

# Obtaining a Building Permit in the Village of Gold River



## Residential Building Permit Guide for the Village of Gold River

The purpose of this booklet is to:

- advise you about the applicable regulations within the Village of Gold River regarding construction, repairs, alterations or additions to residential buildings and structures; and
- assist you with the preparation of your building permit application.

This booklet is intended as a guide only and does not replace current bylaws and regulations. Complete copies of applicable Village bylaws may be obtained from the Village Office.

The homeowner is responsible for carrying out the work or having the work carried out in full accordance with the requirements of the British Columbia Building Code and other applicable regulations.

Design and construction of buildings and structures in the Village of Gold River are governed by the following:

- British Columbia Building Code, 2006 Edition
- Zoning Bylaw No. 635, 2003
- Official Community Plan (OCP) Bylaw No. 636, 2003
- Building Bylaw No. 651, 2005

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This guide has been prepared to assist applicants in obtaining building permits for building projects carried out within the Village of Gold River. It is intended that by following this guide, applicants can complete the building permit process in an efficient manner and avoid unnecessary delays and expense. Should you find that this guide does not answer your specific question, or for information concerning commercial projects, please contact the Village Office.

**What work requires a building permit?**

You will need a building permit when you wish to:

- construct a new building or a new accessory building
- make alterations, or repair an existing building or structure
- demolish, remove or relocate a building
- complete a previously unfinished area in an existing building, e.g. a recreation room or bathroom
- demolish or relocate a manufacture home on a lot
- remodel or construct a deck with an elevation above grade greater than 600 millimeters or any deck attached to a building
- construct a swimming pool
- install or alter plumbing within a structure or on a property
- connect to a sewer system, storm drain or water system
- install a new chimney or fireplace
- install an unused wood stove, fireplace insert or other wood burning appliance
- change the use (occupancy) of a building
- install an irrigation or automatic sprinkler system

You may not start any stage of a project, including demolition or excavation, until a building permit has been obtained.

**What work does not require a building permit?**

Non-structural or minor modifications do not require a permit, including:

- buildings or structures exempted by Part 1 of the BC Building Code except as expressly provided by municipal bylaw
- installing cupboards
- roofing repairs or replacements (providing that no structural changes are made)
- non-structural roofing, exterior finish repair or replacement (siding and cosmetic type work) or for non-structural repairs valued at less than \$2500, at the discretion of the Building Official
- fences, landscaping or sidewalks
- clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, when such repairs do not involve or require the replacement or rearrangement of valves, pipes, fixtures or hot water tanks
- retaining structures less than 1.2 meters in height

- constructing an accessory building (storage shed) less than 10 square meters in size
- a one storey accessory building
- an accessory building which does not exceed 3m to peak in height
- alterations or repairs to masonry fireplaces and chimneys or wood stove, fireplace insert or other wood burning appliance
- polyethylene film covered greenhouses

**How do I obtain a building permit?**

Building permits are only issued when:

- your building plans conform to the building bylaw, zoning bylaw, the development permit or approved variances to the bylaw and approvals from other government agencies (if applicable)
- your application form is completed, all other requirements are met and the fees paid in full

Apply in person or by representative to the Village of Gold River:

499 Muchalat Drive

Gold River B.C.

V0P 1G0

Telephone: (250) 283-2202

Fax number: (250) 283-7500

E-mail address: [villageofgoldriver@cablerocket.com](mailto:villageofgoldriver@cablerocket.com)

**What information must I submit with my permit application?**

In addition to an application form completed and signed by the property owner or representative, and a copy of a title search, applicants must submit 2 fully detailed sets of drawings, drawn to scale with the following information depending upon the type of work to be done. (Refer to the Building Bylaw for detailed information).

Applicants may draw the required plans themselves or seek the help of a qualified person. Plans must be drawn to scale, be clear, durable and indicate the nature and extent of the work. Please refer to the sample drawings provided in this guide for examples of typical plans. For repairs only, drawings are not required in some cases. Please consult with the Building Department.

