

HOW TO OBTAIN A BUILDING PERMIT

Regional District of Kootenay Boundary Building Officials are located in Trail and Grand Forks. Contact the Official for your area as listed below for a Building Permit Application.

REGIONAL DISTRICT BUILDING OFFICIALS

TRAIL (Fruitvale, Montrose, Trail, Warfield, Electoral Areas A, B)

202 - 843 Rossland Ave, Trail, B.C. V1R 4S8
Phone: (250) 368-0222
Toll Free: 1 (800) 355-7352 / Email: sbradley@rdkb.com
Website: www.rdkb.com

GRAND FORKS (Greenwood, Midway, Electoral Areas C, D, E, Big White)

2140 Central Avenue, Box 1965
Grand Forks, B.C. V0H 1H0
Phone: (250) 442-2708
Toll Free: 1 (877) 520-7352 / Email: gfbuilding@rdkb.com
Website: www.rdkb.com

This brochure is to be used as a **guide only** when applying for a Building Permit. For complete building permit requirements, referral to the Regional District Building Bylaw or contact the Building Department of the Regional District.

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 Officials are available to provide additional information regarding bylaw requirements.

PERMITS AND RELATED INFORMATION

- BUILDING PERMIT** - required for any new construction
- PLUMBING PERMIT** - required for installation of plumbing systems and services
- OCCUPANCY PERMIT** - the occupancy permit is included with the building permit when required. In most instances, it is required from before occupying the building.
- DEVELOPMENT PERMITS** - if the land is located at Christina Lake, Big White and certain other areas, a development permit will be required prior to a building permit being issued. Please check with the Planning Department of the Regional District to determine if a Development Permit is required.

5. **SEWAGE DISPOSAL PERMIT** - to obtain a sewage disposal permit contact a Registered Onsite Wastewater Practitioner (ROWP). Visit the BC On Site Sewage Association to find a ROWP in your area.
<https://www.interiorhealth.ca/YourEnvironment/HBE/Page/Onsite-Sewerage-Systems.aspx> or contact the Interior Health Authority.

6. **ELECTRICAL AND GAS PERMITS** - are required for all electrical and gas work and must be obtained from the Safety Authority of B.C.

7. **ZONING** - contact the Building Officials or the Planning Department at the Regional District to determine if the land is zoned and if it is, the types of uses and number of dwellings permitted setback distances and other regulations.

8. **RESTRICTIVE COVENANTS** - governing setback distances for buildings from the natural boundary of lakes, rivers, and streams in areas subject to flooding are sometimes required to be placed on the title of a parcel of land prior to a building permit being issued.

9. **AGRICULTURAL LAND COMMISSION** - approval from the Agricultural Land Commission is required 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 the issuance of a Building Permit. Please check with the Planning Department of the Regional District.

10. **LICENSING & CONSUMER SERVICES** (formerly HPO) - builders of new homes and building envelope renovations must provide the appropriate completed New Home Registration form in order to obtain a permit.

11. **CONTAMINATED SITES LEGISLATION** - before building on a contaminated site you must first contact the Ministry of Environment.

INTERIOR HEALTH AUTHORITY-KOOTENAY BOUNDARY

Trail

Kiro Wellness Centre
Suite 2 - 1500 Columbia Ave, Trail, B.C. V1R 4S9
Phone: (250) 364-6219 Fax: (250) 364-6218
(Fruitvale, Montrose, Trail, Warfield, Electoral Areas A, B)

Grand Forks

Phone: (250) 770-5540,
Email: hp.admin.penticton@interiorhealth.ca
(Greenwood, Midway, Electoral Areas C, D, E, Big White)

LICENSING & CONSUMER SERVICES (formerly HPO)

203 - 4555 Kingsway
Burnaby, B.C. V5H 4T8
Phone: 1 (800) 407-7757 or (604) 646-7050
Fax: (604) 646-7051 Email: licensinginfo@bchousing.org
Web: www.bchousing.org/licensing-consumer-services

ELECTRICAL & GAS PERMITS

Applications and permits can be processed at:

Safety Authority of B.C.

1913 Kent Road
Kelowna, B.C. V1Y 7S6
Phone: 1 (250) 861-7313
Mon - Fri (7:00am-8:00pm PST)

Contact Centre:

Phone: 1 (866) 566-7233
contact@safetyauthority.ca

Online Registration and Application at:

www.safetyauthority.ca/permits-approvals

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

To obtain a Highway Access Permit or Subdivision Information:

c/o Service BC
7290 - 2nd Street, Box 850
Grand Forks, B.C. V0H 1H0
Phone: (250) 442-4384

310 Ward Street
Nelson, B.C. V1L 5S4
Phone: (250) 354-6521

OTHER CONTACTS

Agricultural Land Commission

133 - 4940 Canada Way
Burnaby, B.C. V5G 4K6
Phone: (604) 660-7000
Email: ALCBurnaby@Victoria1.gov.bc.ca

