



Residential Building Permit Guide

District of Port Hardy, Town of Port McNeill, Village of Port Alice, and Coal Harbour in the Regional District of Mount Waddington.

The purpose of this guide is to:

- advise you about the applicable regulations regarding construction, repairs, alterations or additions to residential buildings and structures;
- assist you with the preparation of your building permit application.

This guide is intended as an overview only and does not replace current bylaws and regulations. Complete copies of applicable bylaws may be obtained from your local government office (see page 3). Design and construction of buildings and structures within your community are governed by the following:

- British Columbia Building Code
- Current building bylaw
- Development permit guidelines
- Applicable zoning bylaws and other bylaws

PLEASE NOTE:

The building owner is responsible for carrying out the work or having the work carried out in full accordance with the requirements of the British Columbia Building Code and other applicable regulations. Neither the granting of a building permit, nor the approval of the relevant drawings and specifications, nor inspections made by Building Inspection shall in any way relieve the owner of such building from this responsibility.



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Building Permits

Purpose of the Section

This section is to assist applicants in obtaining building permits for building projects carried out within the District of Port Hardy, Town of Port McNeill, Village of Port Alice, and Coal Harbour in the Regional District of Mount Waddington. It is intended that by following this guide, applicants can complete the building permit process in an efficient manner and avoid unnecessary delays and expense. Should you find that this guide does not answer your specific questions, or for information concerning commercial projects, please contact the local government office for your community as noted in this guide.



What work requires a building permit?

You will need a building permit when you wish to:

- construct any new building
- construct a new accessory building
- construct or locate a temporary building
- make alterations, renovations or repairs to an existing building or structure
- complete a previously unfinished area in an existing building, eg., a recreation room or bathroom
- demolish or relocate a building or structure
- locate 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 irrigation or sprinkler system
- install an on site 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 or sidewalks
- 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 local government office for your area as noted in this guide. 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.



How do I obtain a building permit?

Building permits are only issued when:

- your property is correctly zoned for your intended use
- your property is registered at the Land Title Office
- your property is accessible by an approved access
- your building plans conform to the building bylaw, zoning bylaw, the development permit or approved variances to the bylaw
- your application form is **complete**, all other requirements are met and permit fees are paid in full

Apply to the municipal office in the jurisdiction where your property is located:

District of Port Hardy

7360 Columbia Street, PO Box 68
Port Hardy, BC V0N 2P0
Tel: 250.949.6665 Fax: 250.949.7433
E-mail: reception@porthardy.bc.ca
8:30 am to 4:30 pm, Monday to Friday
Web: porthardy.ca

Town of Port McNeill

1775 Furney Place, PO Box 728
Port McNeill, BC V0N 2R0
Tel: 250.956.3111 Fax: 250.956.4300
E-mail: reception@portmcneill.ca
9:00 am to 5:00 pm, Monday to Friday
Web: portmcneill.ca

Village of Port Alice

1061 Marine Drive
Port Alice, BC V0N 2N0
Tel: 250.284.3391 Fax: 250.284.3416
E-mail: info@portalice.ca
8:30 am to 4:30 pm, Monday to Friday
Web: portalice.ca

Regional District of Mount Waddington (Coal Harbour)

2044 McNeill Road
Port McNeill, BC, V0N 2R0
Tel: 250.956.3301 Fax: 250.956.3232
Email: info@rdmw.bc.ca
8:30 am to 4:30 pm, Monday to Friday
Web: rdmw.bc.ca

To help speed up the process, applicants may wish to meet with or contact the Building Inspector prior to applying for a building permit.

For further information on obtaining a building permit, please visit your community's local government website or call to speak to an administrative representative.



What drawings must I submit with my permit application?

In addition to an application form completed and signed by the property owner or representative, 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)

Attached Garage

- Site Plan
- Foundation Plan
- Floor Plan
- Cross Section (showing all structural details and finishes)
- All Elevations (all sides of the buildings)

Additions

- Site Plan
- Foundation Plan
- Floor Plan
- Cross Section (showing all structural details and finishes)
- Applicable Elevations
- Differentiation between new and existing construction

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

Carports

- Site Plan
- Foundation Plan
- Cross Section (showing all structural details and finishes)
- All Elevations (all sides of the buildings)

