

TOWN OF FORT NELSON NORTHERN ROCKIES REGIONAL DISTRICT

Guide to Procedures for a Building Permit for a House or Residential Construction

Owner Responsibility

Obtain a permit before commencing any work relating to construction, alteration, repair, or demolition of a building, change in classification of occupancy, plumbing, excavations, signs, swimming pools, marquees, building moving, installation or repairs to chimneys, wood stoves or fireplaces.

Connection or disconnection changes to the Town Water and Sewer may apply. Check with the Town Public Works Department.

Processing Procedures

1. The applicant makes preliminary inquiries at the Town Building Department regarding the zoning and the feasibility of the proposal.
2. For a stick built home, the applicant must submit either (a) proof of Home Owners Protection, builders registration number and proof of New Home Warranty, or (b) completed Owner/Builder Declaration and Disclosure Notice.
3. The applicant completes the application form for a building permit and returns this with **two sets** of working drawings **conforming to the 1998 Building Code to scale showing:**
 - a) Any existing structure on the lot, grades and elevations, lot dimensions and location of all other structures, landscaping, parking and loading.
 - b) A complete drawing of the building including floor plan, foundation plan, elevations, cross section, stair details, truss drawings, heating, mechanical, plumbing and electrical.
 - c) Any special beams, floor trusses, or roof trusses other than what is listed in the building code require the supplier or engineer to submit a B-1 & B-2 Schedules before permit is issued and upon completion of the framing inspection a Schedule C. The Occupancy permit will not be issued until the Schedule C is received.
4. When a complete set of drawings and application are received they will be reviewed within (10) working days for approval.
5. If revisions are required, the application and plans will be returned. When revisions are complete, the plan can be re-submitted for a building permit. This process will continue until the application and plans are approved for a building permit.
6. When all the requirements for the permit have been satisfied for the issuance of the building permit and the building permit fee is submitted, the permit may be issued by the Building Inspector.

7. The work described in the permit is to be started within six (6) months, not to be discontinued or suspended for a period of more than one (1) year. The permit shall lapse in the event that either condition above is not met, or in any event twenty-four (24) months from the date of issue.

Processing Procedures

Building Owners and Contractors will be responsible for the following:

1. Obtaining Approvals for excavations, driveway curb drops, and servicing requirements within the road right -of-way (boulevard area included).
2. Keeping the roadways and boulevards clean of all building debris, mud, and gravel. Debris found on the road is to be cleaned up or removed immediately at the owner's expense.
3. Ensuring that connections of the water and sewer service to the building are inspected by the Building Inspector prior to backfilling.
4. The provision of a Surveyor's Certificate when requested by the Building Inspector, to the Town showing the location on the lot at the time that forms are in place, or when wood basements are in place.
5. Obtaining an occupancy permit from the Town Building Inspector prior to occupancy for any building.