

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

Commercial 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;
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.
- m. Fire Protection as required.

Documentation for the above may be obtained at:

Sewage Disposal Permit for septic systems:

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

Access Permit

Ministry of Transportation and Highways
(250) 774-4260

Electrical Permit

(250) 787-3230

Gas Installation Permit

(250) 784-2382

Every building permit is issued upon the condition that:

- a. work is to be started within six months from the date of issuance of the permit;
- b. work is not to be discontinued or suspended for a period of more than six months;
- c. all building permits expire two years from the date of issuance of the permit.

INSPECTIONS

Permit holders are to give a **minimum of 24 hours notice** to the Building Inspection Department to obtain an inspection for the following:

1. **Sewer, Storm, Water Servicing Connection Inspections**
Pipe and connections must be complete and visible for inspection.
2. **Ratholes, Footings and Grade Beam**
On completion of the form work for the footings prior to pouring concrete.
3. **Concrete Forms or P.W.F. Basement Framing**
Concrete Forms - forms and rebar in place prior to pouring
P.W.F. Basement Framing - Walls framed, Prior to Damproofing.
4. **Perimeter Drain Inspection**
For perimeter drain inspection, foundation walls should be damp-proofed and drantile in place with drain rock covering. A separate system is required for roof leaders.
5. **Rough-In Plumbing Inspection**
Rough-In plumbing must be complete under slab. Houses with crawlspaces require crawlspaces to be dry for inspection.
6. **Slab Seal**
Seal all plumbing pipes, teleposts and any penetrations through the poly.
7. **Drainage and Water / Piping Under Test**
All piping completed and under test. Prior to drywall.
8. **Framing**
On completion of structural framing, fire stopping, bracing, sheathing, chimney, flue connections, plumbing, duct work, but prior to installation of insulation and finishes.
9. **Insulation & Vapour Barrier**
On completion of insulation and vapour barrier but prior to installation of finishes.

10. **Final Inspection**

Upon completion of the building or structure but prior to occupancy.

11. **Occupancy**

This inspection must be passed before the building may be occupied. Exterior of building must be complete including all stairs, decks, handrails, porches and exterior finish. Building numbers must be posted and the interior must meet all health and safety requirements. Site final grading is to be complete.

PLEASE NOTE

Water and sewer lines must be inspected after bedding and **PRIOR** to backfilling.

A surveyor's certificate by a registered BC Land Surveyor or AScT. may be required for all new residential construction within a residential zone of the applicable land use regulation at the foundation stage and will be required 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.