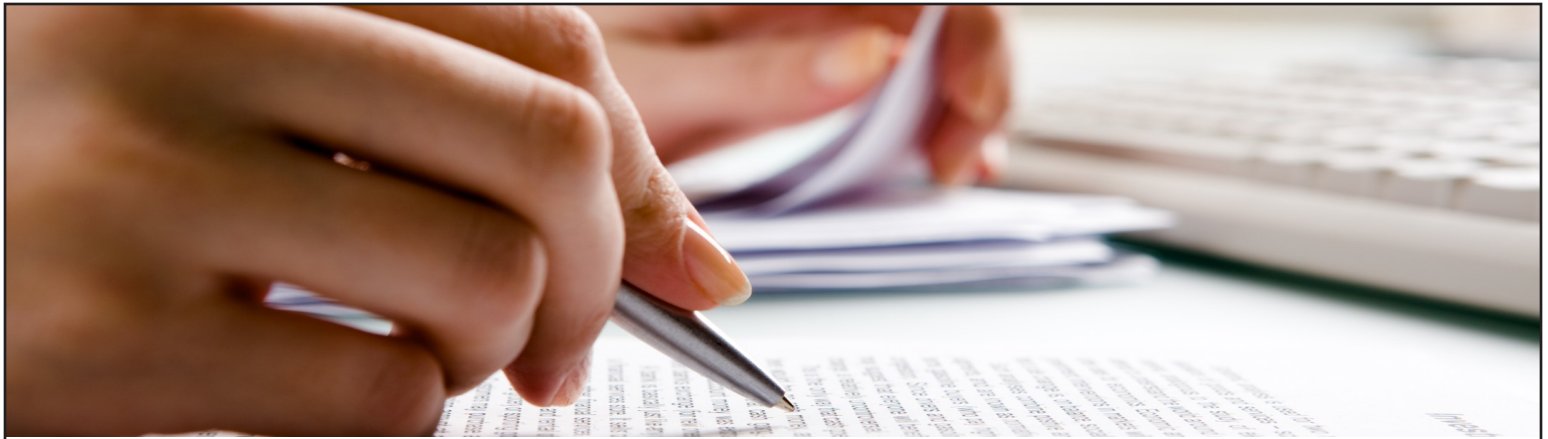
Finishing Basement

- Site Plan (when required)
- Floor Plan (existing and proposed)
- All Elevations (all sides of the buildings)

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 at pages 10-14 of this guide for examples of typical plans. It's worth consulting with the Building Inspector before you start.

It is the responsibility of the applicant, property owner or their agent to ascertain whether any restrictive covenants, easements, or rights of way are registered against the property. If an easement or right of way exists it must be identified on the site plan. If a covenant exists it must be disclosed and copies may be required. For more information, contact the Land Title Office noted on page 16 of this guide.



What other documentation may be required?

The following additional information may need to be submitted with your application. Please consult with your Building Official for the specific requirements of your project. *Also, for a detailed building inspection checklist, see Page 17.

- Building permits related to strata lots: a copy of the company search advising of all registered owners of the strata, a letter from the Board of Directors approving the proposal and a site plan identifying all numbered building sites.
- A copy of the current Property Assessment Notice and Title Search.
- When a new home is being constructed, submit with your application the appropriate documents obtained from the Homeowner Protection Office. See page 16 of this guide for contact information.
- A survey 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.
- In the Regional District, include in your application to the Building Inspection department, proof of filing a letter of certification for the sewerage system to the Vancouver Island Health Authority (VIHA). An occupancy certificate cannot be issued by the Building Inspector until a final letter of certification of the sewerage system has been issued from VIHA.
- You need a permit (where required) from your local government office when you install, modify or alter an oil burner or furnace or a wood- burning appliance. All stoves need to be installed according to applicable standards and manufacturer's instructions.
- You need an Access Permit from your municipality or the Ministry of Transportation and Highways if your property borders a road or highway and you require a new driveway access (see page 16 for contact information).
- You must have an appropriate house number (address) obtained from your local government office.
- You require verification of sufficient quality and quantity of potable drinking water at/ on your property.
- When manufactured building products are used (e.g., trusses, engineered floor joists, beams, etc.), a certified plan showing engineered construction details is required.
- If specialized technical knowledge is required to ensure that the proposed work will be structurally sound or comply with the Building Code, it will be necessary that an architect or professional engineer prepare drawings, specifications or reports.
- You need an electrical permit to install or alter electrical wiring within and coming into a building (Technical Safety BC -see page 16 for contact information).
- You may need a gas permit to install or alter gas services to a property (Technical Safety BC -see page 16 for contact information).

How long does it take to process my building permit?

Your application will be reviewed to ensure that the proposed work complies with the BC Building Code and relevant zoning bylaw, and that all other approvals from applicable agencies have been received (e.g. Homeowner Protection Office). A “turn around time” of approximately 21 days for applications is normally maintained. This allows for the natural fluctuations that occur in the rate of applications received. **You must not start work until after the building permit is issued.**



What will my building permit cost?

Building permit fees are based on the total value of the work proposed. A schedule of the fee calculation is available from your local government office. The schedule describes the formula used to assess the value of the work, and fees for chimneys, stoves, water/ sewage/ septic connections and installation of plumbing fixtures. For convenience below is a summary of building permit fees for each jurisdiction. This might not reflect all fees or specific nature of your required permit(s). Please consult with your local government office for the specific fees for your required permit(s).

Building Permit Application Fee - Port Hardy

- \$75 for construction value up to \$1,000
- \$8 per thousand from \$1,001 to \$100,000
- \$5.50 per thousand from \$100,001 to \$500,000
- \$4 per thousand from \$500,001 upward.

Building Permit Application Fee - Port McNeill

- \$55 plus \$5/ \$1,000 up to \$500,000 in construction value
- \$4/ \$1,000 in construction value thereafter

Building Permit Application Fee - Port Alice

- \$175 for construction value up to \$1,000
- \$8 per thousand from \$1,001 to \$100,000
- \$5.50 per thousand from \$100,001 to \$500,000
- \$4 per thousand from \$500,001 upward.

Building Permit Application Fee - RDMW

- \$250 for construction value up to \$5,000
- \$11 per thousand from \$5,001 to \$100,000
- \$5.50 per thousand from \$100,001 to \$500,000
- \$4 per thousand from \$500,001 upward.

What happens when my building permit is approved?

