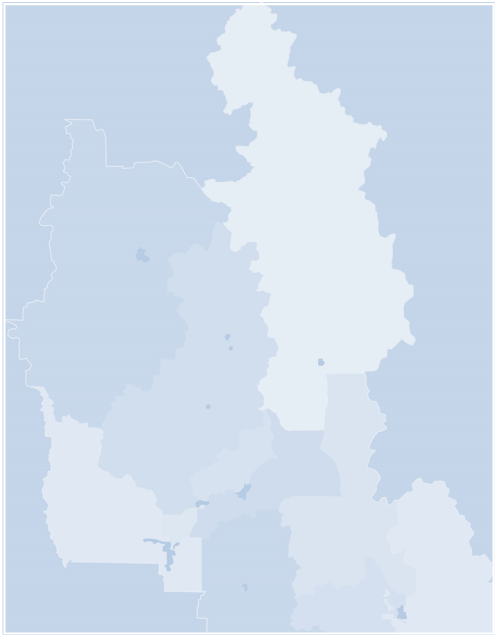
Building/Plumbing Permit Application Requirements

Part 9 Residential Buildings



Building / Plumbing permit applications within the Regional District of Central Kootenay (RDCK) are required for:

ALTERING, ADDING TO, MOVING OR CONSTRUCTING A; NEW HOME, CARPORT, GARAGE, SUNDECK, OTHER BUILDING/STRUCTURE

Why there is a Building Bylaw?

A Building Bylaw is designed to help ensure that development meets health, fire, structural, and general safety requirements for the protection of the individual, the consumer, and the community as a whole. The Regional District Building Official is available to provide additional information regarding bylaw requirements to anyone building a structure.

This brochure is to be used only as a guide when applying for a Building Permit. For complete Building Permit requirements, referral to the Regional District Building Bylaw is necessary.

Landowners considering the development of land are also advised to read the Regional District of Central Kootenay's brochure: "Information on Land Development".

CONTENTS

- When do you need a Building Permit? ..... Page 3
- When do you need a Plumbing Permit? ..... Page 3
- Information to be submitted with your Building Permit Application ..... Page 4
- Building Plans - What to include ..... Page 5
- Building Plans - Floor Plans Examples ..... Page 6
- Building Plans - Elevation and Cross Section Plans Examples ..... Page 7
- Site Plans - Example ..... Page 8
- After receiving your Building Permit ..... Page 9
- Building Inspections List ..... Page 9
- Other Permit requirements ..... Page 10
- Building Permit Fees ..... Page 11
- Building Officials Contact Details ..... Page 11
- Other Government Offices Contacts ..... Page 12

WHEN IS A BUILDING PERMIT REQUIRED?

A BUILDING PERMIT IS REQUIRED when you wish to:

- Construct a new home
- Construct a new accessory building such as a carport, garage or storage shed
- Construct a farm building
- Construct or renovate a commercial, industrial or public use building
- Construct a temporary building
- Renovate existing buildings
- Undertake any structural work such as interior partitions
- Decks having a difference in elevation to grade exceeding 2 feet
- Enclose a porch or roof over a sundeck
- Construct a retaining wall retaining more than 5 feet of soil
- Move a building
- Locate a manufactured home, modular home or other engineered structure as required by the BC Building Code
- Construct an addition
- Install a pool (re. fencing requirements)
- Demolish a building or structure
- Change the use or occupancy of a building
- Renovate your dwelling to create a secondary suite
- Install a Fire Alarm System
- Install commercial kitchen ventilation equipment

A BUILDING PERMIT IS NOT REQUIRED when you repair or maintain existing buildings such as:

- Painting
- Landscaping, sidewalks and driveways
- Install new roofing
- Replace kitchen cupboards
- Fences (fence height must comply with Regional District zoning bylaws where applicable)
- Build a fireplace, install a woodstove or install a chimney in an existing building
- The repair or replacement of a valve, faucet, fixture or sprinkler head

WHEN IS A PLUMBING PERMIT REQUIRED?