Land Title Office

114-455 Columbia Street
Kamloops, B.C. V2C 6K4
Phone: (604) 630-9630
Toll: 1 (877) 577-5872

Ministry of Environment

Enquiry BC: 1 (800) 663-7867
Nelson Regional Office: (250) 354-6333

WorkSafeBC Employer and Assessment

6951 Westminster Hwy, Richmond, B.C.
Phone: (604) 244-6181 (lower mainland)
Toll Free: 1 (888) 922-2768 (toll-free within BC)
Web: www.worksafebc.com

WorkSafeBC Asbestos Abatement & Information

Toll Free: 1 (888) 621-7233

Prepared by the Building Department of the Regional District of Kootenay Boundary
Revised: February 7, 2017

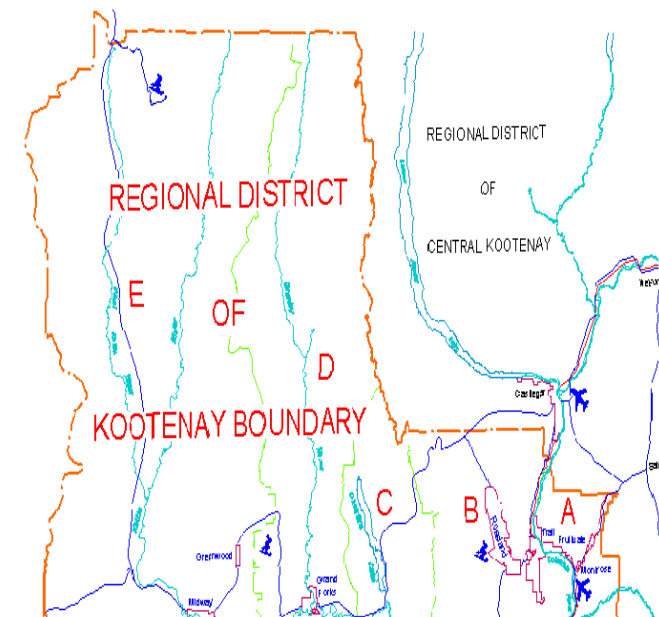


BUILDING PERMIT INFORMATION BROCHURE

APPLICATION REQUIREMENTS

To: Construct, Add, Alter, Change of Use / Occupancy, Demolish, Plumbing, Locating Mobile and Modular Homes, Reconstruction and Repairs for all Residential, Commercial, Industrial and Institutional buildings.

This brochure is intended to assist the general public in applying for a Building Permit within the Municipalities of Fruitvale, Greenwood, Midway, Montrose, Trail, Warfield and Electoral Areas A, B, C, D, E of the Regional District of Kootenay Boundary. These are shown on the map below.



A BUILDING PERMIT IS REQUIRED TO:

- construct a new home;
- locate mobile / modular home;
- construct a commercial, industrial or public use building;
- construct a new accessory building e.g., carport, farm building, garage or storage shed;
- renovate existing buildings;
- undertake any structural work such as interior partitions;
- enclose a porch or roof over a sundeck;
- move or demolish a building;
- locate a mobile / modular home;
- re-roof a building;
- reconstruct after damage;
- plumbing system changes;
- exterior finish, such as stucco or siding.

A BUILDING PERMIT IS NOT REQUIRED WHEN YOU DO NON-STRUCTURAL WORK such as:

- painting, baseboards, carpet, flooring;
- landscaping, sidewalks, driveways;
- fencing (fence height must comply with Municipal and Regional District Zoning Bylaws as applicable);
- cupboards.

INFORMATION TO BE SUBMITTED WITH A 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 is based on the value of the building or structure and will be calculated by the Building Official.

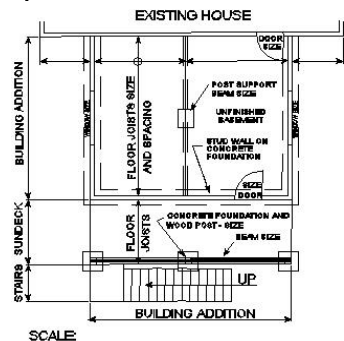
1. BUILDING PLANS

Two sets of detailed building plans. If you cannot draw the necessary building or site plans, then you should obtain the services of a qualified person.

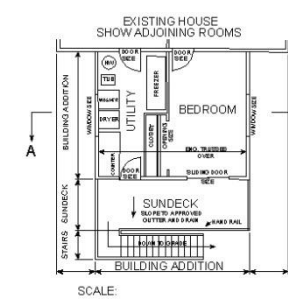
a) Floor Plans

- scale not less than 1:50 metric (1/4 inch to 1 foot);
- all rooms, size and use of each room;
- size and location of windows and doors;
- location of all plumbing fixtures;
- all dimensions;
- finished and unfinished areas;
- location of all mechanical equipment.