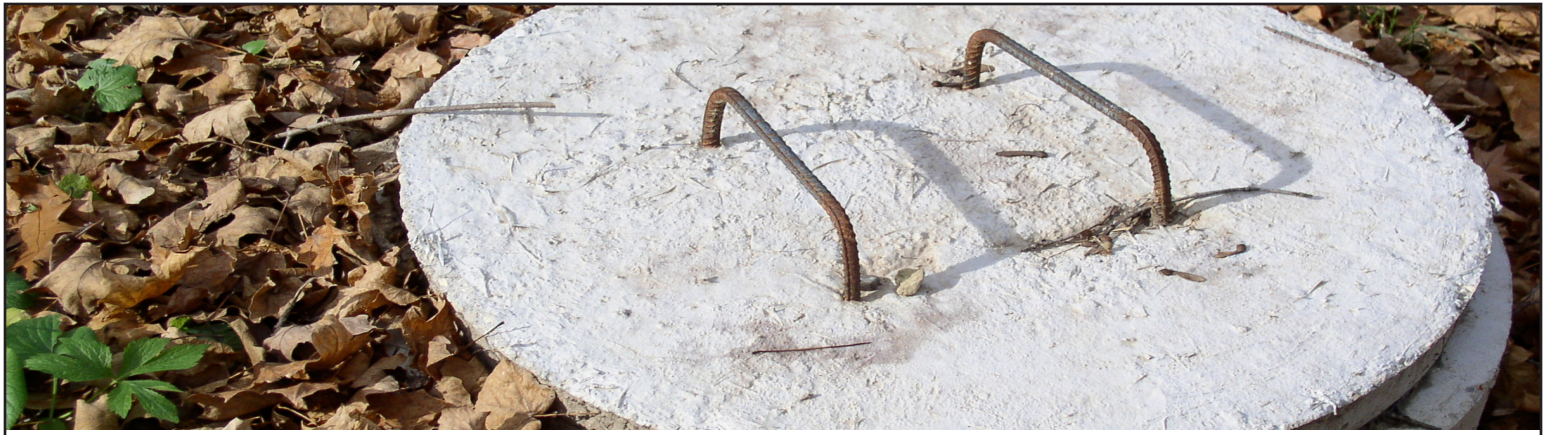
Once your building permit is approved, you will be contacted to pick-up your building permit package . This package contains a set of plans (stamped by the Inspector). The Building Permit package, together with a list of required inspections to be undertaken by the Building Official, will be provided for pick up at your local government office. For convenience, contact information for your local government office is located on page 3 of this guide. At this point, you are permitted to proceed with your construction in accordance with the provisions set out in the issued building permit.



Construction & Inspection

Purpose of the Section

This section has been prepared to assist applicants in preparing for construction and inspection for building projects carried out within your community. Should you find that this guide does not answer your specific question(s), or for information concerning commercial projects, please contact the local government office for your area, as noted on page 3 of this guide.



What inspections are required?

Site Inspection – To be carried out by the Building Official before issuing the permit to check for geotechnical hazards and access .

Footing and Form Inspection - On completion of form work, prior to placing of concrete.

Foundation Drains Inspection – When foundation is damp-proofed and drain tile is completed including drain rock.

Dampproofing Floors on Grade – Before pouring slab on grade floor, an inspection of under slab, plumbing, vapour barrier and insulation is required. A ground seal is required in crawl space areas. This can be either two inches of concrete or vapour barrier protected by a clean granular fill of four inches. Crawl space must be protected by a floor drain connected to perimeter drainage system. All ground seals must be located higher than the top of the drain tile.

BC Land Survey - Location of the building to be certified by a BC Land Surveyor and submitted to the Building Official for approval.

Framing Inspection - When framing is completed and prior to application of insulation and exterior cladding. All interior work that may alter the quality of the framing such as plumbing, electrical and duct work must be completed before requesting the frame inspection.

Plumbing Inspection - A rough plumbing inspection is required when all drains, vents and water piping are completed with an appropriate test applied.

Sanitary Sewer Connection – When all piping is installed to the septic tank or municipal sewage system with the appropriate test applied.

Water Service Inspection – When the water service piping is installed and connected to the supply.

Insulation and Vapour Barrier – When all thermal insulation and vapour barriers are completed and prior to the application of the interior wall finish.

Chimney Inspection - One inspection is required (by a WETT inspector) at the first flue liner above a fireplace throat and another is required when the chimney is completed.

Lath and Stucco - An inspection is required after the lath is completed and prior to the application of the stucco. Inspections are also required after the application of each coat of stucco.

Final Plumbing Inspection – When the appropriate inspections listed above have been approved and all plumbing fixtures have been installed.

Final Inspection - When all construction is completed and prior to occupancy of any portion of the structure. A Certificate of Occupancy must be applied for and obtained prior to the occupancy of the building. **The Building Official will not issue a Certificate of Occupancy if deficiencies are recorded in the structure by other inspection authorities.**

Remember that electrical, sewage disposal work require separate permits and inspections. Contact the appropriate agency listed at the back of this guide.



How do I obtain inspections?