A PLUMBING PERMIT IS REQUIRED when you wish to:

- Install a new drainage or water piping system in any building
- Alter or remodel a plumbing system
- Install a fire suppression system

NOTE: *With the exception of a homeowner doing their own plumbing work, personnel performing plumbing work must possess a tradesman's qualification certification as a plumber.*

INFO TO BE SUBMITTED WITH BUILDING PERMIT APPLICATION:

The following items must be supplied along with a completed Building Permit Application BEFORE a Building Permit can be issued. A Building Permit fee based on the value of the building or structure will be calculated by the Building Official

☐ **1. BUILDING PLANS—INCLUDING FLOOR, ELEVATION AND CROSS SECTION PLANS**

Two sets of detailed building plans. If you find that you cannot draw the necessary plans, then you should obtain the services of a qualified person. **Preferred scale 1/4" = 1" - 0"**

☐ **2. SITE PLAN**

Plan indicating:

- North Arrow
- Location & uses of proposed/existing construction and additions
- **All** lot dimensions
- **All** distances from property lines, steep slopes and water courses for proposed construction and/or additions
- Location of driveway access from named roads
- Size, location and number of on-site parking spaces (if required)
- Location of proposed or existing sewage field and water well
- Scale of Site Plan

☐ **3. BC HOUSING REQUIREMENTS**

If the application for permit is to construct a dwelling, the owner must, prior to issuance of the permit, submit a "New Home Registration Form" that is acquired from BC Housing OR the licensed builder. Further information may be obtained from the BC Housing website: **www.bchousing.org**

☐ **4. SEWAGE DISPOSAL SYSTEMS** *(IF REQUIRED)*

Where a private Sewage Disposal System is to be installed in accordance with the Sewerage System Regulations in British Columbia, contact a Registered Practitioner or Engineer. For a list of contractors in your area visit: **www.owrp.asttbc.org**

☐ **5. AN ACCESS PERMIT** *(IF REQUIRED)*

If access is from a major Highway, an Access Permit for confirmation of legal access to the property is required from the appropriate Ministry of Transportation and Infrastructure District Office (see list on last page). Submit copy with Building Permit Application.

☐ **6. TITLE SEARCH**

A current copy of your Title Search is required, dated within 30 days of the date of application and a copy of any and all covenants. **(The RDCK can retrieve these documents for a small fee)**

☐ **7. PROFESSIONAL CERTIFICATION** *(IF REQUIRED)*

Professional Certification of plans may be required as a condition of the issuance of a Permit.

If, in the opinion of the Building Official, specialized technical knowledge is required to ensure that the proposed works will be structurally sound, then it is necessary that an architect or professional engineer prepare drawings, specifications, and carry out supervision.

If, in the opinion of the Building Official, specialized technical knowledge is required to ensure that the proposed works will comply with setback and height requirements (flood construction level), then it is necessary that a B.C. Land Surveyor prepare a site plan and carry out field work.

☐ **8. BC ENERGY COMPLIANCE REPORT – PRE-CONSTRUCTION FORM** *(ALL RESIDENTIAL PART 9 NEW BUILDS)*

Completed by a Certified Energy Advisor licensed by Natural Resources Canada.

☐ **9. PRE CONSTRUCTION HOT2000 MODEL FULL REPORT** *(ALL RESIDENTIAL PART 9 NEW BUILDS)*

Printout or electronic version of the complete pre construction HOT2000 Model Full Report

WHAT TO INCLUDE IN YOUR BUILDING PLAN SETS

Two sets of detailed building plans. If you find that you cannot draw the necessary building or site plans, then you should obtain the services of a qualified person. **Preferred scale 1/4" = 1" - 0"**

FLOOR PLANS

- At a suitable scale of the design and dimensions (including stair dimensions)
- All rooms, size and use of each room
- Size and location of windows and doors
- Location of all plumbing fixtures
- Structural details of foundations, walls, floor and roof framing
- Finished and unfinished areas
- Location of all flues, chimneys and solid fuel appliances

See page 3 for an examples of floor plans.

