



VILLAGE OF BELCARRA

"Between Forest and Sea"

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NOTICE

This guide outlines a brief, general overview of some of the requirements and conditions for submitting a single-family dwelling *Building Permit Application*. Requirements may vary for specific cases and situations.

BUILDING PERMIT APPLICATION GUIDELINES

Building and Plumbing Administration Bylaw No. 355, 2003

With Amendment Bylaw No. 374, 2005

1. Complete Building Permit Application Form

To assist with a timely application process, please ensure the following information is included on the Building Permit Application Form:

- Application date.
- Civic address.
- Lot and plan number (legal description)*.
- Name and address of property owner.
- Name and address of contractor.
- Type of work proposed including any changes of occupancy.
- New, addition or renovation including estimated cost of construction.
- List all existing buildings on property.
- Applicant must print name and sign form*.
- Phone / Fax numbers where applicant can be reached.

***NOTE:** Contact municipal staff for assistance in determining lot and plan numbers.

2. Prepare And Submit Two (2) Complete Sets Of Scaled Drawings Showing All Proposed Construction

Scaled drawings should include the following information:

a) Site Plan Showing:

- Civic and legal addresses.
- Proposed new building location.
- Driveways, off-street parking and sidewalks.
- Porches, stairs decks, sunscreens, balconies and retaining walls.
- Setback distances from proposed construction to front, rear and side property lines and existing buildings.
- All right-of-ways and covenant areas.
- All existing buildings with proposed construction over-laid for clarification.
- All streets and road right-of-ways.
- Proposed finished grade elevations, including any proposed retaining walls.

b) Building Plans and Sections Showing:

- Footing and foundation sizes.
- Building and room dimensions and uses.
- Location, sizes and spacing of all structural members.
- Composition of walls, ceilings, floors and roof spaces complete with materials.
- Location of plumbing fixtures and fixed appliances.
- Locations and sizes of all doors, windows and access hatches.
- Location and design of all stairs and landings.

c) Exterior Elevations Showing:

- Exterior cladding.
- Type of roofing.
- Existing grade.
- Proposed finished grade.
- Window and door locations.
- Stairs, landings, decks and balconies.

NOTE:

- If there is a requirement by the **Building Code** for certified professional design, the structural portion of the drawings must be sealed by a **Professional Engineer**.

3. Be Prepared To Submit Documentation Pertaining To Your Property

Documents required may include some of the following:

- Certificate of Title
- Copies of right-of-way agreements.
- Copy of subdivision.
- Copies of covenants.
- **Sewage Disposal Permits** or **Building Referral Forms** from the [Fraser Health Authority](#).
- Copies of completed **Potable Water Reports** as specified in the: [Building & Plumbing Code Regulation Bylaw No. 355, 2003](#)
- All documentation relating to registered professional design and testing.
- Manufacturer's specifications on some materials and equipment.

4. Registered Professional (Professional Engineer / Architect)

The **BC Building Code (BCBC)** requires registered professional design and field review for all buildings or parts of a building beyond the prescriptive requirements of Part 9 of the Code. The following documentation is required for permit processing requiring a registered professional:

- Schedules "B1 & B2" completed by each registered professional. (**Refer to the BCBC**)
- Schedule "A" from the coordinating registered professional if there is more than one.
- Schedules "B1 & B2" completed by each registered professional *Geotechnical Engineer* required.
- Certification from a registered professional when a potable water purification system is required.
- All structural drawings, geotechnical reports or potable water certifications to be sealed and signed by the registered professional.

NOTE:

- All documentation must be completed fully and reflect the correct civic and legal address.
- All documentation must be sealed by the same engineer that sealed the drawings and that will carry-out field review.

5. Permit Fees

Plan Processing

Prior to accepting a *Building Permit* application for processing by the municipal *Building Inspector*, every applicant for a *Building Permit* shall pay fees at the time of submitting the application according to the municipal [Fees and Charges Bylaw No. 400, 2008](#) .

Permit Fee

Prior to issuance of a *Building Permit*, every applicant shall pay fees calculated according to the municipal [Fees and Charges Bylaw No. 400, 2008](#) .

NOTICE

All *Building Permit Applications* are reviewed by the *Building Inspector* and may be subject to additional fees not listed above, *Security Bond* requirements, and related temporary or permanent road use fees.