A telephone call to your local government office is required to request an inspection. **It is the responsibility of the owner to ensure that the required inspections are requested.** Please note that as inspections are not conducted every day in all areas, you are advised to contact your local government office in advance to discuss your proposed schedule. Generally, requests for inspections must be received 48 hours in advance of the desired inspection date. When calling for an inspection please have the following information available:

- contact name and telephone number
- address of construction
- type of inspection requested
- permit number
- day inspection is requested

To avoid unnecessary delays, inspection rejections and payment of re-inspection fees, please ensure that:

- All work to be inspected is completed and ready for inspection.
- The approved construction drawings and inspection card are available on site for all inspections.
- The inspector is able to obtain reasonable access to the building for inspection. If the building is occupied, please ensure someone is on the premises at the time of the inspection.
- Construction work does not proceed beyond the stages indicated for each inspection without prior written approval from the building inspector.
- Occupancy of the building does not occur prior to the issuance of a Certificate of Occupancy or Conditional Certificate of Occupancy¹².

Please note: under section 57 of the Community Charter, your local government may authorize building officials to register a Notice on Title for properties where work has not been inspected satisfactorily during construction (e.g., inspections not called for or carried out and work has been covered).

Guidelines for building permit application drawings.

The following examples of drawings are for guidance only, and should not be reproduced for building permit applications. The extent of the work that you propose may require more or less information than is shown on these examples. You are advised to contact your Building Official early in the process if you are not familiar with preparing construction drawings and wish to produce them yourself. Drawings may be submitted in either metric or imperial units. Two sets of drawings are required. All drawings must be clear and legible. Mirror image drawings will not be acceptable. Except for the site plans, single line drawings are not acceptable.

Drawings must be drawn to scale. The following scales are recommended:

	Metric	Imperial
Site Plan	1:200	1/16" = 1'
Floor and Foundation Plans	1:50	1/4" = 1'
Elevation Plans	1:50	1/4" = 1'
Section Plans	1:25	1/2" = 1'

¹ Issued by the Building Official- stating the building or structure is substantially complete and suitable for occupancy - if satisfied, after a final inspection, that the building is fit for occupancy. The certificate shall list those inspections which were not carried out and shall state that the certificate does not imply approval of such stages of construction.

² Partial or emergency occupancy approval made by application to the Building Official

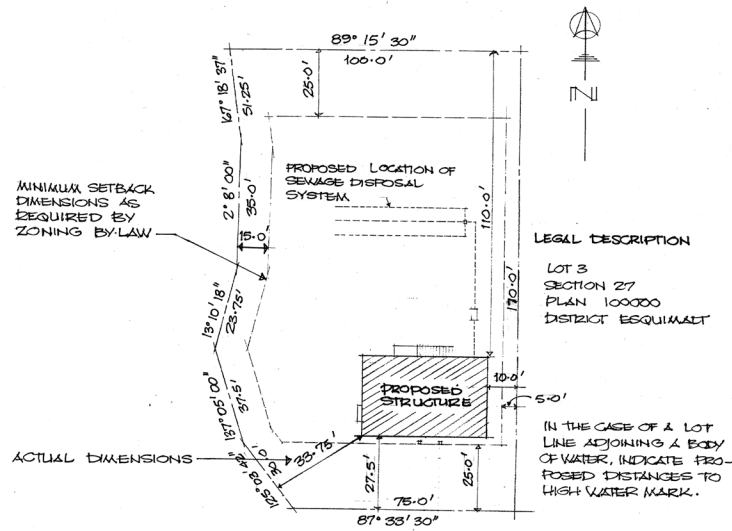


Sample Drawings

A Collection of Sample Drawings

On the following pages, you will find a sampling of drawings for your reference. Should you require any further information, please contact the Building Official

Site Plan



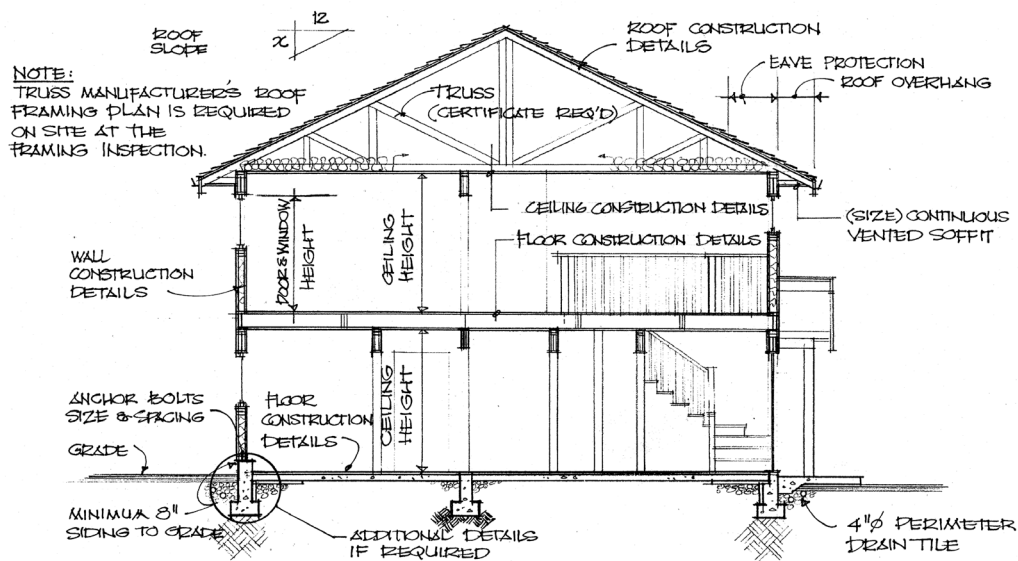
Existing established datum at or adjacent to the site and geotechnical elevation of the underside of the floor system of the building or structure when required.