ELEVATION PLANS

Indicating:

- Building Height
- Finish Grades
- Exterior Finish

See page 4 for an examples of elevation plans.

CROSS SECTION PLANS

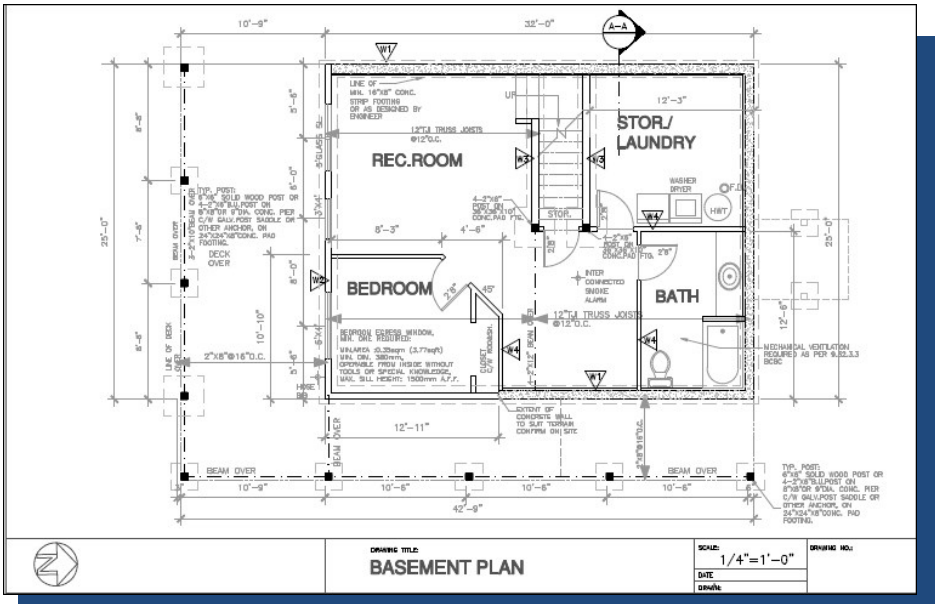
- *Showing method of construction*
- *Exterior Wall Assemblies to be detailed on cross section plans*
- *Air Barrier detail of wall assemblies to be shown in red*
- *Please refer to "Bulletin: BCBC Changes - Above Grade Wall Assemblies", on the 'What's New' page under 'Building Inspection' on the RDCK website.*

See page 4 for an examples of cross section plans.

APPEALS FOR VARIANCE

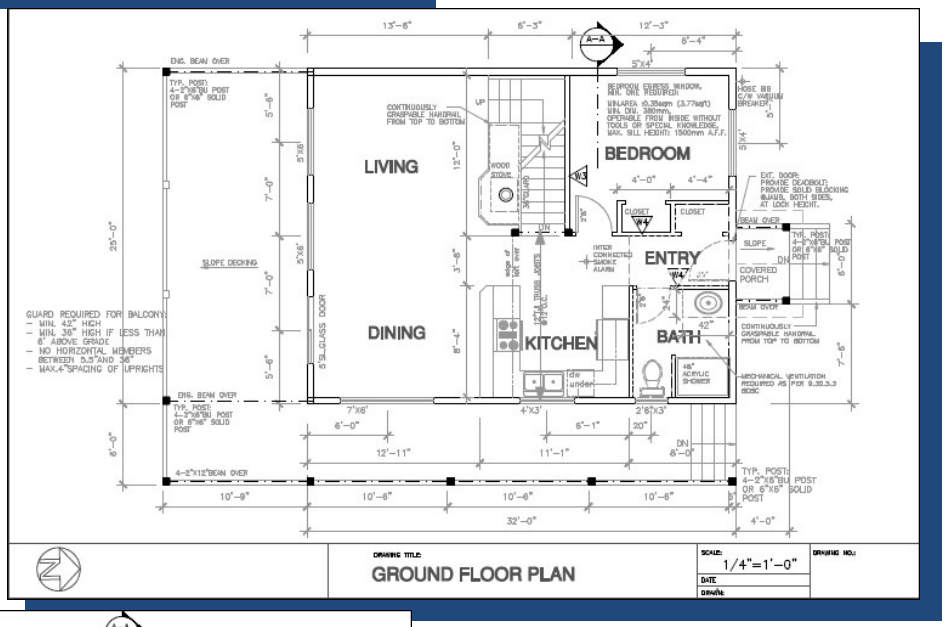
Where a proposed building or structure does not comply with the RDCK Zoning Bylaw or Rural Land Use By-law with respect to size, dimensions, or location on the parcel, the applicant may appeal for a minor variation from the Bylaw requirement. Contact the Building Official or the Planning Department.

