

# District of Barriere

## A GUIDE TO BUILDING PERMITS

### THIS BROCHURE EXPLAINS:

- When a Building Permit is required
- Building Application Procedure
- District of Barriere Review of the Permit Application
- Additional Permits (Plumbing, Demo)
- Types of Inspections
- Additional Agencies
- Bylaw Infractions/Penalties for not obtaining a Building Permit
- Contact Information



### WHEN A BUILDING PERMIT IS REQUIRED:

- Construct a new home;
- Construct a new accessory building such as a garage or storage shed greater than 20 square metres (215 sq. feet) in size;
- Construct a new accessory building greater than 55 sq.metres (592 sq.feet) within AF-1, RL-1, SH-1 or CR-1 zones;
- Construct an addition to an existing building or manufactured home;
- Construct a commercial, industrial or public use building;
- Undertake any interior work such as partitions, etc;
- Construct a sundeck;
- Enclose a porch or roof over a sundeck;
- Construct a retaining wall more than 1.2 metres (4ft) in height;
- Move a building;
- Locate a manufactured home;
- Demolish a building;
- Change of occupancy or use of a building or part thereof.

This brochure is meant for guidance only and should not be construed by anyone as a right to a development approval if the steps indicated are followed. Please consult the *Local Government Act* and its regulations, the *District of Barriere Building Bylaw*, and the *District of Barriere Zoning Bylaw* for definitive requirements, procedures and policies.

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Barriere, BC. V0E-1E0

Phone: (250) 672-9751 • Fax: (250) 672-9708

Website: [www.districtofbarriere.com](http://www.districtofbarriere.com) • Email: [inspection@districtofbarriere.com](mailto:inspection@districtofbarriere.com)

## **BUILDING PERMIT APPLICATION PROCEDURES**

To apply for a Building Permit, two (2) sets of building plans are to be submitted with a completed Building Permit Application and applicable fee. These plans shall show all details necessary to complete the project including, but are not limited to, the following:

### ***SITE PLAN:***

- Lot dimensions and adjoining public roads
- Physical features (i.e. creek, lake, embankment)
- Location of existing and proposed buildings (dimensions, setbacks)
- Location of domestic water source
- Location, size and number of parking spaces
- Location and dimension of access to public road
- Centerline of public road
- Site servicing
- Garbage bin location
- Easements, right-of-ways
- North arrow and scale
- Elevations at the corners of the property

### ***FOUNDATION PLAN:***

- Showing exterior/interior footings/pads including landing/deck pads

### ***BASEMENT FLOOR PLAN:***

- Show use of all rooms
- Location of all plumbing fixtures
- Location and swing of all doors
- Location and size of all windows (including unfinished areas)

### ***FLOOR PLAN:***

- Show use and size of all rooms
- Location of all plumbing fixtures
- Location, size and swing of all doors
- Location at which all sectional details required in ***Cross Section*** are taken
- Location and size of all windows

### ***CROSS SECTION:***

- Sectional details including cross sections of the building taken at sufficient locations to adequately illustrate all structural details
- Details showing foundations, walls, floors, joists, beams, columns, rafters or trusses
- Stair detail

### ***SPECIFICATION DETAILS:***

- Details relating to the building which will designate all materials to be used
- Roof and wall sheathing sizes
- Roofing/Siding materials
- Insulation/Vapour Barrier details
- Sub-Flooring material
- Interior finishing materials
- Size of beams, joists, rafters, manufactured trusses, including the grade and species of the materials being used.

### ***ELEVATION PLANS:***

- Building height
- Finished grades, including road elevation
- Exterior finishes

### ***ADDITIONAL INFORMATION MAY BE REQUIRED FOR COMMERCIAL BUILDINGS:***

- Mechanical drawings
- Truss shop drawings

### ***COPY OF CURRENT STATE OF TITLE FOR THE PROPERTY.***

**NOTE:** If, in the opinion of the Building Inspector, specialized technical knowledge is required to ensure that the proposed works will be structurally sound or based upon good engineering practice, then it may be necessary that an architect or professional engineer prepare and seal the drawings, specifications, and carry out supervision of the project.

## REVIEW OF A BUILDING PERMIT APPLICATION

The Building Permit Application is reviewed in the following manner:

1. The applicant meets with the Building Inspector who ensures that the appropriate number and type of plans and fees accompany the Building Permit Application.
2. The application is reviewed for compliance with the Zoning Bylaw and other land use regulations; such as but not limited to the following:
  - proposed use
  - building height
  - floor space ratio
  - off-street parking
  - land use contracts
  - setbacks for watercourses
  - applicable development cost charges
  - density
  - building setbacks
  - site coverage
  - off-street loading
  - accessory buildings
  - lot consolidation
  - landscaping, screening and fencing
3. The Plan Checker performs a technical review of the plans for compliance with the BC Building Code.
4. The Building Inspector then compiles all the above information and outlines the Building Permit approval or denial conditions.

The Building Inspector is responsible to discuss the Building Permit Application with the applicant to ensure the conditions involved with either the permit approval or rejections are clarified. If the building permit is rejected, the Inspector will provide the reasons for the refusal in writing. The Building Inspector will also provide all the details concerning the fees and charges concerning your building permit. The Building Inspector is responsible for the coordination, processing and issuance of all Building Permits.

