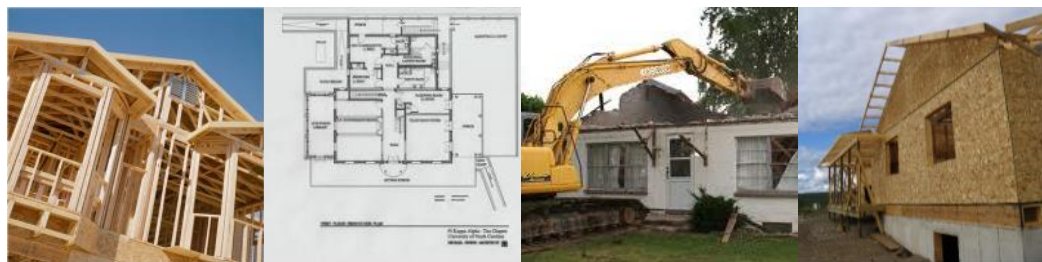


A Guide To The BUILDING PERMIT PROCESS SIMPLE Buildings & Structures



*This brochure is provided as a guide for convenience only. It is not intended to replace Bylaws or other legal documents nor should it be considered by anyone as a right to development approval if the steps indicated are followed.

This Guide Includes:

- When do I need a Building Permit?
- How do I apply for a Building Permit?
- What do I need to include in my Building Permit Application?
- Site Plan Examples; and
- **ALL REQUIRED FORMS (Building Permit Application Checklist, Owners Authorization to Assign an Agent, and a Building Permit Application Form).**

Introduction to Building Permits

Land use in the Northern Rockies Regional Municipality (NRRM) is governed by the [Northern Rockies Regional Municipality Official Community Plan Bylaw No. 64, 2011](#) and the [Northern Rockies Regional Municipality Zoning Bylaw No. 119, 2016](#). These are intended to promote orderly development, compatible with existing neighbourhoods. They can only be changed by Council and only after a Public Hearing where all interested parties can express their views.

Building requirements in the NRRM are governed by the [Northern Rockies Regional Building Bylaw No. 111, 2015](#). This bylaw and applicable provincial building and plumbing codes are intended to promote safe, quality construction using up-to-date methods and materials. It is the Building Inspector's responsibility to ensure that construction meets the required standards and regulations. The Building Inspector can also assist builders, with details to help them comply with the standards.

We are committed to processing your application in a timely manner. This guide is published to assist you in the application and approval process and to help avoid unnecessary delays and expense.

What is a Building Permit?

A Building Permit is a license which grants you legal permission to start construction of a building project.

Northern
Rockies
Regional
Municipality

Regional
Development
& Planning
Department

Bag Service 399
5319 50th Avenue
South
Fort Nelson, BC
V0C 1R0

Phone
(250) 774-2541
Fax
(250) 774-6794

E-mail:
[rdpadmin@
NorthernRockies.ca](mailto:rdpadmin@NorthernRockies.ca)

On this page

- This Guide Explains
- Introduction to Building Permits
- What is a Building Permit?

When do I Need a Building Permit?

Building Permits are required for but not limited to the following:

- To build any new residential, commercial institutional or industrial building and certain agricultural buildings;
- To build an accessory structure greater than 10 sq. m. (108 sq. ft.);
- To make renovations, structural changes or major repairs to an existing building;
- To construct or alter a swimming pool;
- To complete an unfinished area in an existing building;
- To install a canopy or awning (commercial or industrial);
- To demolish or move a building;
- To extend or change any plumbing, heating, or air conditioning;
- To change the type of occupancy of a building;
- To move or place a mobile / modular home or temporary structure;
- To build or install any wood-burning appliance or chimney;
- To build a retaining wall greater than 1.2 m (4 ft.) in height;
- To build decks over 10 sq. m. (108 sq. ft.) and / or over 600 mm (24 in.) above grade; and
- To construct a sign.