• ROAD •

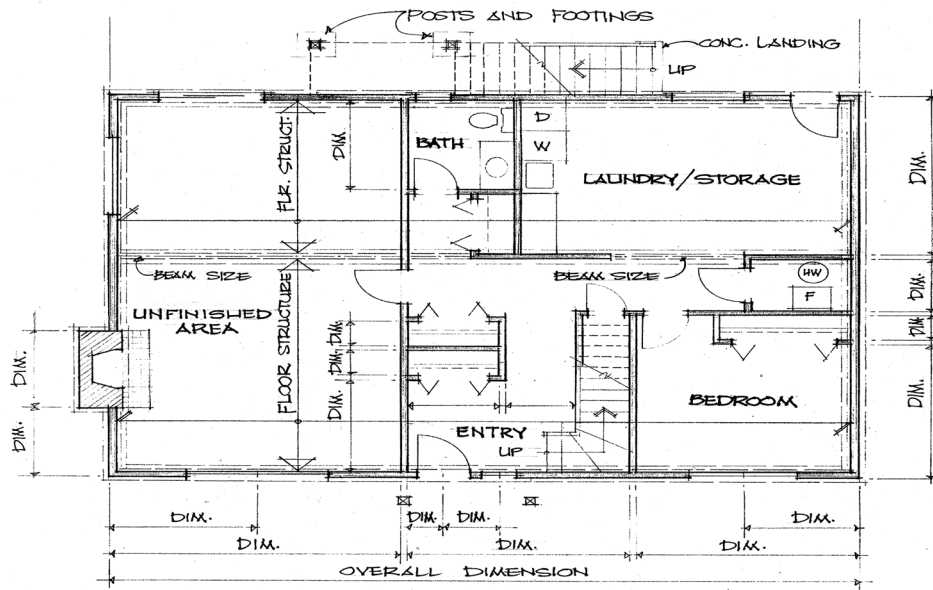
ADDRESS:
FOR:

ALL SITE PLANS MUST SHOW ALL BUILDINGS (EXISTING AND PROPOSED) AND ALL SETBACKS FROM PROPERTY LINES.

Cross Section



Lower Floor



• FOUNDATION / LOWER FLOOR PLAN •

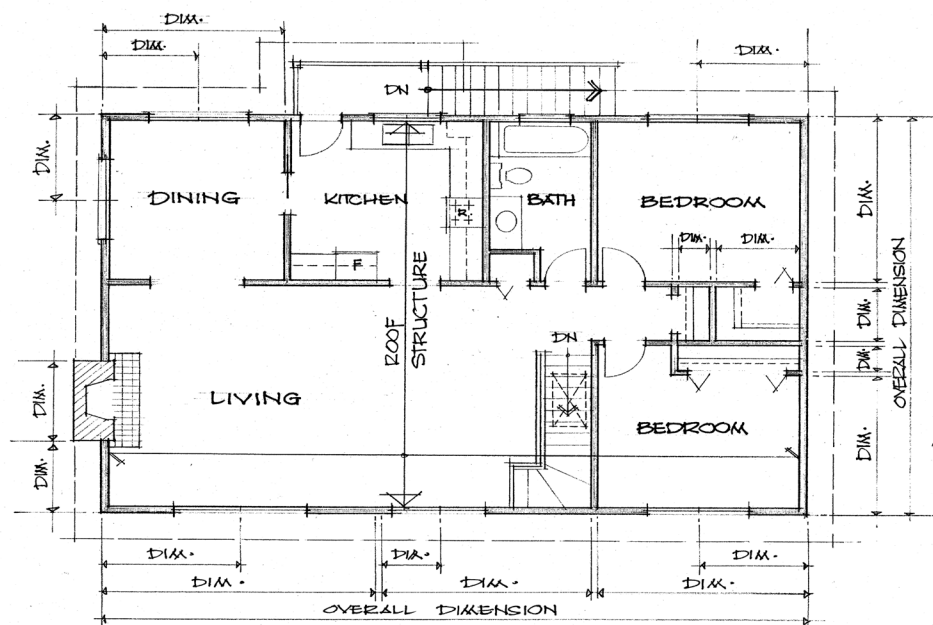
SCALE 1:50 ($\frac{1}{4}" = 1'-0"$)

AREA: _____

SHOW: (TYPICAL ALL FLOORS)

- ROOM USES
- LOCATION OF PLUMBING FIXTURES, APPLIANCES, FIRE-PLACES AND HEATING SYSTEM.
- LOCATION & SIZE OF WINDOWS AND DOORS, INCLUDING DOOR SWINGS
- AREA EACH FLOOR
- FRAMING OF FLOOR/CEILING OVER INCLUDING JOIST AND BEAM SIZES.