### ADDITIONAL PERMITS

**Plumbing Permit** – A plumbing permit is required for the installation or relocation of any plumbing fixtures and installation or replacement of sewer and water lines. With the exception of a homeowner doing his own plumbing work and the acceptance of a plumbing schematic drawing, plumbing permits will only be issued to qualified tradesmen.

**Demolition Permit** – A demolition permit is required for the demolition of any buildings within the District of Barriere. Permit approval is required prior to any demolition being undertaken. The permit requires the Demolition Permit applicant to provide authorized verification that all appropriate utilities have been disconnected prior to demolition.

# INSPECTIONS

It will be the **responsibility** of the **owner/contractor** to give minimum 24 hours notice to Building Inspection Services for booking an inspection request. The Permit Number must be quoted when requesting an inspection and the owner/contractor is to ensure that the District of Barriere Building Permit Placard is posted in a conspicuous place on the property such as the driveway entrance.

## 1. SITING AND FOUNDATION

When the forms for footings are complete, but prior to placing of any concrete therein; (A string line must be extended between exposed IP's or setback pins must be located by a BC Land Surveyor.)

## 2. DAMP-ROOFING

When foundation concrete damp-proofing, waterproofing and perimeter drains are complete, or after framing of a preserved wood foundation wall and floor assembly and application of damp-proofing, but prior to any backfilling being placed;

## 3. UNDERSLAB PLUMBING

After the under-slab plumbing has been completed, but **PRIOR** to backfilling (testing with a minimum of 5psi is required).

## 4. DAMP-PROOFING

When concrete slab damp-proofing or soil gas control measures have been installed, but prior to pouring concrete slab.

## 5. FRAMING

When framing and sheathing of the building are complete, including the installation of roof membrane, all exterior doors and windows, fire-stopping, bracing, chimneys, duct work, plumbing, gas venting and wiring, but before any insulation, drywall or other interior or exterior finish is applied with would conceal such work.

## 6. MASONRY FIREPLACE

During the **construction** of any masonry fireplace, when cantilevered hearth forms are in place but prior to pouring concrete; at the smoke chamber stage for a free-standing masonry chimney, at the thimble stage; before any factory-built or site constructed fireplace or chimney is enclosed by combustible material; and before the chimney cap is placed on a masonry chimney;

## 7. INSULATION/STUCCO WIRE

When installation of insulation, vapour barrier and second plane of protection (penetrations through building paper or building wrap are sealed) are complete but **PRIOR** to placement of any finish thereon. When exterior stucco wire and flashing is complete but prior to placement of any scratch coat thereon;

## 8. FINAL INSPECTION

When all work is complete but prior to occupancy.

**IF AN INSPECTION IS REQUESTED AND INCOMPLETE, A \$50.00 RE-INSPECTION FEE WILL BE REQUIRED BEFORE A RE-INSPECTION WILL BE DONE.**

## **ADDITIONAL AGENCY INFORMATION**

### **HOMEOWNER PROTECTION OFFICE**

The *Homeowner Protection Act* may govern application for new construction. Please contact their office to obtain regulation and information.

P.O. Box 11132 Royal Centre  
Suite 2270-1055 West Georgia Street  
Vancouver, BC V6E 3P3

Telephone: (604) 646-7050  
Fax: (604) 646-7051  
Toll Free in BC: 1-800-407-7757

E-Mail: [hpo@hpo.bc.ca](mailto:hpo@hpo.bc.ca)  
Website: [www.hpo.bc.ca](http://www.hpo.bc.ca)

### **INTERIOR HEALTH AUTHORITY**

Approval is required from the Interior Health Authority for the installation of a sewage disposal system where sanitary facilities are not available. Approval is also required from the Interior Health Authority when additional bedrooms and/or washrooms are being added to an existing dwelling.

519 Columbia Street  
Kamloops, BC V2C-2T8

Telephone: (250) 851-7340  
Fax: (250) 851-7341

A Satellite Office is also located at:

4537 Barriere Town Road  
Barriere BC  
Telephone: (250) 672-5515

### **FISHERIES & OCEANS CANADA**

If construction of *any* type is being contemplated for a site, which is near any watercourse, the applicant should contact Fisheries & Oceans Canada for regulations and guidelines.

985 McGill Place  
Kamloops, BC V2C 6X6

Telephone: (250) 851-4950

### **SIMPCW FIRST NATION**

If construction of *any* type is being contemplated for a site which is near an Archeological Site, the applicant should contact Simpcw First Nations for regulations and guidelines.

P.O. Box 220  
Barriere, BC V0E 1E0

Telephone: (250) 672-9995  
Fax: (250) 672-5858

E-Mail: [referrals@simpcw.com](mailto:referrals@simpcw.com)

### **MINISTRY OF TRANSPORTATION**

An access permit may be required. Please contact your local Ministry of Transportation office to obtain further information.

127-447 Columbia Street  
Kamloops, BC V2C 2T3

Telephone: (250) 587-6247  
Fax: (250) 587-6548