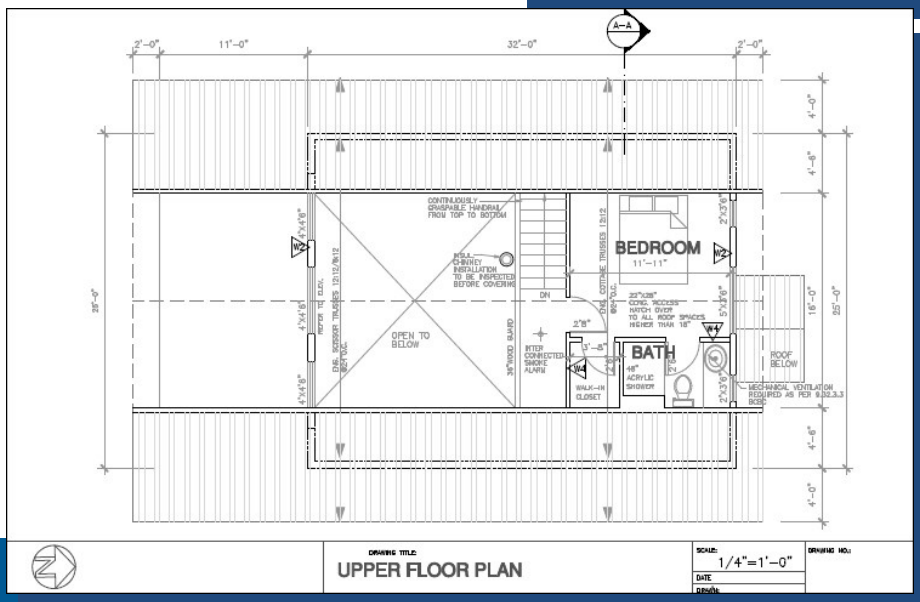
EXAMPLE FLOOR PLANS



Preferred scale

1/4” = 1’- 0”