Exceptions

Building Permits are not required for the following:

- A building not exceeding 10 sq. m. (108 sq. ft.) and less than 61cm (2 ft.) above grade;
- Temporary on-site trailers during construction;
- Landscaping;
- Paving - please inquire;
- Retaining walls less than 1.2 m (4 ft.) in height; and
- Fences in accordance with the Zoning Bylaw requirements.

Note: While a building permit may not be required in these instances, the regulations of the Zoning Bylaw still apply. Please refer to the Zoning Bylaw for direction: [Zoning Bylaw No. 729, 2008](#).

How Long does the Building Permit Process Take?

Regional Municipality Staff do their best to ensure that applications are dealt with in a timely manner. Most typical complete Building Permit applications take approximately 5 to 10 business days to process. It is, however, dependent on the complexity of the project and the preparedness of the applicant.

Additional information may be requested by the Municipality at any time during the process and the application cannot proceed before that information is provided. **An applicant can considerably reduce delays by ensuring at the beginning of the application process that all required- information is included with the application, relevant information is supplied upfront, and good communication is maintained with Planning and Building Staff.**

On this page

- When do I Need a Building Permit?
- How Long does the Building Permit Process Take?

What is the Building Permit Application Process?

On this page

- What is the Building Permit Process?

The Building Permit Application Process:

Step 1:
Pre-application Requirements

Step 2:
Submission of Complete Application

Step 3:
Utilities

Step 1: Pre-application Requirements

- **Official Community Plan and Zoning**

Before planning any construction and before you apply, check with the Regional Development & Planning Department about what uses are allowed on your property by the [Official Community Plan \(OCP\)](#) and the [Zoning Bylaw](#). Unless your project complies with the requirements, you cannot proceed without obtaining bylaw changes or a Development Variance Permit from Regional Council.

- **Check to see if you require other Permits prior to a Building Permit**

Depending upon your project and its location, you may need other permits BEFORE you can apply for your Building Permit. Such permits may include a Development Area Permit, Sign Permit, Development Variance Permit, Temporary Use Permit, or approvals from other agencies (ex: Highway Access Permit from Ministry of Transportation and Infrastructure). For further information about these permit processes, please check out the [Guides on the NRRM website](#) or speak with Planning Staff.

- **Covenants, SRW, and Easements**

Many properties have charges registered on title. The owner must determine if any easements, covenants, statutory rights-of-way (SRW), or building schemes are registered against the property that may impact plans to build a particular structure. Copies of these documents **must be submitted** with building permit applications.

Step 2: Submission of Complete Application

Please refer to the “**Building Permit Site Plan Requirements**” (Page 8), the “**Building Permit Application Checklist**”, and the “**Building Permit Application Form**”, which are **required** to be submitted with your application. Incomplete applications will not be accepted.

Step 3: Utilities

Applications for sewer and water service connections must be made to the NRRM at the same time the application for a building permit is made. New private services must be inspected at the time of connection by the Building Inspector, and an inspection report will be provided. Please submit your request by form (provided in the application package) for when you would like to have your service connected and turned on. For new connections, a copy of the inspection report must be provided with Water Turn On/Off requests. This will provide the Public Works Department with notification of servicing needed and help with any requests for elevation and location information relative to your building foundations.

For properties outside of the municipal servicing area where sewer and water services are not available, a permit is required from Northern Health at the time of submitting your building permit application.

Applications for telephone, cable TV, natural gas, and electrical service must be made with each utility company. Electrical and Gas Permits (and the inspections) are administered by the Technical Safety BC.

On this page

Where do I get an Electrical or Gas Permit?

The Building Permit Application Process:

Step 4:
Plan Check

Step 5:
Fees Payable /
Receive Building
Permit

Step 6:
Inspections

- Footing
Inspection

- Foundation
Inspection

Where do I get an Electrical or Gas Permit?



Technical Safety BC administers and issues Electrical and Gas Permits in British Columbia. Visit <https://www.technicalafetybc.ca> to get information and application forms. 1-800-566-7233 | contact@technicalafetybc.ca

Suite 600– 2889 East 12th Ave, Vancouver BC, V5M 4T5

The appropriate Electrical and/or Gas permits are required to obtain an Occupancy Permit (see Page 6).