Complex Building

*Eg. Church, Community Hall, Extended Care Residential*

- the owner's acknowledgement of responsibility and undertakings
- Planning Referral
- Title Search
- Site Plan/BC Land Surveyor Certificate
- Foundation and Floor Plans
- Cross Sections (showing all structural details and finishes)

- Elevations (all sides of the building)
- Details at appropriate scales
- Schedule A from Section 2.6 of the BC Building Code
- Schedules B-1 and B-2 from Section 2.6 of the BC Building Code

#### Standard Building

*Eg. Single Family Dwelling and Two Family Dwelling, Additions*

- the owner's acknowledgement of responsibility and undertakings
- Planning Referral
- Title Search
- Site Plan/BC Land Survey Certificate
- BCLS Building Location Certificate
- Floor Plans
- Cross Section (showing all structural details and finishes)
- Elevations (all sides of the building)
- Details at appropriate scales
- Foundation Design prepared by a registered professional

#### Detached Garages and Carports less than 55 square metres in area

- the owner's acknowledgement of responsibility and undertakings
- Planning Referral
- Site Plan and BCLS Building Location Certificate

#### Modular Homes / Mobile Homes

- the owner's acknowledgement of responsibility and undertakings
- Planning Referral
- Foundation Design and Manufacturers Specification Sheet

#### **What other Documentation may be required?**

The following additional information may need to be submitted with your application. Please consult with the Building Inspector for the specific requirements of your project. See the end of this guide for contact information.

- A copy of the current certificate of title
- When a new home is being constructed, the appropriate licence, proof of Home Warranty Insurance and/or exemption must be obtained from the Homeowner Protection Office.
- You need an electrical permit to install or alter electrical wiring within and/or coming to a building.
- You need an Access Permit from the Ministry of Transportation if your property borders a highway.
- You must have an appropriate house number (address) obtained from the Village of Gold River if you are building a new home.
- When manufactured building projects are used (e.g., trusses, engineered floor joists, beams, etc.) a certified plan showing engineered construction details is required.
- If, in the opinion of the Building Inspector, specialized technical

knowledge is required to ensure that the proposed work will be structurally sound or comply with the Building Code, it will be necessary that an architect or professional engineer prepare drawings, specifications or reports.

It is the responsibility of the applicant, property owner or his agent to ascertain whether there are any restrictive covenants, easements or rights of way registered against the property. If an easement or right of way exists they must be identified on the site plan. If a covenant exists it must be disclosed and copies may be required. For more information, contact the Land Title office noted at the end of this guide.

**How long does it take to process my building permit?**

Your application will be reviewed to ensure that the proposed work complies with the building code and zoning bylaws, and that all collateral approvals from applicable agencies have been received (e.g. Homeowner Protection Office). The "turn around time" will vary based on the fluctuations that occur in the number of applications received. Please contact the building department to determine how long it will take to process your application. You must not start work until after the building permit issued.

**What will my building permit cost?**

Building permit fees are based on the total value of the work proposed. A schedule of the fee calculation is included with this guide.

**What happens when my building permit is approved?**

When your permit is approved you will be contacted to pay the permit fee and pick up your building package. This package contains a Building Permit, set of plans (stamped by the Village), inspection requirements and other applicable handouts.

A house number will be assigned if one has not already been assigned.

At this point you may begin construction. To make minor changes to the plans requires the prior approval of the Building Inspector. More significant changes may require you to apply for a new permit or an amendment to your existing permit.

**How long is my permit good for?**

Every *permit* expires if the work is not commenced within 6 months, discontinued for 12 months or the exterior finish of the building is not completed within 18 months from the date of issuance of the *permit*.

The Expiry Date of the permit is calculated from the "Date of Issue" or "Date of Extension" of a permit or the "Date of the Last Inspection" and the date which sets the higher standard shall prevail.

**What inspections are required?**

Siting Inspection - When the excavation and the footing forms are complete.

Damp-proofing and Drain tile Inspection - When foundation is damp-proofed, and drain tile complete with drain rock and the roof drainage system is installed prior to backfilling.

Chimney Inspection - Inspection of rough in is required for factory built chimneys and fireplaces and solid fuel burning appliances.

Plumbing Inspection - Inspection of rough in is required for all drains, vents and water piping.

Framing and Sheathing Inspection - Siting approval is required as a condition of inspection. When framing and sheathing is completed and prior to application of insulation and exterior cladding. All interior work that may alter the quality of the framing such as plumbing, electrical and duct work must be completed before requesting the frame inspection.

