [buildingpermit@csrd.bc.ca](mailto:buildingpermit@csrd.bc.ca) | [www.csrd.bc.ca](http://www.csrd.bc.ca)

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## Building Permit Application Process

1. **Application** - The applicant will submit a **complete application** that details the type of construction, alteration or repair and the value of the proposed work. The Building Permit Application Fee of \$72.00 or \$288.00 (for complex buildings) must be paid at time of permit application.
2. **Review** - The complete application will be reviewed for compliance with the Zoning Bylaw and Development Permit guidelines related to the applicable OCP. If it is found that a development permit is necessary, then the applicant will be contacted. Compliance with other Provincial agencies approval processes will also be reviewed.
3. **Plan Review** - The Building Official performs a technical review of the plans for compliance with the Building Bylaw BC Building Code. Any deficiencies noted during the plan review will be conveyed to the applicant. The applicant is required to address and correct all deficiencies prior to issuance of a building permit. The Building Permit placard is to be posted conspicuously on the site and legible from the road during the entire execution of the work. All plans, specifications, supporting documents, inspection certificates and professional field reviews are to be available on site during normal working hours.
4. **Inspections** - The CSR D will perform six (6) on-site building inspections. Inspection requests must be received forty-eight (48) hours in advance. Refer to Inspection List on the approved Building Permit for details on the six (6) inspections.
5. **Occupancy** - Once the inspection is completed and all relevant and outstanding documentation has been provided, as required by the Building Bylaw or the BCBC, then the Building Official may issue an inspection notice authorizing occupancy.

### ADDITIONAL PERMITS:

- **Plumbing Permit** - A plumbing permit is required for the installation or relocation of any plumbing fixtures. With the exception of a homeowner doing their own plumbing work and the acceptance of a plumbing schematic drawing, plumbing permits will only be issued to qualified tradesperson.
- **Demolition Permit** - A demolition permit is required for the demolition of any buildings in whole or in part within the Regional District. Permit approval is required prior to any demolition being undertaken.
- **Solid Fuel (Wood) Burning Permit** - This includes, but is not limited to, wood stoves, pellet stoves, factory-built chimneys, factory-built fireplaces, masonry chimneys and fireplaces. The owner is responsible for providing a WETT Inspection Report by an individual with a WETT Certification Number.