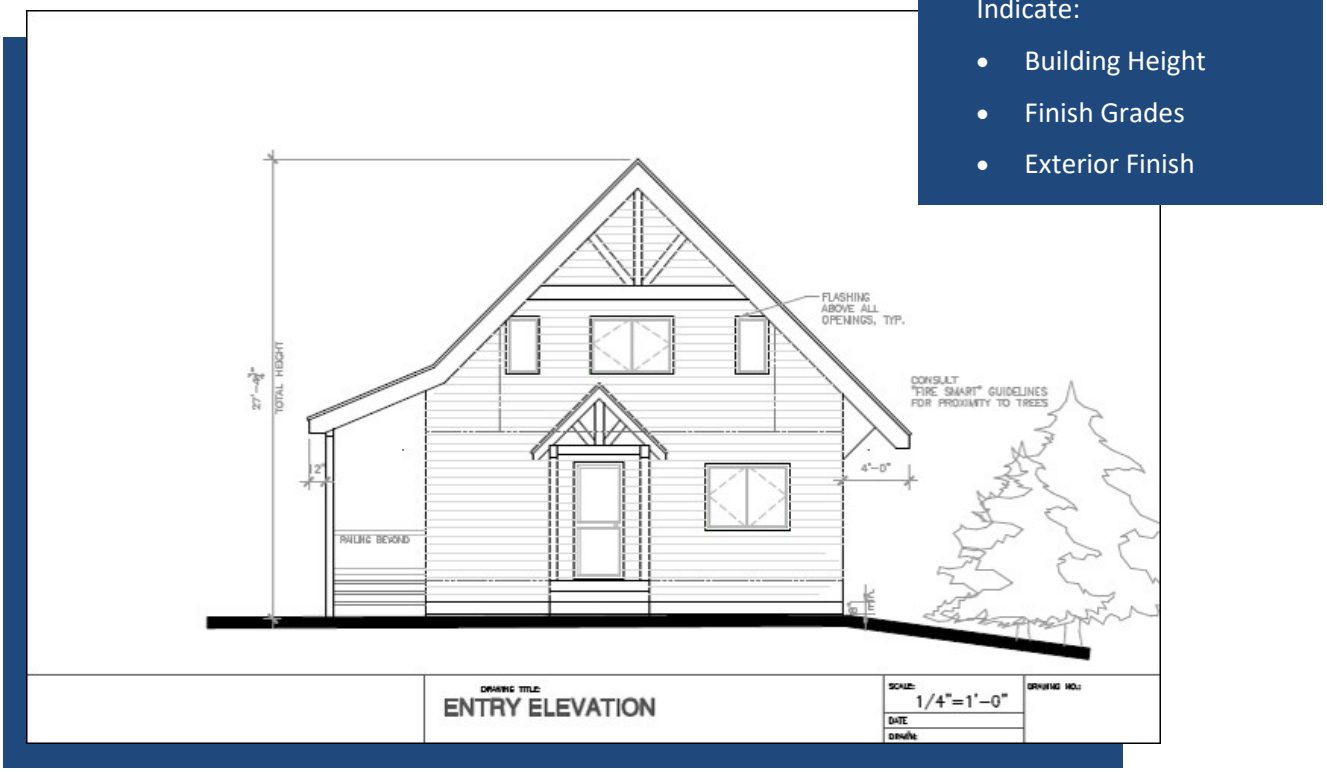




EXAMPLE ELEVATION PLANS

Indicate:

- Building Height
- Finish Grades
- Exterior Finish

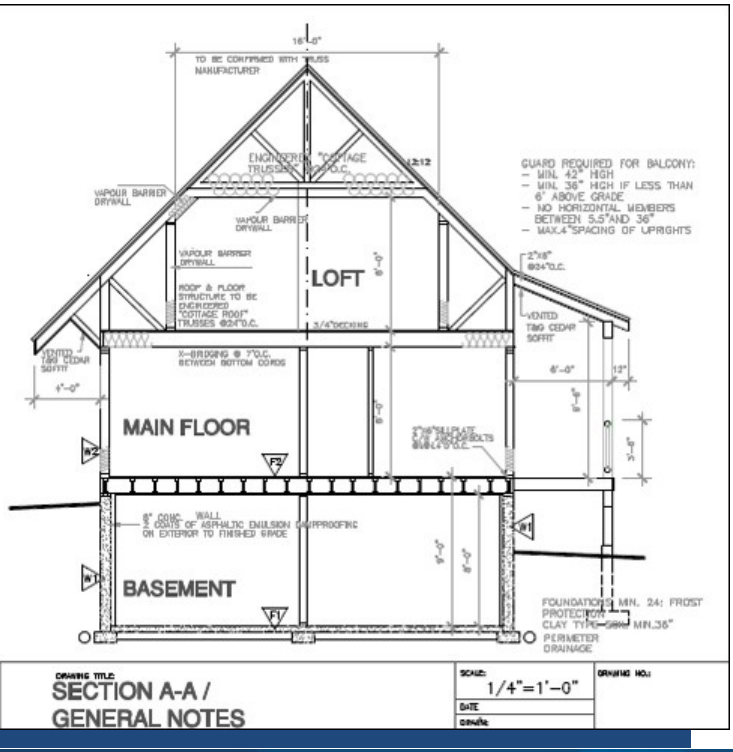


EXAMPLE CROSS SECTION PLANS

- Showing method of construction
- Air Barrier detail of wall assemblies to be shown in red

Exterior Wall Assemblies

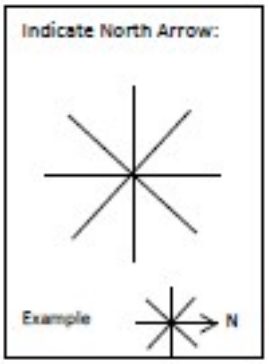
Please refer to “Bulletin: BCBC Changes - Above Grade Wall Assemblies”, on the ‘What's New’ page under ‘Building Inspection’ on the RDCK website.