Step 4: Plan Check

A plan check fee of \$50.00 will be required at the time of application.

ONLY COMPLETE APPLICATIONS WITH ALL REQUIRED INFORMATION, PLANS AND PERMITS WILL BE CONSIDERED FOR REVIEW.

When you bring in your completed Application, it will be checked at the Regional Development & Planning Department to ensure that the required information is provided and determine if additional information is also necessary. Such information must be submitted to initiate the Plan Check process. The Building Inspector will then check the technical details of the plans and documents provided to ensure it meets BC Building Code requirements as applicable. Incomplete applications cannot be accepted for review.

Once a complete package is submitted, we strive to have reviews completed within **5 to 10 working days**. The applicant will be advised by phone and/or email to inform them of any missing required information. Failure to provide necessary information will result in delays.

Step 5: Fees Payable / Receive Building Permit

Once your plans have been approved, a permit will be issued subject to payment of applicable fees. A Fee Schedule is provided in the Regional Municipality’s Building Bylaws. Building Permit fees are based on the estimated value of construction.

Step 6: Inspections

- ***Footing Inspection***
Upon completion of the formwork for the footings prior to pouring concrete.
- ***Foundation Inspection***
On completion of the formwork for the foundation walls or slab-on-grade prior to pouring concrete. Any plumbing that will be buried or under a slab must be inspected prior to being backfilled, including services to lagoons, holding tanks and municipal tie-in.

Note: A Siting Certificate is required to be submitted on both commercial and residential construction. A Siting Certificate is required for all other construction if the siting of the structure cannot be accurately determined in the field or if the structure is to be constructed with no setback. This certificate is to be prepared by a BC Land Surveyor, the cost of which shall be borne by the owner.

What Kind of Inspections May be Performed on my Building Project?

Generally with every Building Permit issued there are a number of appropriate inspections required. A general overview of these inspections follows, however, please confirm with the Building Inspector as to the exact inspections you require.

Structural details showing method of construction to be used for foundations, walls, floors, roof, etc.

Permit holders must provide 24 hours advance notice to the Building Inspector for all inspection requests.

The list below provides the most common inspection stages, please note that inspection stages may be added or omitted depending on the project details.

On this page

- What Kind of Inspections may be Performed on my Building Project?

The Building Permit Application Process:

Step 6:
Inspections

- Backfilling Inspection
- Framing, Plumbing, & Electrical Inspections
- Insulation Inspection
- Utilities Inspection

Note on Security Fencing

- ***Backfilling Inspection***
On completion of damp proofing, drain tile, and the drain rock, PRIOR TO backfilling. BEFORE covering any portion of a plumbing system including services.
- ***Framing, Plumbing and Electrical Inspections***
Upon completion of structural framing, plumbing, duct work, electrical rough-ins, fire stopping, bracing, sheathing, chimney, flue connections, but prior to installation of insulation and finishes.
- ***Insulation & Vapour Barrier Inspection***
Upon completion of insulation and vapour barrier. Note: The R-value sticker must be visible for inspection.
- ***Municipal Utilities Inspection***
Inspections by the Municipality are required for the connection of services such as water, sewer (sanitary), and storm to municipal service mains. For any new - municipal services constructed, a security deposit, Works & Services Agreement, and necessary approvals may also be required.

A Note on Security Fencing

Where any portion of a street or the air space immediately above is to be used for the construction, alteration, maintenance, or demolition of any building, proper measures should be taken to erect security fencing. This is part of the normal Building/Demolition Permit process. Where a project may constitute a hazard to the public, measures shall be taken to protect the public in accordance with the BC Building Code. **The location of any Security Fencing must first be approved by the Building Inspector.**

- **Final Inspection**
Upon completion of the building or structure but prior to occupancy.