Upper Floor

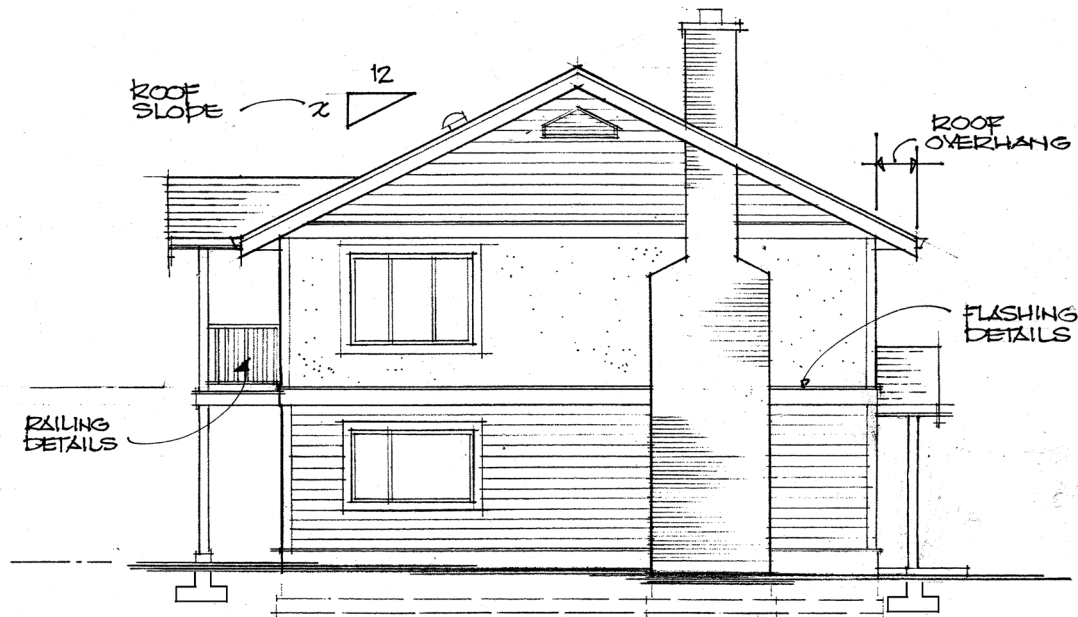


• UPPER FLOOR PLAN •

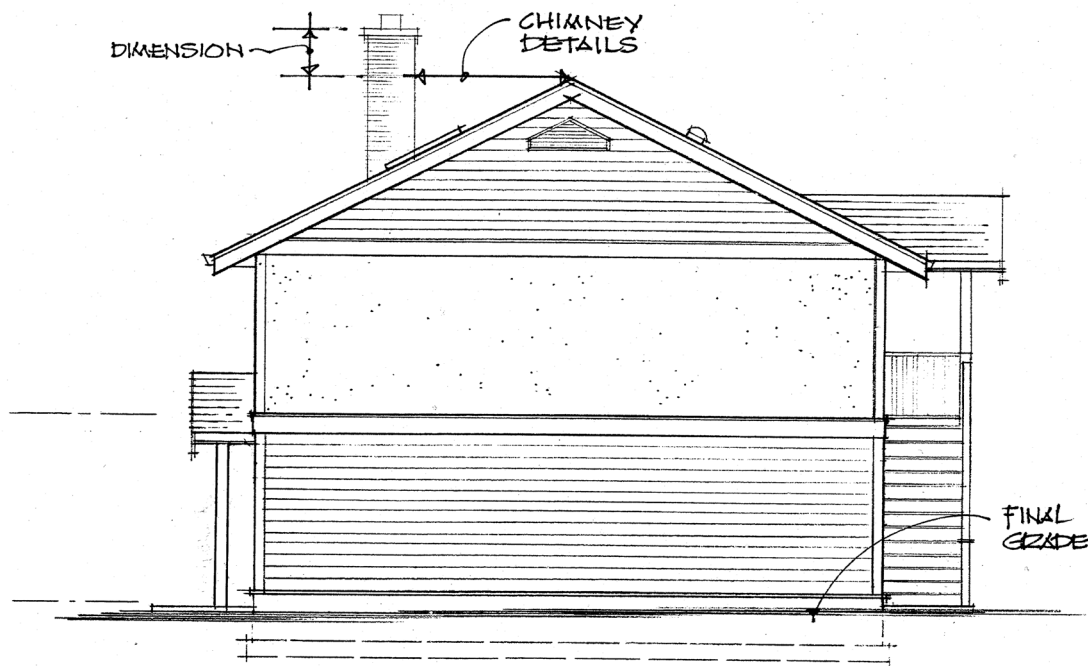
SCALE 1:50 ($\frac{1}{4}" = 1'-0"$)

