

## **A GUIDE TO BUILDING PERMITS**

This document is meant for guidance only and should not be construed by anyone as a right to a development or permit approval if the steps indicated are followed.

### **THIS BROCHURE EXPLAINS:**

- When a building permit is required
- Documentation required
- Types of Permits
- Review Process
- Permit application procedure
- Types of inspections
- Additional Agencies
- Bylaw Infractions / Penalties

### **A BUILDING PERMIT IS REQUIRED TO CONSTRUCT, ALTER, OR MOVE:**

- A new building such as a home, garage, commercial or industrial building, hotel, apartment building
- A new accessory building such as a storage shed or gazebo greater than 10 square meters (107 square feet)
- An addition to any existing building
- Any above ground sundeck or patio greater than 10 square meters or higher than 30 cm off the ground
- Any public use structure
- Undertake any STRUCTURAL interior work such as partitions, etc., or anything that will change fire egress or impede sprinklers;
- Enclose a garage or sundeck, or put a roof structure over something
- Construct a retaining wall higher than 1.2m or 4 ft.
- Demolish a building
- Change use of or part of a building

### **SUN PEAKS CONTACT INFORMATION:**

#106-3270 Village Way  
Sun Peaks, BC V0E 5N0  
Phone 250-578-2020 ext 210 Cell: 250-319-4558  
Email: [inspector@sunpeaksmunicipality.ca](mailto:inspector@sunpeaksmunicipality.ca)  
Website: [www.sunpeaksmunicipality.ca](http://www.sunpeaksmunicipality.ca)

***\*\*Please note that building permits will only be issued upon receipt of full payment of Building Permit Fee\*\****

## **REQUIRED DOCUMENTS for NEW BUILDING or RESIDENCE**

1. Detailed Plans
2. SPR LLC letter of design compliance
3. Survey
4. Land title
5. HPO certificate
6. Owner's undertaking letter
7. Contractors authorization
8. Covenants and Easements Sign Off
9. New Home Warranty and insurance
10. EA HOT2000 report / BC Energy Compliance report
11. F280-12 and duct plan
12. Mechanical appliances spec sheets
13. TECA Ventilation Checklist
14. Water fixtures schedule
15. Window Schedule
16. Geotechnical POI and Schedule B
17. Structural engineers POI and Schedule B
18. FIRE SMART design compliance report

### **Prior to FRAMING Inspection:**

1. Truss package – stamped and SEALED
2. Plumbing fixtures schedule

### **Prior to OCCUPANCY:**

1. Mechanical Commissioning & Verifications Report / HRV Balancing report
2. Geotechnical Schedule C-B
3. Structural Schedule C-B
4. Fire SMART inspection report

## **ADDITIONAL PERMITS**

**Plumbing Permit** – A plumbing permit is required for the installation or relocation of any plumbing fixtures and installation or replacement of sewer and water lines. With the exception of a homeowner doing his own plumbing work and the acceptance of a plumbing schematic drawing, plumbing permits will only be issued to qualified tradespersons.

**Demolition Permit** – A demolition permit is required for the demolition of any buildings within the Municipality. Permit approval is required prior to any demolition being undertaken. The permit requires the Demolition Permit applicant to provide authorized verification that all appropriate utilities have been disconnected prior to demolition. SPMRM will require a security deposit to ensure the proper clean-up of the site.

**Road Crossing Permit** – if the build project requires that a section of municipal roadway be excavated to connect to municipal services, or if the road must be obstructed for any length of time, a permit must be applied for 2 weeks in advance of the occurrence to give the municipality time to review the application.

## **REVIEW OF A BUILDING PERMIT APPLICATION**

The Building Permit Application is reviewed in the following manner:

1. The applicant meets with the Building Inspector who ensures that the appropriate number and type of plans and fees accompany the Building Permit Application.
2. The application is reviewed for compliance with the Zoning Bylaw and other land use regulations; such as but not limited to the following:
  - proposed use
  - building height
  - floor space ratio
  - off-street parking
  - land use contracts
  - setbacks for watercourses
  - applicable development cost charges
  - density
  - building setbacks
  - site coverage
  - off-street loading
  - accessory buildings
  - lot consolidation
  - landscaping, screening and fencing
3. The Plan Checker performs a technical review of the plans for compliance with the BC Building Code.
4. The Building Inspector then compiles all the above information and outlines the Building Permit approval or denial conditions.

The Building Inspector is responsible to discuss the Building Permit Application with the applicant to ensure the conditions involved with either the permit approval or rejections are clarified. If the Building Permit Application is rejected, the Inspector will provide the reasons for the refusal in writing. The Building Inspector will also provide all the details concerning the fees and charges concerning your building permit. The Building Inspector is responsible for the coordination, processing and issuance of all Building Permits.

# **BUILDING PERMIT APPLICATION PROCEDURES**

To apply for a Building Permit, one (1) digital set of building plans and supporting documents are to be submitted with a completed Building Permit Application and applicable fee. A non-refundable permit application fee of \$200 shall be charged for all permits *at time of submission*. These plans shall show all details necessary to complete the project including, but are not limited to, the following:

## ***SITE PLAN:***

- Lot dimensions and adjoining public roads
- Physical features (i.e. creek, lake, embankment)
- Location of existing and proposed buildings (dimensions, setbacks)
- Location of domestic water source
- Location, size and number of parking spaces
- Location and dimension of access to public road
- Centerline of public road
- Site servicing
- Easements, right-of-ways
- North arrow and scale
- Elevations at the corners of the property
- Final site grading plan

## ***FOUNDATION PLAN:***

- Showing exterior/interior footings/pads including landing/deck pads
- Including a side elevation view of all pieces of the foundation

