

**NORTHERN ROCKIES REGIONAL DISTRICT  
TOWN OF FORT NELSON  
BUILDING INSPECTION SERVICES**

**Building Permit Application Guide**

1. Two complete sets of accurately dimensioned scale drawings of the proposed construction shall be submitted showing:

Site Plan

- a. the dimensions of the parcel on which the building is, or is to be situated;
- b. the location of other buildings and structures on the parcel and used on the parcel;
- c. the location of watercourses adjacent to or contained within the parcel;
- d. the grades and elevations of the highways abutting the parcel if applicable;
- e. the position and dimensions of the proposed construction on the site showing nearest measurement from the proposed construction to each lot line. Setback requirements are to be measured from building foundation.

Foundation Plan/Floor Plan /Sections/ Elevations

- f. foundation plan showing location and size of all footings;
- g. floor plan, showing the use of all rooms, the location, size and swing of doors, and location and size of windows;
- h. details including cross sections of the building taken at sufficient locations to adequately illustrate all structural details and finishes; the location at which sectional details are taken shall be noted;
- i. Specifications relating to the buildings which shall designate all materials to be used including roof and wall sheathing, roofing materials, siding materials, insulation and vapour barrier details, subflooring, interior finish materials, species and grade of lumber framing materials;
- j. such other information as is necessary to illustrate all essential features of the design of the building or as required by the Building Inspector;

except that application for a permit to locate a mobile home, items a,b,c,d, and e above and a floor plan, foundation plan and foundation sectional details and the make, year, model and serial number, and CSA Z240 or CSA A277 number of the manufactured home shall be required.

2. The following supporting documents shall be submitted:
  - a. Method of sewage disposal and location of sewage disposal system as approved by the relevant authority; (NRRD)
  - b. Copy of access permit issued by the Ministry of Transportation and Highways; (Access Approval)
  - c. Proof of connection to services, as applicable and required;
  - d. A plan that shows the location and size of every building drain waste and vent of every trap or inspection piece that is on a building drain, as required by the relevant authority;

- e. A sectional drawing that shows the size and location of every soil or waste pipe, trap and vent pipe, as required by the relevant authority;
- f. A surveyor's certificate by a registered BC Land Surveyor or an Applied Science Technologist or Technician (AScT) for all new residential construction within a residential zone of an applicable land use regulation at the foundation stage and for all new residential construction prior to site excavation, when the natural grade will be altered, resulting in the proposed construction being within 0.3m of the maximum height restriction of the applicable land use zone;
- g. Certification of plans or equivalent and construction by an architect or professional engineer for moved-on non factory built buildings, or when required by the Building Inspector.
- h. Any other information as deemed necessary by the Building Inspector in order to determine compliance with all relevant legislation, including a statutory declaration by the owner verifying the correctness of the information supplied.
- i. A surveyor's certificate by a registered BC Land Surveyor or an Applied Science Technologist or Technician (AScT) determining parcel boundaries, building site, location of all buildings on a parcel, building height or other relevant information, when required by the Building Inspector.
- j. Certification of plans or equivalents by an architect or professional engineer when the Building Inspector considers the site conditions, size of development, complexity of development of an aspect of the development to which the permit relates warrant the certification.
- k. Heating specifications sheet supplied.
- l. Plumbing isometric drawings showing the location and size of every building drain and of every trap and cleanout fittings, size & location of every soil-or-waste pipe trap and vent pipe, and a layout of the potable water system, including pipe sizes, valves & number of hose bibbs.

Documentation for the above may be obtained at:

**Sewage Disposal Permit for septic systems:**

Peace Liard Community Health Office (250) 774-7092  
5217 Airport Drive

**Access Permit**

Ministry of Transportation and Highways (250) 774-4260

**Electrical Permit**

(250) 787-3230

**Gas Installation Permit**

(250) 784-2382