



QUICKGUIDE

BUILDING PERMITS

BYLAW No. 533

PART 1 Pre-Application

1. Prior to submitting an application for a building permit, the applicant must first meet with the Building Official to review building and zoning bylaws, policies and regulations relating to the proposed project.
2. The Building Official will complete a pre-application form setting out the nature of the requested permit, the applicable regulations, and the supporting documentation to be attached to their application, which may include, but not be limited to, some or all of the following:
 - ✓ A State of Title Certificate proving ownership
 - ✓ Homeowner Protection Office New Home Registration Form/Warranty (new builds)
 - ✓ A set of drawings detailing the project/building including:
 - Foundation plan
 - Floor plans all levels including proposed or existing uses of all rooms
 - Exterior elevations
 - Cross sections showing all structural details and finishes
 - ✓ A Site Plan drawn to scale showing:
 - Setbacks from property lines
 - Location and name of street adjacent to the property
 - Size and location of all existing and proposed buildings, structures, and uses on the property
 - Existing and proposed parking and driveways
 - Topographic features, water bodies and waterways including measurements from all proposed and existing structures to the natural boundary, stream center line or top of bank, whichever is applicable
 - North arrow and scale
 - ✓ A survey certificate
 - ✓ An Owner's Undertaking of Building Foundation
 - ✓ An Owner's Undertaking of Building Siting
 - ✓ Proof of construction or home/property insurance

Refer to Sec. 8, 9 and 10 of Bylaw No. 533

3. The Building Official will supply the applicant with a Building Permit application form and guidelines for submitting the application.
4. Depending on the project, the Building Inspector may also provide the applicant with ancillary permit applications and information, such as:
 - ✓ Demolition/deconstruction permit
 - ✓ Moving permit
 - ✓ Construction values sheet
 - ✓ Fee Schedule

See Attached:

Sample Building Permit Pre-application form
Sample Building Permit Application form
Sample Application Guide
Sample Fee Schedule



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PART 2 Applications

1. Completed Applications must be submitted to the Village Office with the attachments requested on the pre-application form, which may include, but not be limited to:
 - Applications fees as set out in the Bylaws
 - Homeowner Protection Office New Home Registration Form/Warranty.
 - Proof of ownership of property, namely a State of Title Certificate no more than 30 days old – **Check this document for any flood plain Covenants.**
 - A set of drawings detailing the project/building including:
 - Foundation plan
 - Floor plans of all levels, including proposed or existing uses of all rooms
 - Exterior elevations
 - Cross sections showing all structural details and finishes
 - Site Plan – 1 full scale and 3 reduced copies. The Site Plan should clearly illustrate:
 - Setbacks from property lines
 - Location and name of street adjacent to the property
 - Size and location of all existing and proposed buildings, structures, and uses on the property
 - Existing and proposed parking and driveways
 - Topographic features, water bodies and waterways including measurements from all proposed and existing structures to the natural boundary, stream center line or top of bank, whichever is applicable
 - North arrow and scale
 - A survey certificate
 - An Owner's undertaking of building foundation
 - An Owner's undertaking of Building Siting
 - Proof of construction or home/property insurance
 - Letter of Intent – Flood Plain

REFER TO SEC. 8, 9 AND 10 OF BYLAW NO. 533

2. Applications that do not have all the attachments indicated on the Pre-application form will be rejected, so it is important to check the Pre-application for the list of required documentation.

3. Open a computer file for each application under Section 8 – Land Administration, File (current year) Building Permits. Open a paper file under the civic address, sub-file “Building Permit”.
4. Submit the application materials to the Building Inspector.
5. Once the Building Inspector has prepared his/her report, the file will be submitted to the approving officer for review.

See Attached:

- ✓ *Sample Building Permit*
- ✓ *Sample Climatic Data for the Village of Telkwa*
- ✓ *Sample Owner’s Undertaking of Building Foundation*
- ✓ *Sample Owner’s Undertaking of Building Siting*
- ✓ *Sample Letter of Intent – Flood Plain*



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BUILDING PERMITS **BYLAW No. 533**

PART 3 Building Inspection

It is the responsibility of the Village of Telkwa's Building Inspector to regulate the construction, alteration, repair or demolition of buildings and structures within the Village boundaries. Inspections are carried out at various stages of construction and inspection records must be kept on file. Design and construction of buildings and structures are governed by the B.C. Building Code, the Village of Telkwa Bylaws, and the Local Government Act. Electrical, gas and sewage disposal work require separate permits and inspections.