EXAMPLE SITE PLAN

INDICATE THE FOLLOWING:

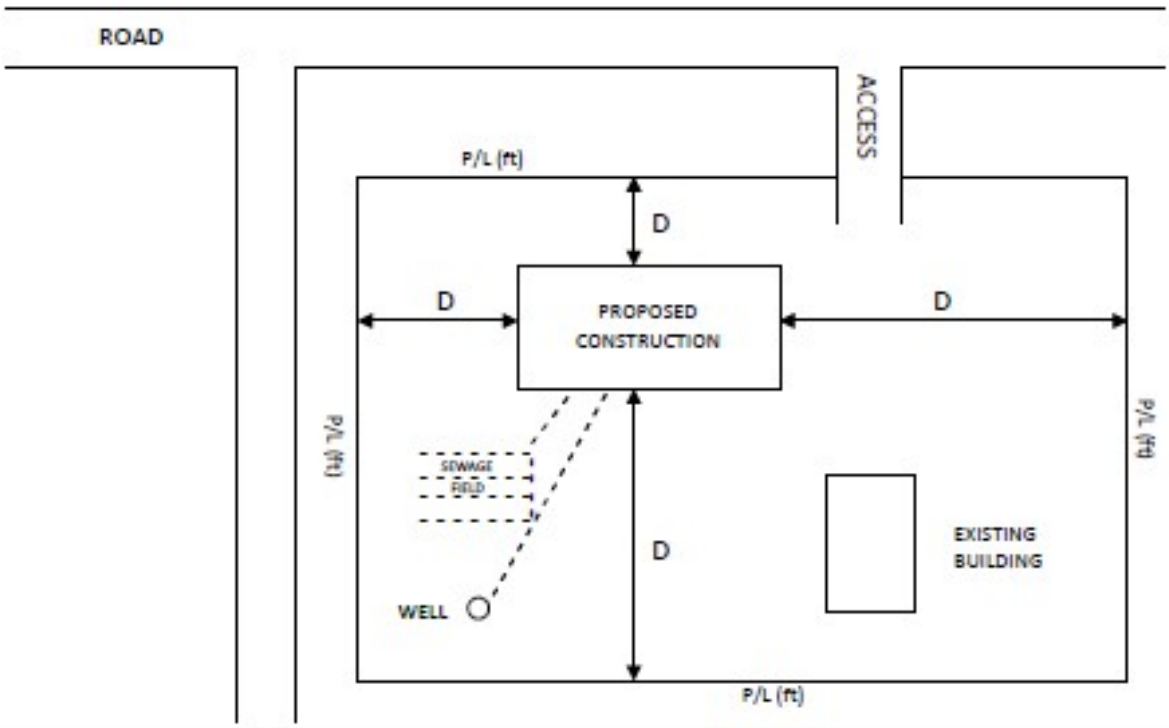
- North Arrow;
- Location and uses of proposed or existing construction and additions;
- ALL Lot dimensions;
- ALL distances from property lines, steep slopes and water courses for proposed construction, including additions;
- Location of driveway access from named roads;
- Size, location and number of on-site parking spaces (if required);
- Location of proposed or existing sewage field and water well;
- Scale of Site Plan.



NOTE: D = Distance – Applicant must indicate actual distances in feet (metres).

Property Line = P/L

SCALE: _____



I HAVE BEEN ISSUED MY BUILDING PERMIT, WHAT'S NEXT ?

Give the Building Official at least **72 hours prior notice** of the date upon which an inspection is requested. **Permit number, building site address, owner's name** and **type of inspection required** must be quoted when requesting inspections.