Example of Floor Plans



FOUNDATION & FIRST FLOOR PLAN

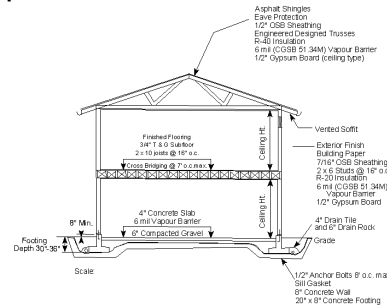


SECOND FLOOR PLAN

b) Cross Sectional Plans

- scale not less than 1:50 metric (1/4 inch to 1 foot);
- show all components of construction;
- show all structural details (i.e. joist size and spacing);
- size of beams and columns.

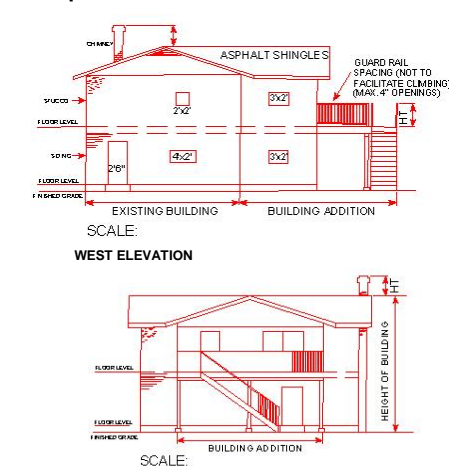
Example of Cross Sectional Plans



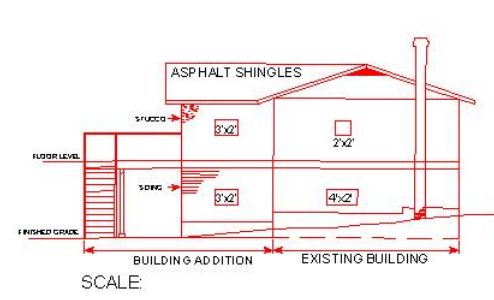
c) Elevation Plans

- building height;
- finish grades;
- exterior finish.

Example of Elevation Plans



SOUTH ELEVATION

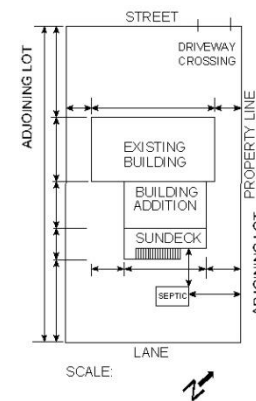


EAST ELEVATION

2. SITE PLAN

- full legal description of lot: lot number, plan number; district lot number (from your tax notice or Title);
- lot dimensions;
- adjoining street names;
- locations and uses of existing and proposed buildings or additions;
- distances from all property lines for existing and proposed buildings or additions;
- location of legal road access to the property;
- size, location and number of parking spaces;
- existing and proposed wells or other water sources;
- location of existing or proposed sewage disposal fields on property;
- location of any watercourses on property showing distances from existing or proposed buildings or additions;

Example of Site Plan



SITE PLAN DRAWN TO SCALE

3. SEWAGE DISPOSAL PERMIT

For buildings using a sewage disposal system, submit a copy of the permit with the Building Permit Application.

4. HIGHWAY ACCESS PERMIT

For confirmation of legal access for Single Family Residential driveways from a **MAJOR HIGHWAY OR PUBLIC ROUTE ONLY** (e.g. Hwy 3) Contact the Ministry

of Transportation and Infrastructure District Office. Submit a copy of the permit with the Building Permit Application. **Access permits are required for commercial, industrial and institutional buildings on ALL roads.**

5. REGISTERED PROFESSIONAL CERTIFICATION

Professional certification of the plans 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 work complies with the BC Building Code, 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 work 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 the field work (Note: The Building Bylaw references the requirement for Registered Professionals).

6. APPEALS TO THE BOARD OF VARIANCE

Where a building site does not comply with the Zoning Bylaw with respect to size, dimensions, or location on the parcel, the applicant may appeal to the Board of Variance for a variation from the Bylaw requirement. It must be shown that compliance with the Bylaw is unreasonable and causes undue hardship. Where the topography of a building site has unusual features such as bedrock or very steep slopes, it may be considered an undue hardship to comply with the siting requirements of the zoning bylaw. Hence, an appeal to the Board of Variance for a variance may be appropriate. Contact the Planning Department.

BUILDING INSPECTIONS (Typical)

The Building Bylaw requires inspections at the following stages of construction:

1. **Footings** - prior to pouring concrete.
2. **Backfilling** - after completion of damp-proofing, drain tile, and drain rock (if required), but prior to backfilling.
3. **Plumbing** - before any part of the plumbing system is covered.
4. **Framing** - after the entire rough-in plumbing, electrical and mechanical equipment is installed and the framing is completed to lockup stage, but prior to insulating.
5. **Insulation and Vapour Barrier** - after all insulation and vapour barriers are installed, but prior to covering.
6. **Final** - when the building or portion thereof is completed and ready for occupancy, but prior to occupancy thereof.

An Occupancy Certificate is required prior to occupancy of a building. In order for an Occupancy Certificate to be issued, all inspections above must be approved.