AREA: _____

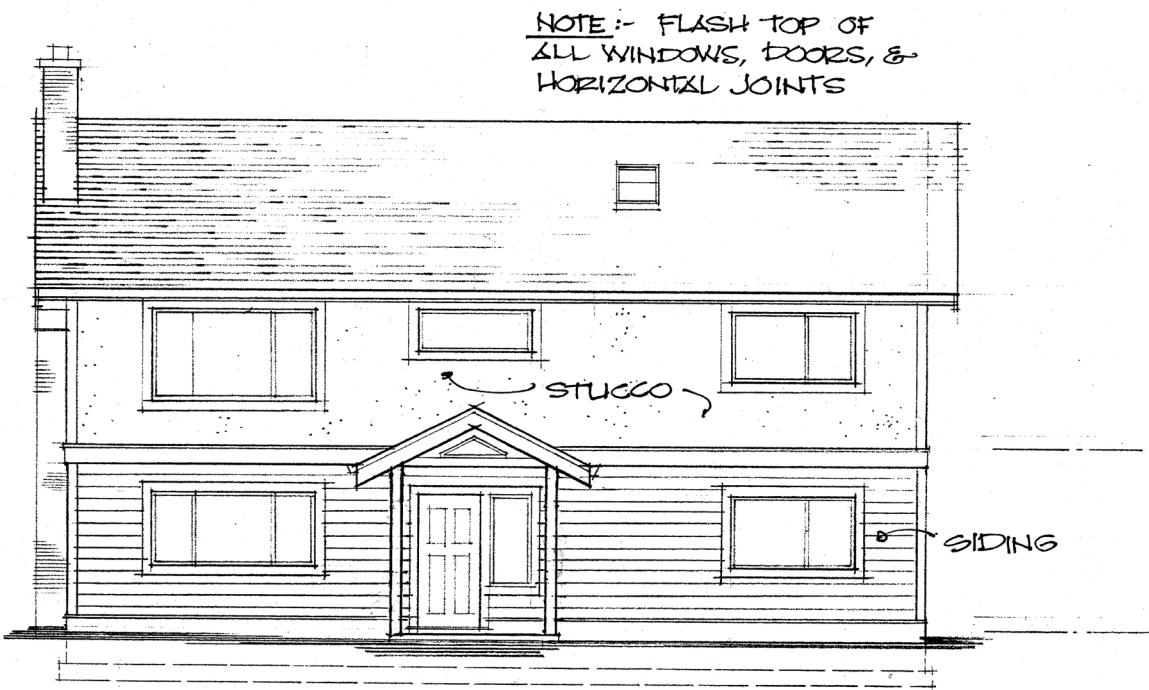
Side Elevation



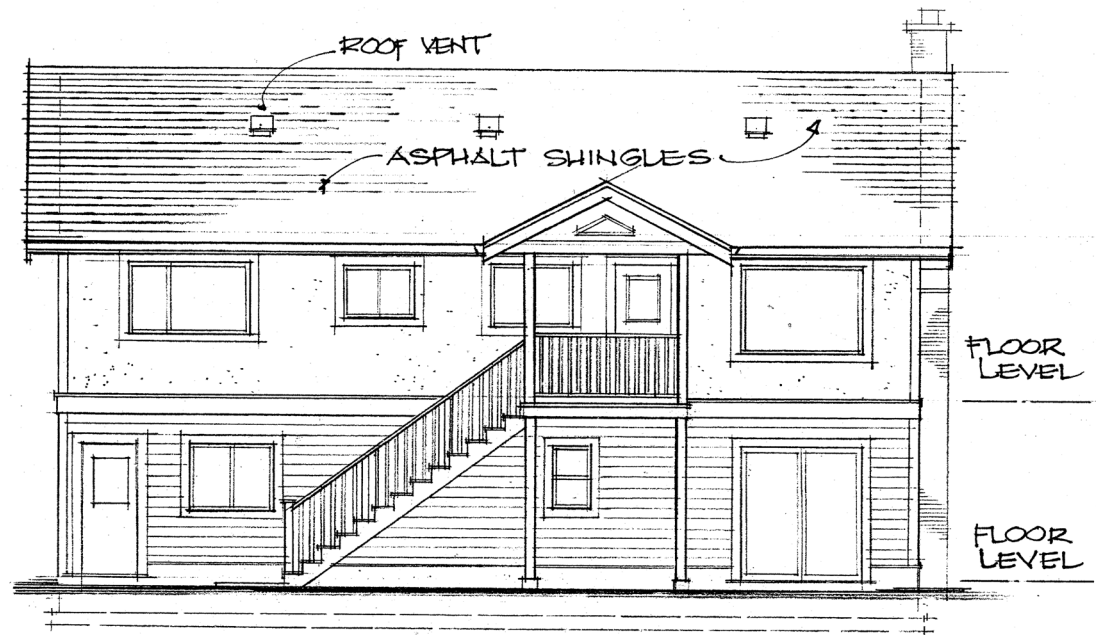
Side Elevation



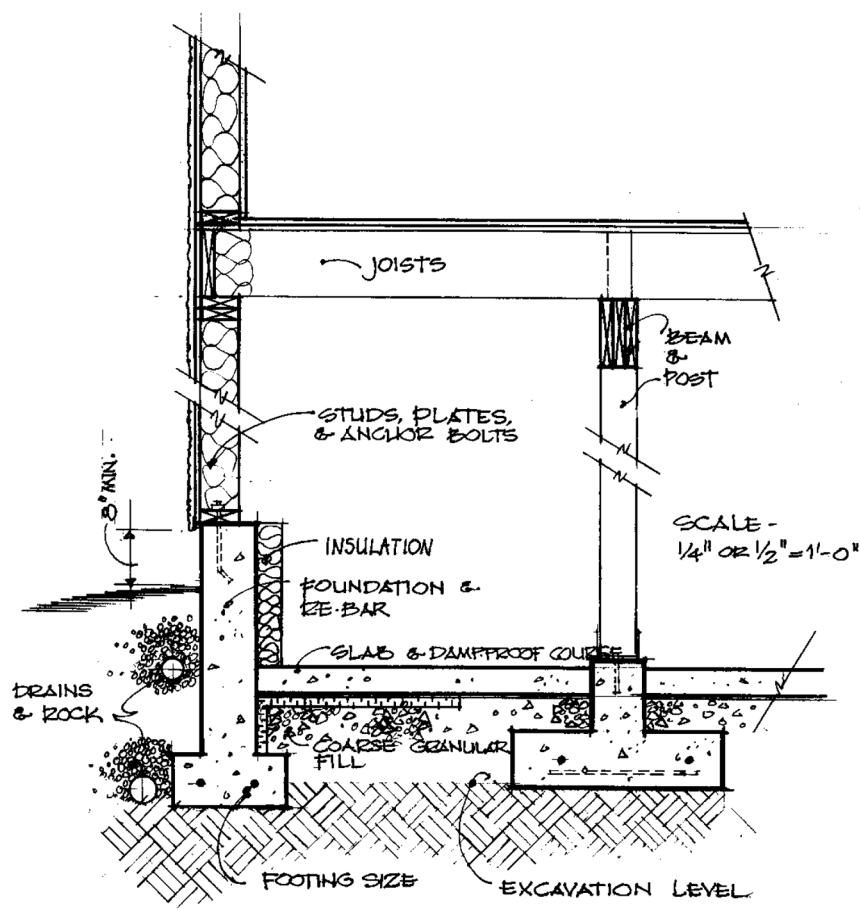
Front Elevation



Rear Elevation



Footing Detail





Contact Information

Home Warranty Program

Homeowner Protection Office, Branch of BC Housing
650-4789 Kingsway, Burnaby, BC V5H 0A3
Tel: 604.646.7050 Fax: 604.646.7051 Toll free:
1.800.407.7757 E-mail: hpo@hpo.bc.ca
www.hpo.bc.ca

Electrical Permits

Technical Safety BC
310-771 Vernon Avenue, Victoria, BC V8X 5A7
Tel: 250.952.4444 Fax: 250.952.4458
www.safetyauthority.ca

Access Permits, Culverts, Bridges & Roads

Ministry of Transportation
Suite 240, 4460 Chatterton Way, Victoria, BC V8X 5J7
Tel: 250.952.4515 or 250.387.6121 Fax: 250.952.4508
Toll free 1.800.663.7867 (Service BC)
www.gov.bc.ca/tran

Property Registration, Easements, Right-of-Ways, Restrictive Covenants or Title Searches

BC Land Title Office,
110-1321 Blanshard Street, Victoria, BC V8W 9J3 Tel:
250.387.6331 Fax: 250.356.6060
Toll free 1.877.577.5872
www.ltsa.ca or contact your local Service BC Centre,

Sewage Disposal Certification to be filed with:

Vancouver Island Health Authority

Health Protection & Environmental Services
201-771 Vernon Avenue, Victoria, BC V8X 5A7
Tel: 250.519.3401 Fax: 250.519.3402

New Home Street Address

For all communities: Contact your local government office.

Land Use, Planning/ Zoning, Building Permits

Contact your local government office.

District of Port Hardy

7360 Columbia Street, PO Box 68
Port Hardy, BC V0N 2P0
Tel: 250.949.6665 Fax: 250.949.7433
E-mail: reception@porthardy.ca
8:30 am to 4:30 pm, Monday to Friday

Town of Port McNeill

1775 Furney Place, PO Box 728
Port McNeill, BC V0N 2R0
Tel: 250.956.3111 Fax: 250.956.4300
E-mail: reception@portmcneill.ca
9:00 am to 5:00 pm, Monday to Friday

Village of Port Alice

1061 Marine Drive
Port Alice, BC V0N 2N0
Tel: 250.284.3391 Fax: 250.284.3416
E-mail: info@portalice.ca
8:30 am to 4:30 pm, Monday to Friday

Regional District of Mount Waddington (Coal Harbour)

2044 McNeill Road
Port McNeill, BC, V0N 2R0
Tel: 250.956.3301 Fax: 250.956.3232
Email: info@rdmw.bc.ca
8:30 am to 4:30 pm, Monday to Friday

Building Permit Checklist

Making a difference...together

Site Address of Project: _____

