

What is a Building Permit?

In accordance with the **Local Government Act** authorizes the Village of Telkwa for the health, safety and protection of persons and property to regulate the construction, alteration, repair, or demolition of buildings and structures by bylaw.

Prior to starting construction, alternation, renovation, demolition or removal, or relocation or change of occupancy to any building or structure, you must first obtain a Building Permit.

The Province of British Columbia has adopted a building code to govern standards in respect of the construction, alteration, repair and demolition of buildings in municipalities and regional districts in the Province.

Who needs a Building Permit?

Building Permits are mandatory for:

- Design and construction of any new building, including any accessory buildings
- Construction or location of a temporary building
- Alterations, renovations or repairs to an existing building or structure
- Demolition or removal of any building or structure
- Relocation or change to the occupancy of any building or structure
- Remodel or construction of a deck
- Construction of a swimming pool
- Installation or alteration of plumbing within a structure or on a property
- Installation a new chimney or fireplace
- Installation of a wood stove, fireplace insert or other wood burning appliance

Village of Telkwa



Standard Building Permits

QUICK GUIDE

For further information or assistance, please contact the Village of Telkwa Building Inspector Liaison at 250-846-5212.

Village of Telkwa

1415 Hankin Avenue
PO Box 220
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250-846-5212

File: 3050



Quick Guide

Standard

BUILDING PERMITS

This reference guide contains a general outline of the procedure for obtaining a Single Family/ Simple Building Permit in the Village of Telkwa. For more in-depth information, please contact the Building Inspector Liaison.

STEP 1

Application

STEP 2

Submission

STEP 3

Approval

STEP 4

Inspections

STEP 5

Completion and Occupancy

Village of Telkwa



STEP 1: The Application

Building Inspection for the Village of Telkwa is contracted to the Regional District of Bulkley-Nechako.

The Building Inspector Liaison at the Village of Telkwa will complete a review of the permit application and the supporting documentation to ensure your request conforms to the current zoning bylaw and any other regulations before forwarding the application to the Building Inspectors.

Before submitting your application for a building permit, you must collect the following documentation to include with your application:

- ◇ Completed Application Form
- ◇ A State of Title Certificate
- ◇ A set of drawings detailing the project
- ◇ A site plan drawn to scale
- ◇ An Owner's Undertaking of Building Foundation
- ◇ A Survey Certificate (if requested)

The Building Inspector Liaison will provide you with a Building Permit Application form and can answer any questions you have about the process.



Depending on the project, the Building Inspector Liaison may also provide you with additional permit applications and information, such as:

- ◇ Demolition/Deconstruction Permit
- ◇ Fee Schedule
- ◇ Development Variance Application Form

STEP 2: Submit your Application

Your completed application form, including all supporting documentation, and applicable fees can be submitted to the Village office in person, or by mail. Fees must be paid in full before a permit will be issued.

****Note**** *Incomplete applications or applications that do not have all of the required attachments will not be processed, so be sure your application is complete and accurate prior to submission.*

STEP 3: Approval of your application. Permit issued.

You will be contacted by the Building Inspector once your permit has been approved. Once payment of the applicable fees has been received at the Village Office, the Building Inspector will provide the permit.

****Note**** *There will be a time limitation on the permit and if the proposed project has not commenced by that date, you will be required to submit a new application.*

STEP 4: Inspections

You are required to request an inspection after each phase of construction of the project. Inspections may include, but not be limited to:

- ⇒ Site Inspection
- ⇒ Footing and form inspection
- ⇒ Foundation and drainage inspection
- ⇒ Frame inspection
- ⇒ Plumbing and drainage inspection
- ⇒ Sanitary Sewer inspection
- ⇒ Water service inspection
- ⇒ Insulation and vapour barrier inspection
- ⇒ Chimney inspection
- ⇒ Wood burning appliance inspection
- ⇒ Exterior siding inspection
- ⇒ Final plumbing inspection
- ⇒ Final inspection

STEP 5: Completion and occupancy

Once all of the necessary inspections have been successfully completed, the Building Inspector will issue an Occupancy Permit.