1. Inspections will be carried out a Building Official **Refer to Sec. 2.1** , to ensure that construction complies with the Village of Telkwa Bylaws and the BC Building Code.
2. The Building Official may attend at the construction site periodically to ascertain whether the health and safety aspects of the work are being carried out pursuant to the regulations set out in those portions of the BC Building Code.
3. The owner or his/her representative must give at least twenty-four (24) hours notice to the Building Official when requesting an inspection.
4. The Building Official may order the cessation of any work that does not comply with the Bylaws and/or BC Building Code by posting a Stop Work Notice at the site. The Stop Work Notice must be rescinded in writing by the issuing authority. **Refer to Sec. 24.3**
5. The various stages of inspection are as follows:
 - Site Inspection: Inspected when the location of the proposed building has been certified by a BC Land Surveyor and submitted to the Building Inspector for Approval.
 - Footing and Form Inspection: Inspected at completion of form work, prior to placing of concrete
 - Foundation and drainage inspection: Inspected when foundation is damp-proofed and drain tile is completed, including drain rock
 - First Vapour Barrier Inspection: Inspected prior to pouring slab on grade floor, and inspection of under slab, plumbing, vapour barrier and insulation is required. ** Please note: 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.**
- **Frame Inspection:** Inspected when framing is complete and prior to application of insulation and exterior cladding. **Note: 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.** A BC Land Surveyor's certification of building location may be required prior to framing inspection.
 - **Plumbing and Drainage Inspection:** A rough plumbing inspection is required when all drains, vents and water piping are completed and tested.
 - **Sanitary Sewer Inspection:** Inspected when all piping is installed to the septic tank or municipal sewage system has been completed and tested.
 - **Water Service Inspection:** Inspected when all water service piping has been installed, connected to the supply, and tested.
 - **Insulation and Vapour Barrier:** Inspected when all thermal insulation and vapour barriers are completed and prior to the installation of interior wall finish.
 - **Chimney Inspection:** Inspected at the first flue liner above a fireplace throat and again after the chimney is completed.
 - **Wood Burning Appliance Inspection:** Inspected when the appliance is installed into an inspected and approved chimney flue. The chimney must be approved for a wood burning appliance prior to installation.
 - **Exterior Siding:** Inspected after installation of liner, paper, etc., then again after installation of the siding.
 - **Final Plumbing Inspection:** Inspected when all other inspections have been approved and all plumbing fixtures have been installed.
 - **Final Inspection:** Once 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 Inspected must not issue a Certificate of Occupancy if deficiencies are recorded in the structure by other inspection authorities.**

Refer to Sec. 17

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

5. No one can occupy the building/structure until an Occupancy Permit has been issued by the Building Inspector. **Refer to Sec.21**

Please note: Section 54 of the Community Charter which states:

“(1) If requested by an applicant, a building inspector must give written reasons for his or her refusal to issue a building permit that is required by a bylaw under section 8(3)(1) [*spheres of authority – buildings and other structures*].

(2) If a municipal permit is required before a building or part of a building is occupied, in addition to any conditions established under section 15 [*licensing and standards*]

authority], the permit may be withheld until the building or part of it complies with the following:

- (a) the Provincial building regulations
- (b) bylaws under section 8(3)(1) [*spheres of authority – buildings and other structures*];
- (c) any other health and safety requirements established by bylaw;
- (d) any other federal or Provincial enactment in relation to health or safety.”

See Attached:

- ✓ *Footings Inspection Notice*
- ✓ *Backfill Inspection Notice*
- ✓ *Framing Inspection Notice*
- ✓ *Plumbing Inspection Notice*
- ✓ *Service Connections Inspection Notice*
- ✓ *Insulation Inspection Notice*
- ✓ *Solid Fuel Burning Appliance Inspection Notice*
- ✓ *Final Inspection Notice*
- ✓ *Occupancy Permit*
- ✓ *Stop Work Order*