

## 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 / Fax: (250) 368-3990

Website: [www.rdkb.com](http://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 / Fax: (250) 442-2688

Website: [www.rdkb.com](http://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

- 1. BUILDING PERMIT** - required for any new construction
- 2. PLUMBING PERMIT** - required for installation of plumbing systems and services
- 3. OCCUPANCY PERMIT** - the occupancy permit is included with the building permit when required. In most instances, it is required from before occupying the building.
- 4. 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. [www.bcossa.com/members.html](http://www.bcossa.com/members.html) 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. HOMEOWNER PROTECTION OFFICE (HPO)** - builders of new homes and building envelope renovations must provide the appropriate completed HPO 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) 443-3150 Fax: (250) 443-3180

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

### HOMEOWNER PROTECTION OFFICE (HPO)

Suite 650-4789 Kingsway

Burnaby, B.C. V5H 0A3

Phone: 1 (800) 407-7757 Fax: (604) 646-7051

Web: [www.hpo.bc.ca](http://www.hpo.bc.ca)

## ELECTRICAL & GAS PERMITS

Applications and permits can be processed at:

### Safety Authority of B.C.

1913 Kent Road

Kelowna, B.C. V1Y 7S6

Phone: (250) 861-7313 Mon - Fri (7:00am-8:00pm PST)

Online Registration and Application at:

[www.safetyauthority.ca/user/register](http://www.safetyauthority.ca/user/register)

[www.safetyauthority.ca/permits-approvals/installation-permits](http://www.safetyauthority.ca/permits-approvals/installation-permits)

Contact Centre: 1 (866) 566-7233

[info@safetyauthority.ca](mailto:info@safetyauthority.ca)

### ELECTRICAL & GAS INSPECTORS

Nelson Gas Inspector Phone: (250) 354-6546

Nelson Electrical Inspector Phone: (250) 354-6542

Kelowna Electrical Inspector Phone: (250) 861-7313

### MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

To obtain a Highway Access Permit or Subdivision Information:

c/o Service BC

7290 - 2<sup>nd</sup> Street, Box 850

Grand Forks, B.C. V0H 1H0

Phone: (250) 442-4384 Fax: (250) 442-4317

310 Ward Street

Nelson, B.C. V1L 5S4

Phone: (250) 354-6521 Fax: (250) 354-6547

### OTHER CONTACTS

#### Agricultural Land Commission

133 - 4940 Canada Way

Burnaby, B.C. V5G 4K6

Phone: (604) 660-7000 Fax: (604) 660-7033

#### Land Title Office

114-455 Columbia Street

Kamloops, B.C. V2C 6K4

Phone: (604) 660-0380

Toll: 1 (877) 577-5872

#### Ministry of Environment

Enquiry BC: 1 (800) 663-7867

### 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)

Prepared by the Building Department of the Regional District of Kootenay Boundary

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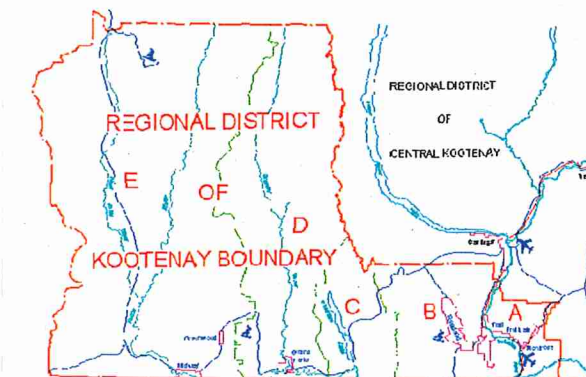


# BUILDING PERMIT INFORMATION PAMPHLET

## APPLICATION REQUIREMENTS

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

This pamphlet 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 and Big White of the Regional District of Kootenay Boundary.



These are shown on the map above.



- construct a new home;
- construct a new accessory building such as a carport; garage or storage shed;
- construct a farm building;
- construct a commercial, industrial or public use building;
- 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.

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

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.

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.

- 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.

Diagram illustrating a full-width porch addition. The structure includes a concrete foundation and wood post-size beam size, supported by a post support beam size. The addition is labeled "BUILDING ADDITION" and "STAIRS SURGEON". The existing house is labeled "EXISTING HOUSE". The diagram shows the connection between the existing house and the new addition, including the foundation and the post support beam size.

**EXISTING HOUSE  
SHOW ADJOINING ROOMS**

Dimensions: 10'-0" (left), 10'-0" (right), 10'-0" (bottom), 10'-0" (top), 10'-0" (left), 10'-0" (right), 10'-0" (bottom), 10'-0" (top).

Rooms and Features:

- UTILITY: Includes SINK, STOVE, REFR., CUPB'D, and CLOSET.
- BEDROOM: Includes CLOSET and a door to the SUNDECK.
- SUNDECK: Includes a door to the UTILITY and a door to the BUILDING ADDITION.
- BUILDING ADDITION: Includes a door to the SUNDECK and a door to the UTILITY.

SCALE:

- 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.

[illegible]

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

[illegible]

ASPHALT SHINGLES

3'0" x 3'0"

2'x2'

3'0" x 3'0"

4'x2'

FLOOR LEVEL

FINISHED GRADE

BUILDING + ADDITION

EXISTING BUILDING

SCALE

- 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;

STREET

DRIVEWAY CROSSING

ADJACENT LOT

PROPERTY LINE

EXISTING BUILDING

BUILDING ADDITION

SUNDECK

SEPTIC

ADJACENT LOT

LANE

SCALE:

7' 7"

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

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

Professional certification of 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).

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.

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.