



# Building Permit Guide



This guide informs on the definitions, processes and requirements surrounding Building Permits for the District of Barriere.

Applicants should also refer to:

- District of Barriere Development and/or Building Bylaws
- Relevant Maps & Site Plans
- Fee Schedules, Application Forms and Checklists

These can be obtained at the District Office or online at [barriere.ca](http://barriere.ca)

Box 219 - 4936 Barriere Town Road, Barriere, V0E 1E0

Phone: 250-672-9751 Email: [inquiry@barriere.ca](mailto:inquiry@barriere.ca)

Office Hours: Monday to Friday 8:30am - 4:30pm

# Building or Renovating in Barriere

Building a home or commercial project involves meeting rules from the BC Building Code, Provincial agencies, private covenants, and District bylaws.

**Property owners are ultimately responsible for ensuring all regulations are followed. Call before you dig!**

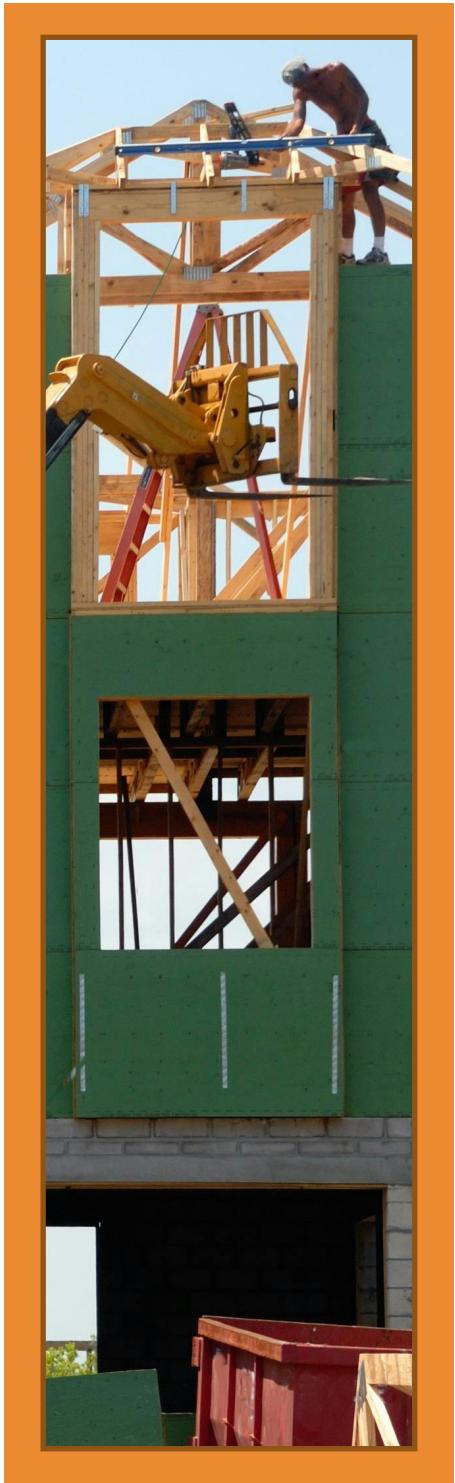
## Key things to remember:

- **Property Lines** – The area between your front line and the road is a municipal right-of-way and cannot be altered including, digging, paving, landscaping, without District permission. Any unauthorized work or damage will result in fines and repair costs.
- **Municipal Infrastructure** – Uncovering, connecting to, or tampering with water or wastewater systems is prohibited without written approval.
- **Drainage** – Barriere has no storm sewers. To prevent flooding it is illegal to alter culverts, swales, or ditches without District approval.
- **Driveways** – District standards for drainage, sightlines, and maintenance access must be met for all driveways.
- **Commercial Vehicles** – Require a permit to be parked in residential zones.
- **Fences & Structures** – Check the Zoning Bylaw for setbacks, heights, and permitted uses. Storage containers count as accessory buildings, cannot be stacked, and must match the dwelling's appearance.

## Legal Authority

**Building permits in the District of Barriere are issued under authority of the *BC Building Act* and the District of Barriere Building Bylaw. The BC Building Code establishes the technical requirements for construction, while the District administers the permitting and inspection process to ensure compliance.**

# When is a Building Permit Required?



- New home construction;
- New accessory building construction greater than 20 m<sup>2</sup> (215 ft<sup>2</sup>). For example a garage or storage shed;
- New accessory building construction greater than 55 m<sup>2</sup> (592 ft<sup>2</sup>) within AF-1, RL-1, SH-1 or CR-1 zones;
- An addition being built onto an existing building or manufactured home;
- New building construction that is commercial, industrial or public use;
- Major interior building renovations. E.g. Partitions, secondary suite;
- New patio/sunroom construction. Includes adding a roof or enclosure for existing patios/ sunrooms;
- Building a retaining wall more than 1.2 m (4 ft) high;
- Moving a building;
- Placing a manufactured home;
- Demolishing a building;
- Any change of occupancy or change of use of a building.