Step 7: Occupancy Permit

An Occupancy Permit will only be issued upon satisfactory completion of all the required inspections, and verification of required inspections, permits, and forms from other agencies such as the Safety Authority and BC Hydro (if applicable). Please ensure that you have satisfied all of the applicable points in the “**Occupancy Permit Checklist**” below to prevent unnecessary delays.

On this page

The Building Permit Application Process:

Step 6: continued
- Final Inspection

Step 7:
Occupancy Permit

- What is needed for an Occupancy Permit?
- Have Additional Questions?
- BC One Call

Additional Items / Permits that May be Required for an Occupancy Permit

Permits Required by the Fire Department. The Fire Department requires their involvement with the following activities:

- ✓ Installation of Gas, Oil or Diesel Tanks
- ✓ Oil Burner Installation
- ✓ Gasoline, Oil or any other Flammable Liquid Storage Tanks
- ✓ Waste Oil Storage Tanks

Survey Certificate & Property Pins. A Survey Certificate is required to show the placement of building and setbacks on the property. As well, the owner is responsible for ensuring that property pins which are removed during the course of construction are re-posted by a registered BC Land Surveyor. The cost of this shall be borne by the Owner.

Electrical and/or Gas Permits. The owner is responsible for obtaining all required electrical and/or gas permits from the TSBC (see Page 4). A copy of the Final Electrical Inspection is also required.

Proof of Northern Health Inspections (if applicable). For instance, in cases where septic fields have been built or modified.

Proof of Building Bylaw or BC Building Code requirements being met. For instance, if outstanding items remain from inspections.

Proof of CSA certification (when required). For instance, for the placement of modular or manufactured homes.

Other requirements. Please keep in close communication with the Building Inspector for requirements specific to your project.

Have Additional Questions?

If you have any questions or require further information, please contact the Planning Department at: 250.774.2541 or at RDPAdmin@northernrockies.ca.



Call Before You Dig! - BC One Call
 BC One Call is a convenient and easy service used to locate buried services such as municipal service connections, gas pipelines, telecommunication cables, and electrical wires. All it takes is one free call!
 Visit www.bconecall.bc.ca for more information.
 Toll Free 1 800 474-6886 | info@bconecall.bc.ca

Application Process

On this page

- Flowchart of Permit Application Process
- Site Plan Requirements

PRE-APPLICATION

Step 1: Research (applicant), review of the OCP and Zoning Bylaws and Initial Discussion with NRRM Staff (applicant)



Step 2: Submission of Complete Application
Use the Building Permit Application Checklist!



APPROVAL PROCESS

Step 3: Utilities

Application for Sewer and Water Connection (If Appropriate), or Northern Health re Sewer / Water



Step 4: Plan Check / Application Review

Review and Analysis by Staff. Referral to other Internal Departments and External Agencies (as required)



Step 5: Fees Payable/Receive Building Permit

Corrections / Changes may be required If Review OK, Building Permit Issued



Step 6: Arrange Inspection Visits & Site Certificate

Refer to back of Permit for list of required inspections. 24 hours notice is required for all inspections. Complete Site Certificate.