## ***FLOOR PLANS:***

- Show use of all rooms
- Location of all plumbing fixtures
- Location, size and swing of all doors
- Location and size of all windows (including unfinished areas)
- Location at which all sectional details required in ***Cross Section*** are taken
- Electrical layout

## ***ELEVATION PLANS:***

- Building height
- Finished grades, including road elevation
- Exterior finishes

## ***CROSS SECTION:***

- Sectional details including cross sections of the building taken at sufficient locations to adequately illustrate all structural details
- Details showing foundations, walls, floors, joists, beams, columns, rafters or trusses
- Stair detail
- Wall system type, redline air barrier drawing
- Wall and floor transition details

## ***SPECIFICATION DETAILS:***

- Details relating to the building which will designate all materials to be used
- Roof and wall sheathing sizes
- Roofing/Siding materials
- Insulation/Vapour Barrier details
- Sub-Flooring material
- Interior finishing materials
- Size of beams, joists, rafters, manufactured trusses, including the grade and species of the materials being used.
- RSI calculations

## ***ADDITIONAL DOCUMENTATION MAY BE REQUIRED, SUCH AS:***

- Engineered drawings, such as Geotechnical, structural, sprinkler, or mechanical
- Stamped truss shop drawings
- Electrical drawings
- Sprinkler drawings
- HVAC drawings
- F280-12 worksheet
- Copy of current state of title for the property.

**NOTE:** If, in the opinion of the Building Inspector, specialized technical knowledge is required to ensure that the proposed works will be structurally sound or based upon good engineering practice, then it may be necessary that an architect or professional engineer prepare and seal the drawings, specifications, and carry out supervision of the project.

# **INSPECTIONS**

It will be the **responsibility** of the **owner/contractor** to give a minimum of 72 hours' notice to Building Inspection Services for booking an inspection request. The Permit Number must be quoted when requesting an inspection and the owner/contractor is to ensure that the Municipality Building Permit Placard is posted in a conspicuous place on the property such as the driveway entrance.

## **1. SITING AND FOOTING FORMS**

When the forms for footings are complete, but prior to placing of any concrete therein; (Exposed IP's or setback pins must be located by a BC Land Surveyor, clearly visible and accessible.)

## **2. FOUNDATION STEEL AND FORMS**

When the forms for footings are complete, but prior to placing of any concrete therein; (Exposed IP's or setback pins must be located by a BC Land Surveyor, clearly visible and accessible.)

## **3. UNDERSLAB PLUMBING, PRE-SLAB & RADON**

After the under-slab plumbing has been completed, but **PRIOR** to drain rock (testing with a minimum of 5psi is required). Pressure testing must be on and available for the inspector to view. Soil gas control measures have been installed.

## **4. DAMP-PROOFING and SLAB INSULATION, FOUNDATION INSULATION, DRAINAGE**

Underslab insulation and air barrier installed but prior to pouring concrete slab. When foundation concrete damp-proofing, waterproofing and perimeter drains are complete, but prior to any backfilling being placed. All exterior drainage installed.

## **5. FRAMING and SHEETING, ROOF VENTING, TRUSS INSTALLATION**

When framing and sheathing of the building and roof system are complete, including the installation of roof membrane, all fire-stopping, bracing, chimneys, duct work, plumbing, gas venting and wiring, but before any insulation, drywall or other interior or exterior finish is applied with would conceal such work.

## **6. WEATHER RESISTANT BARRIER, WINDOWS AND DOORS**

Weather resistant barrier, window frame sealing, windows and exterior doors installed with rod and caulking installed.

## **7. INSULATION AND VAPOUR RETARDER MEMBRANE, STUCCO WIRE**

When insulation is installed, membrane installed. Attic insulation stops and soffit baffles installed if an unconditioned attic space system is to be utilized, but prior to attic insulation blown in. If stucco siding is to be installed, wire in place with drainage strips and screens.

## **8. STUCCO / SIDING / CLADDING**

Exterior cladding system installed, complete with trims and flashing.

## **8. FINAL INSPECTION**

When all work is complete but prior to occupancy.

**IF AN INSPECTION IS REQUESTED AND INCOMPLETE, A \$50.00 RE-INSPECTION FEE WILL BE REQUIRED BEFORE A RE-INSPECTION WILL BE DONE.**

## **ADDITIONAL AGENCY INFORMATION**

### **BC HOUSING OFFICE**

The *Homeowner Protection Act* may govern application for new construction. Please contact their office to obtain regulation and information.

Suite 208  
4555 Kingsway  
Burnaby, BC V5H 4V8

Telephone: (604) 646-7050  
Toll Free in BC: 1-800-407-7757

Website: [bchousing.org](http://bchousing.org)

### **INTERIOR HEALTH AUTHORITY**

Approval is required from the Interior Health Authority when renovating or constructing commercial kitchens, school or daycare or health facilities, or when these require additional washrooms or kitchen fixtures. Also, licensing requirements may require IHA approvals.

519 Columbia Street  
Kamloops, BC V2C-2T8

Telephone: (250) 851-7340

### **FISHERIES & OCEANS CANADA**

If construction of *any* type is being contemplated for a site, which is near any watercourse, the applicant should contact Fisheries & Oceans Canada for regulations and guidelines.

985 McGill Place  
Kamloops, BC V2C 6X6

Telephone: (250) 851-4950

### **MINISTRY OF TRANSPORTATION**

An access permit may be required. Please contact your local Ministry of Transportation office to obtain further information.

127-447 Columbia Street  
Kamloops, BC V2C 2T3

Telephone: (250) 587-6247