# Building Permit Application Procedures

**Two Sets of Plans** and **Permit Fee** must be submitted with a Building Permit Application. Below are non-exhaustive lists of requirements.

## **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

## **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

## **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

## **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)

## **Foundation Plan:**

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

## **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:**

- Mechanical drawings
- Truss shop drawings
- Copy of current state of title for the property

**NOTE:** The Building Inspector can determine a proposed construction requires specialized architectural or engineering knowledge. Projects that fall under Part 3 of the BC Building Code or involve structural, geotechnical, fire protection, or complex building systems must include sealed drawings and letters of assurance from a registered professional. The District cannot issue a permit until these documents are received.

# Review of a Building Permit Application



**Applicant meets with building inspector.** The Building Inspector ensures that the appropriate type of building permit application and drawings are submitted.



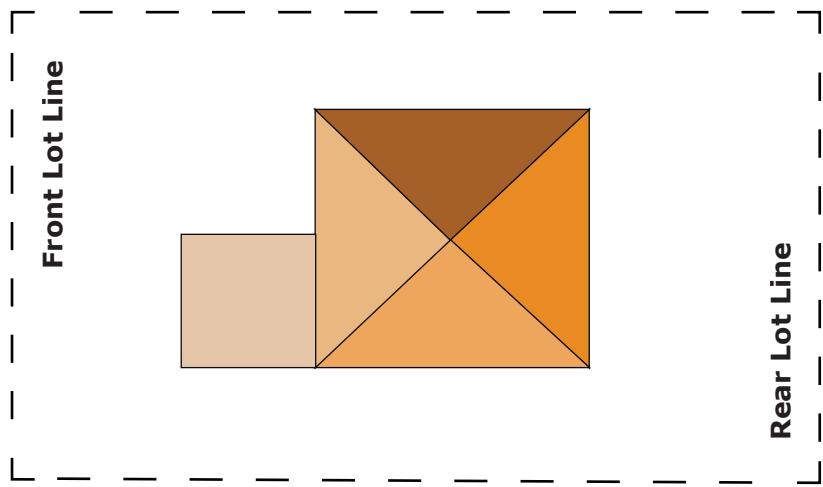
**The Application is Reviewed for Compliance with the Zoning Bylaw.** Including proposed use, building height, floor space ratio, off-street parking & loading, land use contracts, setbacks for watercourses, development cost charges, density, building setbacks, site coverage, accessory buildings, lot consolidation, landscaping, screening & fencing.



**Plan Checker Review.** The Plan Checker performs a technical review of the plans for compliance with the BC Building Code.



**Building Inspector Review.** The Building Inspector compiles all of the above information and outlines the Building Permit for approval or denial conditions. The Building Inspector is responsible to discuss with the applicant to ensure the permit conditions surrounding the permit approval or rejections are clear. The Inspector will provide the refusal or approval in writing, including reasons for rejection if applicable. The Inspector will also provide all the details concerning the fees and charges concerning your building permit. The Inspector is responsible for the coordination, processing and issuance of all Building Permits.



## Additional Permits



**Plumbing Permit:** Required for installation or relocation of any plumbing fixtures or installation/replacement of sewer and water lines. Plumbing permits will only be issued to qualified tradesmen or to a schematic drawing signed off by a qualified tradesman.



**Demolition Permit:** A permit is required prior to any work towards the demolition of a building within the District of Barriere. The applicant for a Demolition Permit must provide authorized verification that all appropriate utilities have been disconnected prior to demolition.

### Talk with your Neighbours!

**Consulting with your neighbours who may be affected by the Building Permit application will result in better outcomes. Gathering neighbour's input better enables an applicant to address any concerns and/or modify their application. This will help reduce costs and expedite applications.**

# Inspections

Owners/Contractors are responsible to give a minimum 24 hours notice to Building Inspection Services for booking an inspection request. The Permit Number must be quoted when requesting an inspection. The Owner/Contractor must post the District of Barriere Permit placard in a conspicuous place on the property. If an inspection is requested but not completed, a re-inspection fee will apply to finish the inspection.

## 1. SITING & FOUNDATION

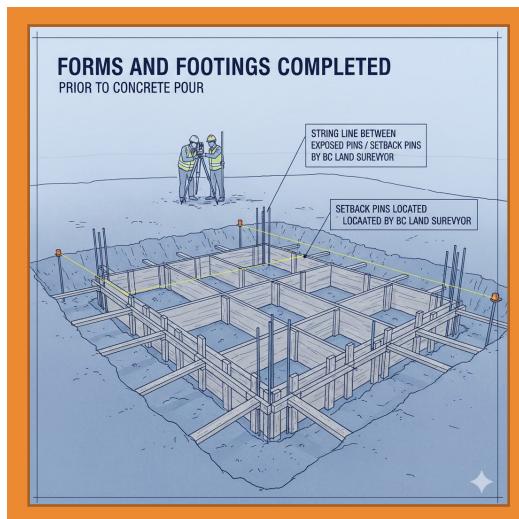
Forms and footings are completed prior to pouring of any concrete. A string line must extend between exposed iron pins or setback pins must be located by a BC Land Surveyor.