Insulation and Vapour Barrier – Receipt of Mechanical Ventilation Checklist is required as a condition of inspection. When all thermal insulation and vapour barriers are complete and prior to the application of the interior wall finish.

Final Inspection - When the building or structure is substantially complete and ready for occupancy.

**Electrical and gas require separate permits and inspections. Contact the appropriate agency listed at the end of this guide.**

**How do I obtain inspections?**

Contact the Village Office to request an inspection. It is the responsibility of the owner or their agent to ensure that the required inspections are requested. Requests for inspections must be received 72 hours in advance of the desired inspection date. When calling for an inspection please have the following information available:

- address of construction
- type of inspection requested
- permit number
- day inspection is requested

In order to avoid unnecessary delays, inspection rejections and payment of re-inspection fees, please ensure that:

- All work to be inspected is completed and ready for inspection.
- The approved construction drawings are available on site for all inspections.
- The Inspector is able to obtain reasonable access to the building for



inspection. If the building is occupied, please ensure someone is on the premises at the time of the inspection.

- Construction work does not proceed beyond the stages indicated for each inspection without prior written approval from the Building Inspector.
- Occupancy of the building does not occur prior to the issuance of an Occupancy Permit.

Please note that under Section 57 of the *Community Charter*, the Village Council may authorize building officials to register a *Notice on Title* for properties where work has not been inspected satisfactorily during construction( e.g., inspections not called for or carried out and work has been covered).

**How do I obtain an Occupancy Permit?**

An Occupancy Permit will be issued when all the work is complete and prior to occupancy of the building. The Building Inspector will not issue an Occupancy Permit if deficiencies are recorded in the structure or by other inspection authorities.

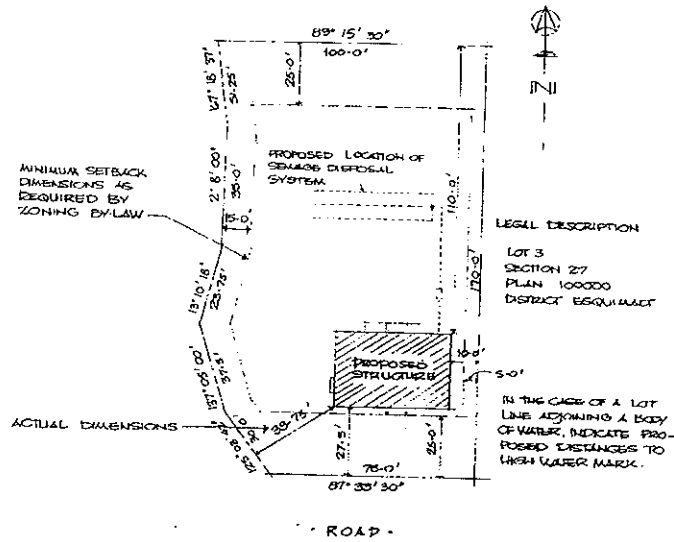
**Information required for final inspection and issuance of an Occupancy Permit.**

1. All work completed.
2. Proof of compliance to:
  - a) Electrical Safety Act
  - b) Gas Safety Act (if applicable)
  - c) Health Act
3. Schedule C-B for each registered professional.
4. Schedules C-A for the coordinating registered professional.
5. Fire alarm system test certificate.
6. Automatic sprinkler system test certificate.
7. Commercial cooking hood extinguishing system test certificate.