Name: _____

Legal

Description: _____

Typical Information Submitted at time of Building Application:

The application fee.

Written authorization from owner giving applicant permission to act on their behalf. Building permits relating to strata lots: a copy of the company search advising of all registered owners of the strata, a letter from the Board of Directors approving the proposal and a site plan identifying all numbered building sites.

Copy of a current *Title Search* (made within 30 days of application). *Please note when submitting a *Title Search* and the property has any easements, covenants and/or right-of-ways on title, these documents must accompany your application.

Copy of current Assessment Notice (Tax Notice).

Evidence of Access approval from Ministry of Transportation when on major highways or numbered routes, or from your local government office for local roads in municipalities.

Two sets of Site Plans drawn to scale showing: dimensions of property, location of septic tank and disposal field (where required), location of proposed building, ground elevations, location of all existing buildings and approximate distances to property lines, details of site drainage.

Two sets of specifications and scale drawings of the building with respect to which the work is to be carried out showing: foundation plan (fully dimensioned), floor plan of each level (fully dimensioned), elevations of all sides of the building, proposed and or existing uses of all rooms shown on floor plans, overall cross sections with structural details. REVERSE PRINTED PLANS NOT ACCEPTABLE.

Homeowner Protection Office Registration Form with proof of Home Warranty Insurance or Notarized Homeowner Protection Office Owner Builder Declaration and Disclosure Notice, where required.

Valid Sewage Disposal Permit where required. FOR ADDITION TO SFD: Assessment of sewerage disposal system by authorized person.

Verification of street address from appropriate local government office.

Verification of access to property by fire and emergency vehicles from appropriate Fire Department or the Building Official (check to see which applies).

Contact WorkSafe B.C. at 604.276.3100 for hazard assessment details.

Civil Engineering

Geotech Engineering

Structural Engineering

Archaeological Review