## 2. DAMP-PROOFING

Foundation concrete damp-proofing, water-proofing and perimeter drains are complete. Can also be in the case of framing of a preserved wood foundation wall, 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 5 psi is required.



# Inspections (continued)

## 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 that could 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.



# 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

Phone: 604-646-7050  
Toll Free in BC: 1-800-407-7757  
Fax: 604-646-7051  
E-Mail: [hpo@hpo.bc.ca](mailto:hpo@hpo.bc.ca)  
Web: [hpo.bc.ca](http://hpo.bc.ca)

## Interior Health Authority (IHA)

Approval from the IHA is required to install a sewage disposal system where no sanitary facilities exist, and when adding bedrooms or washrooms to an existing dwelling.

519 Columbia Street  
Kamloops, BC V2C-2T8  
Phone: 250-851-7340  
Fax: 250-851-7341  
  
Satellite Office:  
4537 Barriere Town Road, Barriere, BC  
Phone: 250-672-5515

## Fisheries & Oceans Canada

If construction is planned near a watercourse, the applicant should contact Fisheries & Oceans Canada for applicable regulations and guidelines.

985 McGill Place  
Kamloops, BC V2C 6X6  
Phone: 250-851-4950

## Simpcw First Nation

If construction is planned near an archaeological site, the applicant should contact Simpcw First Nation for regulations and guidelines.

P.O. Box 220 Barriere, BC V0E 1E0  
Phone: 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  
Phone: 250-587-6247  
Fax: 250-587-6548  
Email: [tran.webmaster@gov.bc.ca](mailto:tran.webmaster@gov.bc.ca)

# Useful Resources & Contacts

[Subdivision Application Form](#)

[Building Permit Application Guide](#)

[Official Community Plan](#)

[Zoning Bylaw](#)

[Town Road Revitalization Plan](#)

[Engineering Standards & Guidelines](#)

[Agricultural Land Commission \(ALC\)](#)

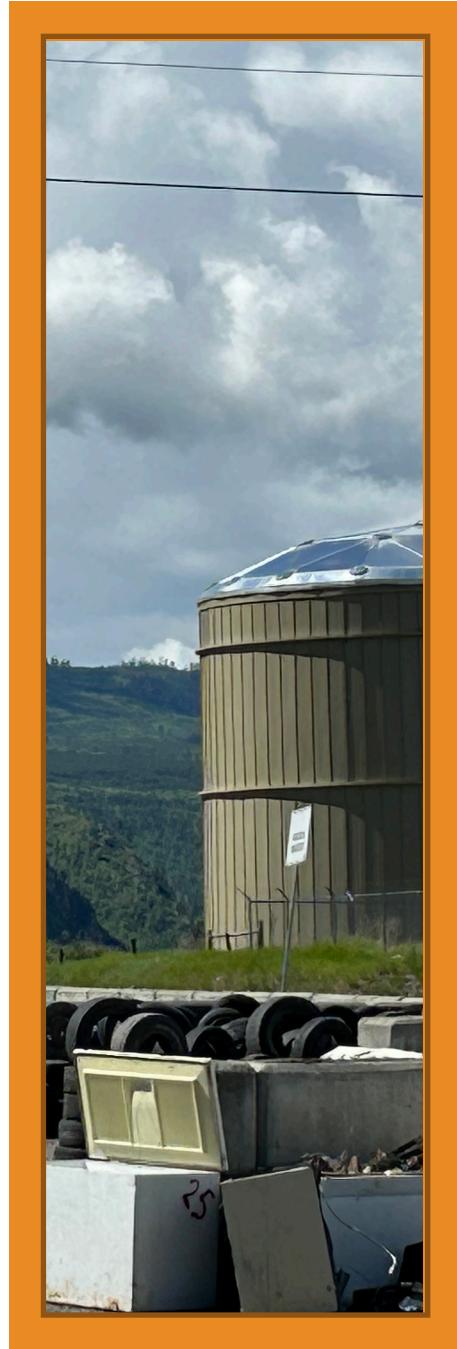
Email: [alcburnaby@victoria1.gov.bc.ca](mailto:alcburnaby@victoria1.gov.bc.ca)

Phone: 604-660-7000

Fax: 604-660-7033

[ALC Permitted Uses](#)

[ALC Maps](#)



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