**Guidelines for building permit application drawings.**

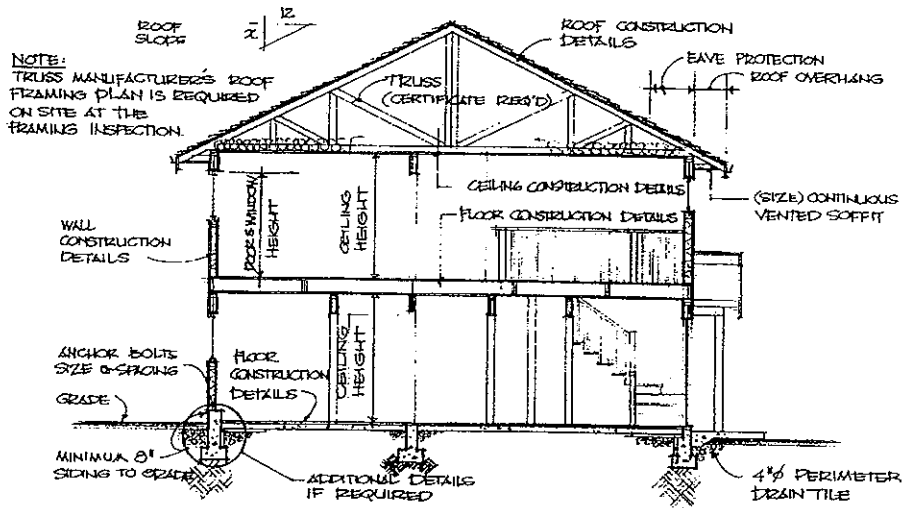
The following examples of drawings are for guidance only, and should not be reproduced for building permit applications. The extent of the work that you propose may require more or less information that is shown on these examples. You are advised to contact your Building Inspector early in the process if you are not familiar with preparing construction drawings and wish to produce them yourself. Drawings may be submitted in either metric or imperial units. Two copies of all drawings are required. All drawings must be clear and legible. Mirror image drawings will not be acceptable. Except for the site plans, single line drawings are not acceptable. Drawings must be drawn to scale. The following scales are recommended:

|                            | <u>Metric</u> | <u>Imperial</u> |
|----------------------------|---------------|-----------------|
| Site Plan                  | 1:200         | 1/16" = 1'      |
| Floor and Foundation Plans | 1:50          | 1/4" = 1'       |
| Elevation Plans            | 1:100         | 1/8" = 1'       |
| Section Plans              | 1:25          | 1/2" = 1'       |



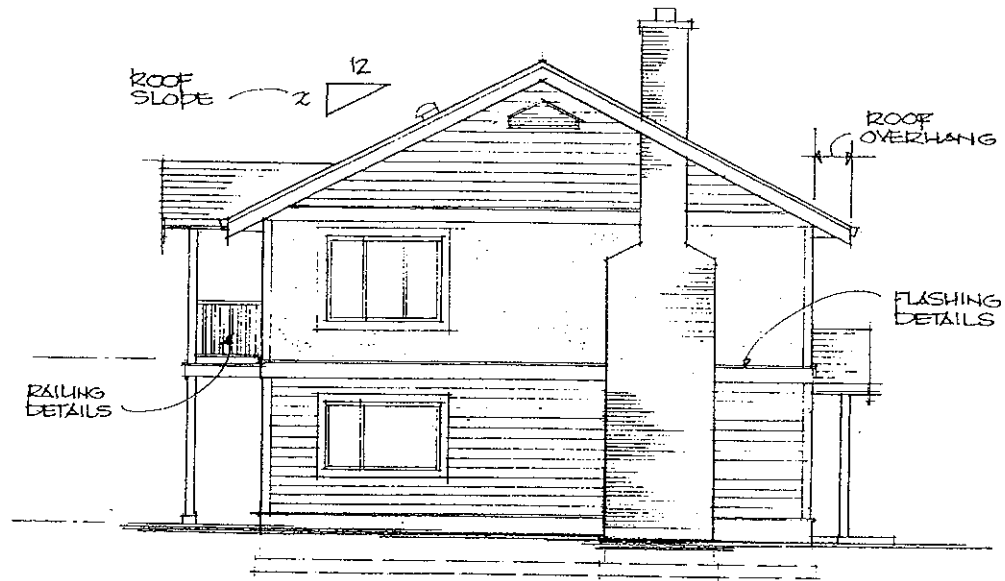
ALL SITE PLANS MUST SHOW ALL BUILDINGS (EXISTING AND PROPOSED) AND ALL SETBACKS FROM PROPERTY LINES.