Post the **property identification notice** at the driveway entrance and ensure a **copy of the accepted building plans** signed by the Building Official **remains available on site.**

BUILDING INSPECTIONS Are required by the Building Official at the following stages of construction for:

Single-Family Dwellings, Multiple Residential buildings; Commercial, Industrial and Institutional buildings; and for Additions to any of the above:

1. SITING

After excavation and footing formwork is complete, **BEFORE placing concrete.**

2. DAMP PROOFING AND PERIMETER DRAINAGE

Tie holes filled, after the application of foundation damp proofing and installation of foundation perimeter drainage pipe covered by drain rock **BEFORE BACKFILLING.**

3. PLUMBING (under slab)

Groundwork completed. Drains under test with a 3 meter head of water BEFORE BACKFILLING. Inspection not required if work is completed by a certified journey-man plumber who certifies the work with a written "Certificate of Test".

4. SLAB PREP & RADON PIPE

Under slab damp-proofing and soil gas barrier installed with required under slab insulation for heated slab or no insulation with unheated slab and a 4" radon collection pipe bedded in 4" thick layer of clean granular crush **BEFORE PLACING CONCRETE.**

5. FRAMING & ROUGH PLUMBING (requested as ONE inspection)

- Framing completed to lock-up stage with windows and exterior doors installed **(temporary labels in place for inspection)**
- Electrical and Mechanical **rough in completed.**
- P. Eng. sealed manufactured beam and joist specifications on site
- P. Eng. sealed truss specification with layout on site
- Mechanical ventilation checklist completed and on site.
- Rough-in plumbing to be under test; **schedule WITH FRAMING inspection**
- Radon pipe installed up and through roof
- Exterior air barrier completed **BEFORE INSULATION**

6. INSULATION

Insulation and vapor barrier installed; **BEFORE installation of drywall .**

7. OCCUPANCY

With ALL life safety components completed and installed: smoke alarms, handrails, guards on stairs and decks, minimum of one completed washroom, kitchen sink and exhaust fan installed, heating system complete, etc.

8. FINAL

When the work authorized under a building permit has been completed.

OTHER REQUIREMENTS YOU MAY NEED

1. PLUMBING PERMIT

Required from the Regional District Building Official to install plumbing services .

2. ELECTRICAL & GAS PERMITS

Electrical and gas work must be obtained from the local BC Safety Authority officers (see list on last page).

3. RDCK WATER SYSTEMS

If your development is within a RDCK water system, contact RDCK Water Services at 250-352-8192 or watercontact@rdck.bc.ca for required applications and permits.

4. APPLICATION TO TRANSPORT A MANUFACTURED HOME

Required from Service BC.

5. BUILDING PERMIT FOR CHANGE OF OCCUPANCY

Required from the Regional District Building Official prior to new or changed use of a renovated or new building intended for residential, commercial or industrial use.

6. AGRICULTURAL LAND RESERVE APPROVAL

Required from the Agricultural Land Commission for the non-agricultural use of land or for additional dwellings to be located on a parcel of land within the Agricultural Land Reserve, prior to issuance of a Building Permit. For Information regarding the Agricultural Land Reserve and applications to he Agricultural Land Commission, please visit the ALC website. http://www.alc.gov.bc.ca/alc/content/home

7. ZONING

Contact the Regional District Planning Department to determine if the land is zoned, and if so, the types of uses, and number of dwellings permitted, setback distances and other regulations which may affect your application.

8. RESTRICTIVE COVENANTS

Governing setback distances for buildings from the natural boundary of lakes and streams in areas subject to flooding are sometimes placed on the title of a parcel of land. Check with the Land Title Office in Kamloops to determine if your property has a Restrictive Covenant and include a copy with your Building Permit Application.

9. CONTACT FISHERIES & OCEAN *CANADA*

If your development is within 30 meters of a lake or stream foreshore as you may require appropriate approvals prior to doing work. (contact info. On Last Page of this Brochure).

BUILDING PERMIT FEES

Fee for construction value (declared or assessed) as determined by the Regional District of Central Kootenay for all new construction, additions, extensions, alterations or repair of any building or structure and the placement of single or double-wide manufactured homes.

