

BUILDING PERMIT APPLICATION GUIDE

BYLAW FOR COMPLEX BUILDINGS

This guide is intended to provide a brief synopsis of Building and Plumbing Bylaw #4900 (the bylaw) documentation requirements for building permit applications for complex buildings. It is not intended to replace the detailed requirements in the bylaw.

1. Schedule 2 (Letter of Undertaking) – an acknowledgement of the responsibility of the owner is to be submitted with the Building Permit application.
2. Schedule 3 (Appointment of Agent) – to be signed by the owner of the property where an owner is represented by an agent.
3. Design Drawings – two sets of scale drawings are required that provide all information necessary to perform the work in compliance with the bylaw. Without limiting the generality of the foregoing and without getting into detail the submission should include:
 - Title Search of the Property – the title search can be no older than 30 days. Any covenants or other charges on the title that may impact the proposed construction are to be investigated by the applicant, and copies of documents provided to the City. The owner is solely responsible to investigate and bring to the City’s attention any charge on the title to the lands that in any way restricts construction on or use of the lands.
 - A site plan prepared by either a Registered Professional or Land Surveyor showing the location of all existing and proposed improvements on the land as well as boundaries of adjacent water bodies, the elevation of the ground levels, proposed floor elevations in relation to adjoining streets and sewers, etc.
 - Two sets of design drawings are to be provided by the Coordinating Professional. The drawings are to be sealed by the appropriate Registered Professional, and accompanied by Schedules B1 and B2, as required in Section 2.6 of the B.C. Building Code (the code).
 - Design of both on-site and off-site civil works as required by Subdivision and Development Servicing Bylaw #3843 (see Bylaw #3843 guide)
4. The applicant is to provide documentation that shows utility connection charges to a private utility have been paid.
5. Buildings to be constructed in wildfire interface areas must be constructed with fire resistant roof and exterior finishes
6. Property owners are responsible for any damage to public works that occurs as a result of the building permit. The owner is to inspect the public works adjoining the property and provide a completed form entitled “Damage to Public Works”, which is included in the building permit application package.

The following has been prepared as a brief outline to advise applicants of servicing issues associated with the building permit process. Please keep in mind that the complexity of the proposed development may require that applicants supply additional development agreements, engineered design drawings, cost estimates, off-site securities, etc. prior to issuance of a building permit.

Development (as defined in Bylaw #3843) – means an activity that requires a **Building Permit**, or that alters the **existing surficial characteristics** of the land.

Off-Site Requirements

Section 7.01 of Subdivision and Development Servicing Bylaw #3843 requires that as a condition of the approval of a subdivision or development or the issuance of a Building Permit valued at more than \$25,000, infrastructure improvements directly attributable to the development on that portion of the highway immediately adjacent to the site being subdivided or developed up to the centerline of the highway are to be constructed. Required improvements may include:

- **Curb, Gutter & Sidewalk**

The Bylaw requires that concrete curb, gutter & sidewalk to Bylaw standards be provided for all urban roads. The applicant is responsible to retain a Registered Professional to design and supervise the construction of the improvements. Securities will be held by the City to ensure the work is completed to City Standards. Where conditions are not conducive to construction of improvements along the frontage (e.g. the ultimate road design is unknown), the applicant may request to “Gift in Lieu” of construction of the work. This “gift” is based on unit costs prepared by the City, is paid by the applicant prior to the issuance of the building permit, and will be retained by the City until such time as road improvements along the frontage of the property are undertaken.

- **Utility Main Extensions**

The bylaw requires that all new development connect to municipal sanitary, storm, and water distribution systems. If these systems are not available adjacent to the property, or the systems are inadequately sized for the development, the distribution system(s) may need to be extended and upgraded at the applicants expense to bylaw standards. If the distance and cost of extensions are prohibitive, on-site or local systems meeting the requirements of Council policy may be considered.

On-Site Requirements

- **Parking Areas**

With the exception of parking areas for single family dwellings and duplexes, all parking areas shall be paved, drained and curbed. To reduce the impact additional storm water places on municipal systems, the bylaw requires that the post development storm flows not exceed pre-development flows. Sealed engineered design drawings and calculations of storm retention for parking areas are required together with Schedules B1 and B2 of the Building Code or Schedule L of the Bylaw from a Registered Professional.

- **Site Servicing**

With the exception of single and two family dwellings, on-site utility distribution systems are required to be designed to Bylaw requirements. Two sets of drawings sealed by a Registered Professional are to be submitted to the City together with Schedules B1 and B2 of the building code or Schedule L. Bylaw standards may differ from the Provincial Plumbing Code Standards. Your consultant should be familiar with Bylaw requirements.

- **Access**

Access to the property through the boulevard area must be designed and constructed in accordance with Traffic Bylaw #2747. The location and grade of the access in the public right of way are regulated. Although the bylaw does not regulate the construction of the access on private property, it is recommended the grade not exceed 15%.

PLEASE BE ADVISED THAT THE SITE PLAN REQUIREMENTS HAVE BEEN REVISED AND THE FOLLOWING NOW APPLY:

6.1.4 An application for a building permit with respect to a complex and non-complex buildings shall include a site plan prepared by a British Columbia Land Surveyor or Registered Professional showing:

- 6.1.4.1 the bearing and dimensions of the parcel taken from the registered subdivision plan;
- 6.1.4.2 the legal description and civic address on the parcel;
- 6.1.4.3 the location and dimensions of all statutory rights of way, easements and setback requirements;
- 6.1.4.4 setbacks to the natural boundary of any river, lake, swamp, pond or watercourse where there are applicable siting requirements related to flooding;
- 6.1.4.6 the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or structure where there are applicable siting requirements related to minimum floor elevation; and
- 6.1.4.7. the location, dimension and gradient of parking and driveway access, boulevard, trees, overhead wire, street lights and pole locations.