SITE PLAN

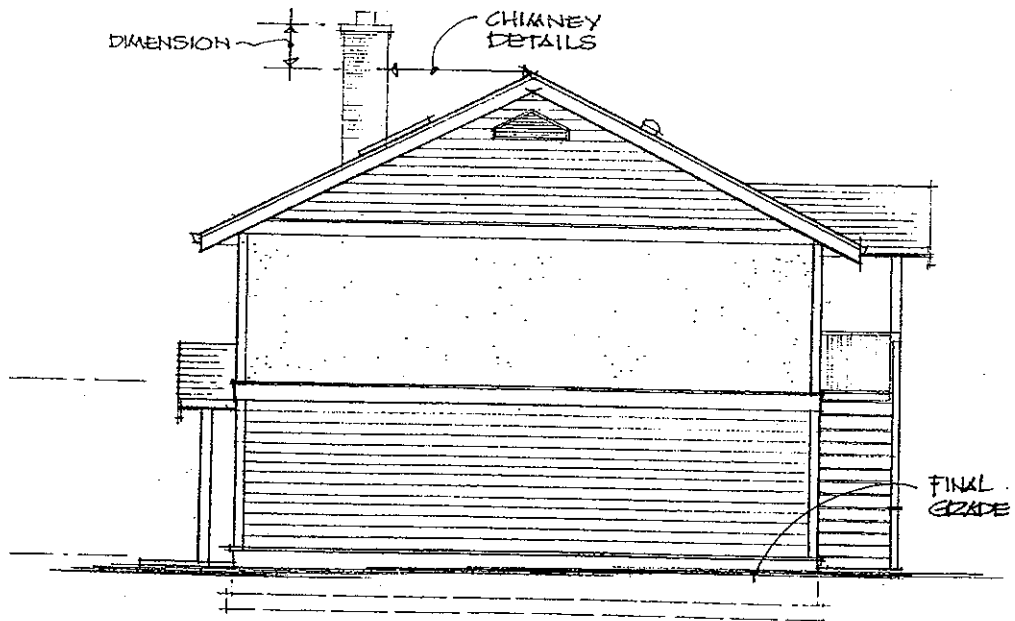


CROSS SECTION

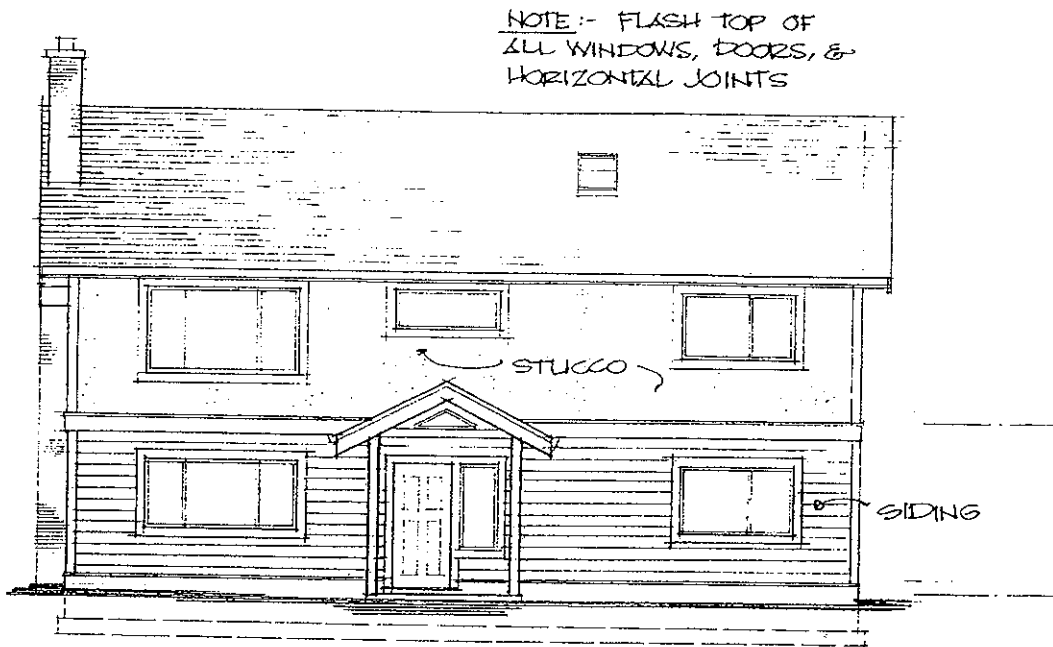




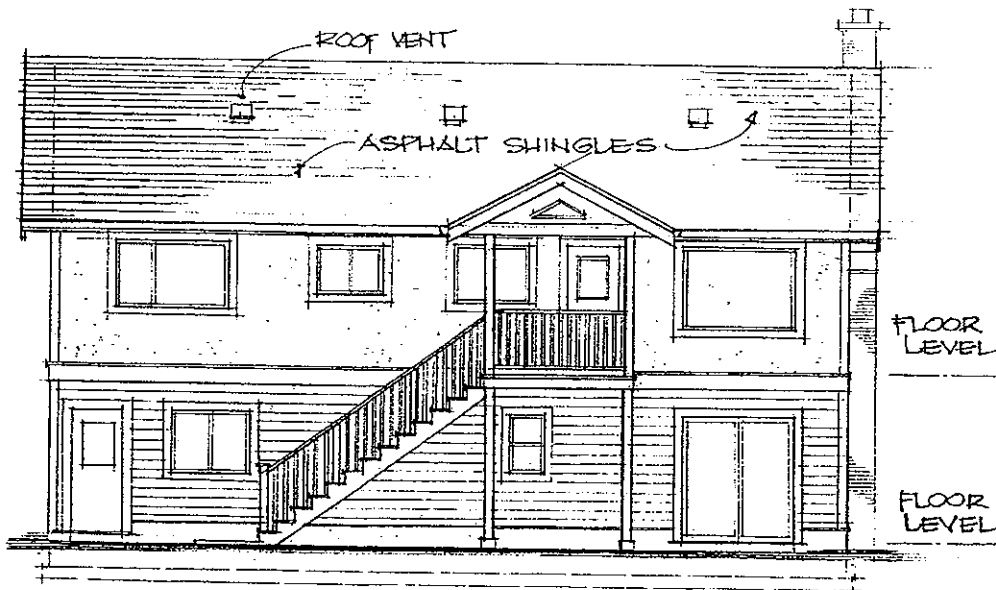
SIDE ELEVATION



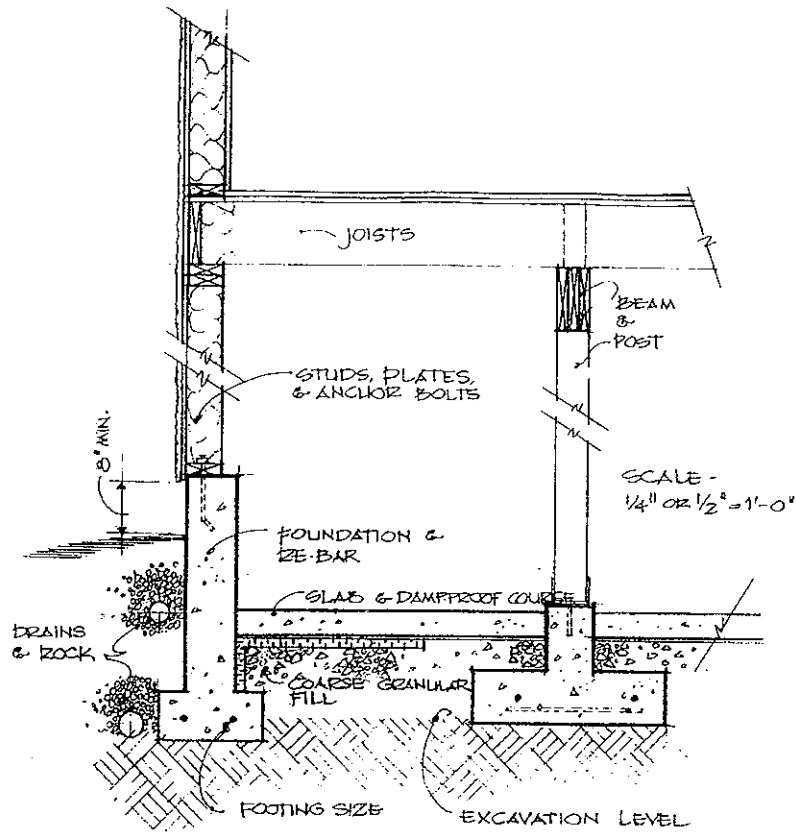
SIDE ELEVATION



FRONT ELEVATION



REAR ELEVATION



FOOTING DETAIL

**Contact Information**

**Home Warranty Program**

Homeowner Protection Office  
2270 – 1055 West Georgia Street  
P.O. Box 11132 Royal Centre  
Vancouver BC V6E 3P3  
Phone: (604) 646-7055  
Fax: (604) 646-7051  
Toll Free: 1-800-407-7757  
Web: <http://www.hpo.bc.ca/>