Step 7: Occupancy Permit Issued

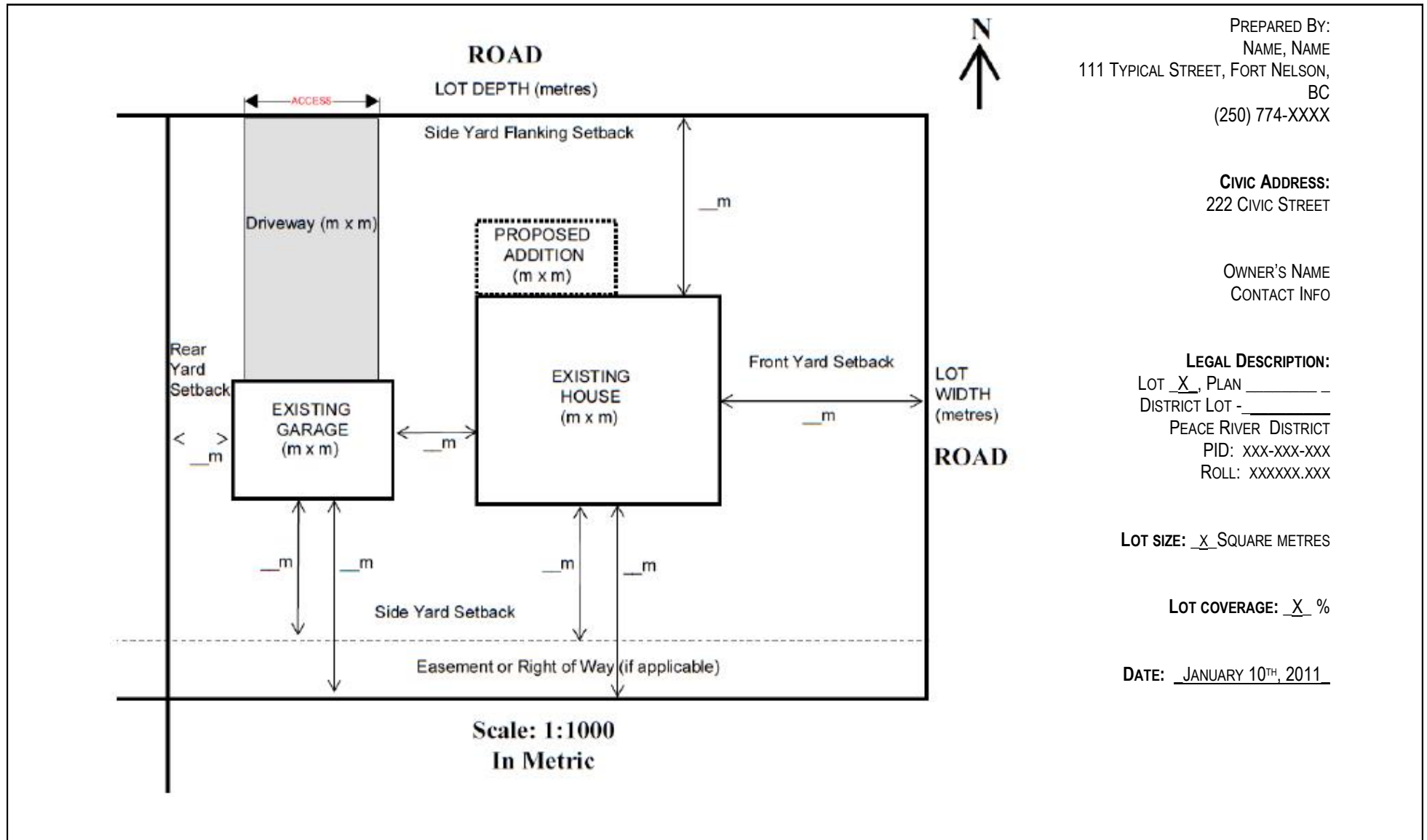
Upon Successful Completion of All Required Inspections

Site Plan Requirements

BASIC SITE PLAN REQUIREMENTS	REQUIRED?
Scale (in Metric) and Title	✓
North Arrow	✓
Legal Information	✓
Street Name and Civic Address	✓
Name of Site Plan Creator	✓
Property Lot Lines with Dimensions (Existing and Proposed)	✓
Setbacks	✓
Outer Perimeter of Existing and Proposed Buildings	✓
Height of Existing and Proposed Buildings	✓
Access	✓
Parking / Paving	✓
Utilities and Services	✓
Drainage	✓
Topography	✓
Watercourses	✓
Landscaping	As Required
Covenants, Rights of Way, and Easements	✓
Number of Paper Copies of Site Plan	2

Example of a Simple Urban Site Plan

(additional information may be required)



PREPARED BY:
NAME, NAME
111 TYPICAL STREET, FORT NELSON,
BC
(250) 774-XXXX

CIVIC ADDRESS:
222 CIVIC STREET

OWNER'S NAME
CONTACT INFO

LEGAL DESCRIPTION:
LOT X , PLAN _____
DISTRICT LOT - _____
PEACE RIVER DISTRICT
PID: xxx-xxx-xxx
ROLL: xxxxxx.xxx