Construction *(Value up to $1,000)*	**$50.00**
Construction *(Value $1,001 and over)*	**$50.00** base fee + **$10.50/$1,000** or portion thereof

PLUMBING:

Installation, alterations, site piping & water service lines	**$10.50/fixture**

(This fee is not required for factory installed plumbing in CSA approved manufactured homes)

Change of Occupancy	**$100.00**
Manufactured Home Set Up	
Single-wide	**$200.00**
Double-wide	**$300.00**
Demolition (SFD & greater)	**$100.00**
Moving of any Building	**$100.00**
Temporary Building	**$200.00**
Administration charge to remove "Notice on Title"	**$750.00**
Special Inspection *(Re-inspection)*	**$50.00**
Building Permit Renewal *(1 year)*	**$100.00**
Occupant Load Calculation	**$100.00**
Prepare & Register Covenant on Title (additional LTSA filing fees will apply)	**$200.00**

WHERE TO APPLY FOR A BUILDING PERMIT

Regional District of Central Kootenay Building Officials are located in Nelson, Creston and Nakusp. Contact the Official for your area as listed below for a Building Permit Application or go to the RDCK webpage: www.rdck.ca

NELSON OFFICE

Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4
Ph: (250) 352-8155 **Fax: (**250) 352-9300
Toll free: 1-800-268-RDCK (7325)
INSPECTIONS LINE: (250) 352-8155
Web Page: www.rdck.ca **Email:** *blddept@rdck.bc.ca*
Office Hours: Mon - Fri 8:30 am - 4:30 pm
Building Official Hours: Mon-Fri 8:30 am - 10:00 am

CRESTON OFFICE

531B 16th Ave, South Creston, BC V0B 1G5
Ph: 250-428-5717 **Email:** *crestonbuilding@rdck.bc.ca*
Office Hours: Mon - Fri 8:30 am - 1:00pm
Building Official Hours:
Mon, Tues & Thurs 8:30 am - 10:00 am

NAKUSP OFFICE

Box 358, 204 6th Ave NW, Nakusp, BC V0G 1R0
Ph: (250) 265-4111 **Toll free:** 1-844-817-9096
Email: *psouthin@rdck.bc.ca*
Office Hours: Mon - Fri 8:30 am - 12:30 pm
Building Official Hours:
Mon, Tues, Thurs & Fri 8:30am - 10:00am

The RDCK provides building inspection services to the municipalities of Nakusp, New Denver, Kaslo, Salmo, Silverton and Slocan.

If you are planning to build within the boundaries of one of the above municipalities and would like assistance please contact one of our offices.

OTHER GOVERNMENT OFFICES TO CONTACT

BC HOUSING
Website: www.bchousing.org
Email: licensinginfo@bchousing.org
Phone: 1-800-407-7757

FRONTCOUNTER BC
Website: www.frontcounterbc.gov.bc.ca
Email: FrontCounterBC@gov.bc.ca
Phone: 1-877-855-3222
Outside BC Phone: (778) 372-0729

FISHERIES & OCEANS CANADA
Website: www.servicebc.gov.bc.ca/
Email: EnquiryBC@gov.bc.ca
Phone: 1-800-663-7867
Outside BC Phone: (604)660-2421

MINISTRY OF TRANSPORTATION
Website: www.gov.bc.ca/tran/
Phone: (250) 387-3198

HEALTH AUTHORITY
Website: www.interiorhealth.ca

LAND TITLE OFFICE
Website: www.ltsa.ca/cms/
Phone: 1-877-577-LTSA (5872)

ELECTRICAL, GAS & BOILER SAFETY INSPECTORS
Website: www.technicalsafetybc.ca
Email: contact@technicalsafetybc.ca
Phone: 1- 866-566 -7233

REGISTERED ONSITE WASTEWATER PRACTITIONERS
Website: http://owrp.asttbc.org/c/index.php

BETTER HOMES BC
Website: https://betterhomesbc.ca/
Phone: 1-844-881-9790