**Land Use, Planning and Zoning**

Village of Gold River  
P.O. Box 610  
499 Muchalat Drive  
Gold River BC V0P 1G0  
Phone: (250) 283-2202  
Fax: (250) 283-7500  
Email: [villageofgoldriver@cablerocket.com](mailto:villageofgoldriver@cablerocket.com)

**Electrical and Gas Permits**

**BC Safety Authority**

BC Access Centre  
115 - 1180 Ironwood Road  
Campbell River BC  
Phone: (250) 286-7626 (Electrical)  
Phone: (250) 897-7531 (Gas)  
Web: <http://www.gov.bc.ca/>

**Access Permits**

Ministry of Transportation  
550 Comox Road  
Courtenay B.C. V9N 3P6  
Phone: (250) 334-6951  
Fax: (250) 334-1291  
Web: <http://www.gov.bc.ca/th>

**Property Registration, Easements, Rights-of-Ways or Restrictive Covenants**

Victoria Land Title Office  
Suite 110 – 1321 Blanshard Street  
Victoria BC V8W 9J3  
Toll Free: 1-877-577-5872

VILLAGE OF GOLD RIVER  
 Bylaw No. 651.1, 2005  
 Schedule "A" – Permit Fees

**All Construction**

Prior to issuing a permit, a Building Inspector may require an applicant to provide the municipality with an appraisal of the value of the proposed construction, at the applicant's expense. In such case, the building permit fee must be based on the appraised value of the construction in accordance with the following:

| Value of Construction                      | Fee   |
|--|---|
| Not exceeding \$5,000.00                   | \$50.00   |
| Over \$5,000.00 but less than \$200,000.00 | \$50.00 for the first \$5,000.00 plus \$6.50 for each additional \$1,000.00 |
| Over \$200,000.00                          | \$7.00 per \$1,000.00   |

**Other**

| Application Fee   | Fee  |
|---|--|
| Plan Processing Fee   |  |
| Accessory building/structure  | \$50.00  |
| Two or less self-contained dwelling units   | \$100.00   |
| Three or more commercial/industrial   | \$100.00 plus \$50.00/unit   |
| Demolition  |  |
| Less than 1000 sq. ft. in floor area  | \$65.00  |
| Greater than 1000 sq. ft. in floor area   | \$65.00 plus \$30.00/1000 sq. ft (or part thereof)                                       |
| Permit to move a building   | \$100.00 plus \$6.50/\$1000.00 of value to rehabilitate the building at the new location |
| Construction without a valid permit   | Double Fee   |
| Re-inspection   | \$50.00  |
| Building file review  | \$50.00  |
| Building Permit Refund (if no inspection done)  | 70% of Permit Fee (excluding Plan Processing Fee)  |
| Confirmation of building permit(s), occupancy permit, inspections, siting and/or zoning information | \$50.00  |
| Chimney and woodstove/pellet stove/fireplace insert inspection fee                                  | \$100.00   |
| <i>To remove a Notice on Title, Section 57 of the Community Charter – payable in advance</i>        | \$500.00   |

| Plumbing   | Fee                             |
|--|---------------------------------|
| Plumbing Permit  | \$50.00 plus \$5.00 per fixture |
| Inspection of connection to, or alteration of, sanitary sewer, storm sewer or water line | \$30.00                         |
| Construction without a valid permit  | Double Fee                      |
| Callback inspection  | \$50.00                         |

**Method of Payment**

Permit fees shall be paid by way of cash, cheque or money order, payable to the Village of Gold River.  
 A permit for which a cheque is returned to the Village of Gold River from the applicant's bank will be treated as un-issued and no inspections will be completed until such time as the cheque is certified or replaced with cash or a money order.