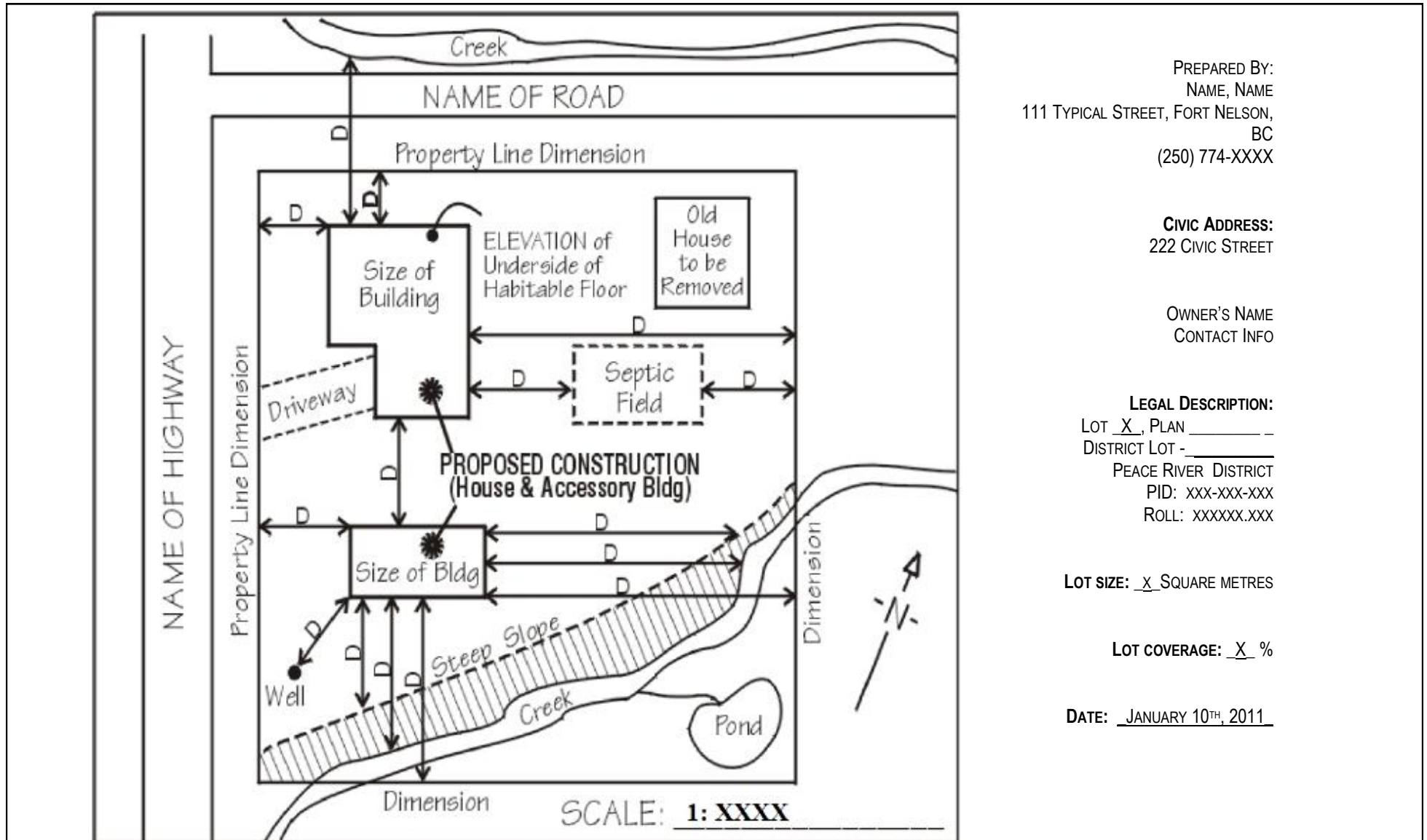
LOT SIZE: X SQUARE METRES

LOT COVERAGE: X %

DATE: JANUARY 10TH, 2011

Example of a Simple Rural Site Plan

(additional information may be required)



PREPARED BY:
NAME, NAME
111 TYPICAL STREET, FORT NELSON,
BC
(250) 774-XXXX

CIVIC ADDRESS:
222 CIVIC STREET

OWNER'S NAME
CONTACT INFO

LEGAL DESCRIPTION:
LOT X, PLAN _____
DISTRICT LOT - _____
PEACE RIVER DISTRICT
PID: XXX-XXX-XXX
ROLL: XXXXXX.XXX

LOT SIZE: X SQUARE METRES

LOT COVERAGE: X %

DATE: JANUARY 10TH, 2011



Owner's Authorization to Assign an Agent

Phone: (250) 774-2541 | Fax (250) 774-6794 | rdpadmin@northernrockies.ca
Bag Service 399 | Fort Nelson, BC | V0C 1R0 | www.NorthernRockies.ca

SECTION 1: LEGAL DESCRIPTION (AS INDICATED ON STATE OF TITLE CERTIFICATE)

Site Address: _____ Roll Number (000 000.000) _____

Legal Description: Lot _____ Block _____ District Lot _____ Plan _____; PRD

Parcel Identifier (PID) _____ - _____ - _____

SECTION 2: OWNER'S INFORMATION Please list all Registered Property Owner(s).

Please attach additional information if needed.

Name

Name

Mailing Address

Mailing Address

Telephone

Telephone

SECTION 3: AUTHORIZATION

I/We the Registered Property Owner(s), authorize:

Agent's Name: _____

Agent's Mailing Address: _____

Agent's Phone Number: _____

Email: _____

to act as Agent in the matter of:

(Please list scope of agency representation (e.g., building permit, DAP, etc.) on the above property.)

Signature of Agent

Date

Signature of Owner 1

Date

Signature of Owner 2

Date

SIMPLE - Building Permit Application Checklist

Phone: (250) 774-2541 | Fax (250) 774-6794 | rdpadmin@northernrockies.ca
Bag Service 399 | Fort Nelson, BC | V0C 1R0 | www.NorthernRockies.ca

PLEASE REVIEW THE FOLLOWING LIST BEFORE SUBMITTING DOCUMENTATION FOR A SIMPLE BUILDING PERMIT APPLICATION

Items Included in Your Application Package	For Office Use	
	Staff Verified	N/A
<input type="checkbox"/> Building Permit Application Form - SIGNED AND COMPLETED	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Owner's Authorization to Assign an Agent Form. If necessary, signed by Registered Property Owner(s) & Agent.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Complete Site Plan with Drainage. See the Guide to Site Plan Requirements. The Site Plan is a scaled drawing of a property based from a survey plan that includes all information relevant to the project.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> BC Title Search** & Encumbrances on Title (ex: easement, covenant, right of way)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Home Owners Protection (HPO) Office document	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Building Plans: 2 copies drawn to Scale.	<input type="checkbox"/>	<input type="checkbox"/>
Foundation: (check one)		
<input type="checkbox"/> Standard Forms	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Styrofoam Form System	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pile & Grade Beam	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Preserved Wood Foundation	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>
Garage Foundation: (check one)		
<input type="checkbox"/> Standard Forms	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Styrofoam Form System	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pile & Grade Beam	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Preserved Wood Foundation	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>
Floor System: (check one)		
<input type="checkbox"/> Standard Floor Joist	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> TGI Engineer Floor - Submit Engineered Layout	<input type="checkbox"/>	<input type="checkbox"/>
Truss Documents:		
<input type="checkbox"/> Professional Engineered & Stamped with Seal Submitted	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Truss Layout Submitted	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing:		
<input type="checkbox"/> Plumbing Isometric Drawings Submitted showing sizes & locations of drainage pipes, waters pipes and fixtures	<input type="checkbox"/>	<input type="checkbox"/>
Deck Foundation: (check one)		
<input type="checkbox"/> Concrete Piles	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Steel Screwed Piles - If Deck is Covered, attach Schedule B from Prof. Engineer	<input type="checkbox"/>	<input type="checkbox"/>
For Manufactured / Modular Homes:		
<input type="checkbox"/> Manufacturer's Name and Date of Manufacture	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 2 copies of Foundation Plans showing anchoring system details and service connections	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Model and Size of Unit	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> BC Mobile Home Registry Number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CSA Z240 or CSA A277 Certification	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Did you verify Zoning for the property? Zoning: _____	<input type="checkbox"/>	<input type="checkbox"/>

INCOMPLETE APPLICATIONS MAY RESULT IN YOUR APPLICATION BEING RETURNED OR DELAYED.

Additional information may be required, such as a Geotechnical Analysis, or an Initial Environmental Review. **The BC Title Search should include copies of any easements and all covenants. Please obtain the Title Search from the ServiceBC office or Notary Public & should be less than 10 days old.

CHECKLIST RELEASE

I/We _____ hereby declare that the above checklist accurately describes the material submitted in support of my application, and to the best of my/our belief is true and correct in all respects.

Date Applicant's Signature



GREY BOX IS FOR OFFICE USE ONLY Application File No: _____

DESCRIPTION OF PROPERTY (as indicated in the property title search)

Site Address: _____ Roll Number (000 000.000) _____

(From Property Tax Assessment / Tax Notice)

Legal Description: Lot/Parcel _____ Block _____ District Lot _____ Plan _____ ; PRD.

Area of Property (Hectares): _____ Parcel Identifier (PID) #: _____ - _____ - _____

Zoning: _____ Proposed Use: _____

Development Permit Area: _____

CONTRACTOR: _____
Telephone _____ Email _____

PROPERTY OWNER: _____
Telephone _____ Email _____

MAILING ADDRESS: _____

AGENT: _____
Telephone _____ Email _____

NUMBER OF EXISTING BUILDINGS ON SITE: _____

TYPE OF BUILDING:

SFD Duplex Manufactured Home Garage Shed Secondary Suite

TYPE OF CONSTRUCTION:

New Addition Renovation Demolition Solid Fuel Appliance (ex.Wood) Utility

Placement/Moving of Structure

DESCRIBE WORK: _____

TYPE OF SERVICE CONNECTION & SIZE: Residential _____mm Water _____mm Sewer

*Building Inspector must be present at time of connection.

TOTAL CONSTRUCTION VALUE of Completed Project: \$ _____

Home Protection Office Registration Number (if applicable): _____

This application is not a permit and does not authorize the start of this work. Copies of drawings submitted with applications will become part of the NRRM's records and subject to the Freedom of Information and Protection of Privacy Act.

BUILDING PERMIT APPLICATION RELEASE: Please included a completed "Application Checklist" & all supporting documentation with this form for submission.

DECLARATION:

I HEREBY AGREE to indemnify and save harmless the Northern Rockies Regional Municipality (NRRM), its council members, employees, and agents from and against all liability, demands, claims, costs, and other expenses of whatever kind which may in any way occur against the said Municipality and its council members, employees, and agents in consequence of and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of the NRRM's Building Bylaw(s), and all other statutes and bylaws in force in the NRRM, and the British Columbia Building Code.

- It is my responsibility to establish the legal boundaries of the building lot and, unless the building official deems it necessary, to provide to the NRRM a building survey certificate prepared by a BC Land Surveyor after the building foundations have been constructed.
- Issuance of a permit does not entitle me to construct anything on the building lot in contravention of any covenant, easement, right of way, statutory building scheme or other restriction or charge registered against title to the land, responsibility for the identification and interpretation of which rests wholly with me.
- I will be liable to the NRRM for the cost of repairing any damage to public works or highways that results from the construction authorized by the permit.

Signature of Owner/Agent: _____ Date: _____



Printed Name: _____

FOR OFFICE USE ONLY Application File No: _____ Date Received: _____