



# CITY OF WILLIAMS LAKE



*A guide to ...*

## BUILDING PERMIT APPLICATIONS

### **T**his Brochure Explains:

- \* When a Building Permit is required
- \* Building Permit Application Procedures
- \* Building Inspection Procedures
- \* Responsibilities of the Permit Holder
- \* Other Permits such as Sign, Moving, Demolition, Plumbing and Hoarding Permits
- \* Soil Excavation Permits
- \* Board of Variance

This brochure is meant for guidance only and should not be construed by anyone as a right to development approval if the steps indicated are followed. Please consult the Local Government Act and its Regulations, the Williams Lake Building Bylaw, the Williams Lake Zoning Bylaw, the Sign Bylaw and other appropriate Bylaws and Codes for definitive requirements, procedures and policies.

### **P**enalties For Not Obtaining a Building Permit

The Building Bylaw states:

"Any owner who violates the provisions of this Bylaw is guilty of an offence punishable on summary conviction in accordance with the Offence Act".

The maximum fine for an offence under this Bylaw shall be ten thousand (\$10,000.00) for each offence.

As well, a Notice may be filed in the Land Title Office advising prospective purchasers and lenders that a deficiency with the building or structure exists.

### **A** Building Permit Is Required When You Wish To:

- \* Construct a new home
- \* Construct a new accessory building such as a garage or storage shed
- \* Construct an addition to or remodel an existing building
- \* Construct a commercial, industrial, or public use building
- \* Undertake any structural work such as interior partitions
- \* Enclose a porch or roof over a sundeck
- \* Enclose a carport
- \* Construct a retaining wall where the retaining wall is to be constructed between the owner's property and any highway, lane, walkway or property which is owned by the City
- \* Build a swimming pool
- \* Locate a manufactured home
- \* Demolish a building
- \* Install a sign

A Building Permit is not required for the construction of a fence, however; the Zoning Bylaw contains regulations pertaining to the maximum height and location where fences may be constructed.

# SitePlan

- \* Lot dimensions and adjoining public roads
- \* Physical features (i.e. creek, lake, embankment)
- \* Landscaping details
- \* Location of existing and proposed buildings
- \* Location of domestic water source
- \* Location and size of parking spaces
- \* Location and dimension of access to public road
- \* Centerline of public road
- \* Site servicing
- \* Garbage bin location
- \* Easements, right-of-ways
- \* Signs
- \* North arrow and scale

# Floor Plans

(scale not less than 1/8" = 1'-0")

- \* Building dimensions
- \* Room sizes and proposed use
- \* Location of all plumbing fixtures
- \* Construction details
- \* Mechanical details

# Cross Section Plan

- \* Structural details showing method of construction to be used for foundations, walls, floors, roof, etc.
- \* Structural details showing the sizing of foundations, joists, beams, columns, rafters or trusses, etc.
- \* Stair details

**NOTE:** Before a Building Permit is issued the B.C. Building Code requires the developer to engage the services of a Professional Consultant where the building,

- (a) falls within the scope of Part 3
- (b) incorporates structural components falling within Part 4
- (c) is designed with common egress systems for the occupants and requires the use of fire walls

Further advice can be obtained from the Building Official concerning these requirements.

# Building Permit Application Procedures

To apply for a Building Permit, two (2) sets of building plans for residential and smaller buildings, and three (3) sets for commercial, industrial, or larger scale projects are to be submitted with a completed Building Permit Application. These plans shall show all details necessary to complete the project, but are not limited to the following:

Where an application for a building falls within Part 3 of the BC Building Code Standard Letters of Assurance must be submitted by all registered professionals (architect and engineer) with sealed drawings.

All applications for new residential units, except manufactured homes, are to be accompanied with a warranty in accordance with the Home Owner Protection Act.

# Elevation Plans

- \* Building height
- \* Finished grades including road elevation
- \* Exterior finishes

# Service Application Form

\* Where new services such as sanitary sewer, storm sewer, water, water meter and garbage are required a Service Application Form is to be completed and submitted to the Engineering Department.

# **R**eview of a Building Permit Application

The Planning & Engineering Department is responsible to accept, process and authorize the issuance of all Building Permits. The Building Permit Application is reviewed in the following manner:

1. The Applicant meets with the Building Official who ensures there are the appropriate number and type of plans to accompany the Building Permit Application.
2. The Applicant submits plans to the Building Inspection Department and Consultants' Letters of Assurance where appropriate.
3. The application is reviewed by the Licence Inspector who determines whether the building contractor has a current valid Business License.
4. The application is then reviewed and checked in accordance with the Zoning Bylaw for such items as:
  - \* Proposed use
  - \* Building setbacks
  - \* Off-street parking
  - \* Accessory buildings
  - \* Density
  - \* Floor space ratio
  - \* Off-street loading
  - \* Building height
  - \* Site coverage
  - \* Landscaping, screening and fencing
5. The Planning and Engineering function reviews the application in relation to:
  - \* Development permit areas
  - \* Restrictive covenants - State of Title Certificate required
  - \* Civic address and mail service
  - \* Easements and Statutory right-of-ways
  - \* Water courses
  - \* Lot consolidation
  - \* Land use contracts
  - \* Applicable development cost charges
  - \* Access criteria
  - \* On-site and off-site servicing
  - \* Service record card
  - \* Requirements for off-site improvements pursuant to Section 989(4)(b) of the Local Government Act
6. The Building Official consults with the Operations Department who approve the design and location of the garbage disposal system.

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

- Building Permit
- Plumbing Permit
- Sign Permit
- Sprinkler Permit
- Demolition Permit



# **B**uilding Inspection Procedures

Generally with every Building Permit issued there are a number of appropriate inspections required. A general overview of these inspections is as follows, however please confirm with the Building Official as to the exact inspections you require. Structural details showing method of construction to be used for foundations, walls, floors, roof, etc.

## **NOTE:**

- Upon satisfactory completion of all the required inspections, an **Occupancy Permit** will be issued. In the event that deficiencies exist, a **NOTICE OF DEFICIENCY** will be posted on the electrical panel, and/or a notice filed in the Land Title Office advising prospective purchasers and lenders that a deficiency with the building or structure exists.
- If there is no such Occupancy or Completion Permit posted then every person is deemed to have notice that the work may not comply with the provisions of the Building and Plumbing Bylaw and/or the Building Code.
- The Owner is responsible for ensuring that property pins which are removed during the course of construction are reposted by a BC Land Surveyor. The cost of this shall be borne by the Owner.
- A Siting Certificate is required to be submitted on both commercial and residential construction. This certificate is to be prepared by a BC Land Surveyor, the cost of which shall be borne by the Owner.

# **I**nspections

Permit holders are to give **24** hours notice to the Building Inspection Department to obtain an inspection for the following:

## **FOOTING:**

On completion of the formwork for the footings prior to pouring concrete.

## **FOUNDATION:**

On completion of the formwork for the foundation walls or slab-on-grade prior to pouring concrete.

Note: If the siting of the structure cannot be accurately determined in the field or if the structure is to be constructed with no setback, it will be necessary for a BC Land Surveyor to prepare a plan and ensure that the structure will comply with siting regulations. The Applicant is responsible for all associated B.C.L.S. costs.

## **BACKFILLING:**

On completion of damproofing, drain tile, and drain rock prior to backfilling.

Before covering any portion of a plumbing system including services.

## **FRAMING:**

On completion of structural framing, fire stopping, bracing, sheathing, chimney, flue connections, plumbing, duct work, but prior to installation of insulation and finishes.

## **INSULATION**

On completion of insulation and vapour barrier but prior to

**VAPOUR BARRIER** installation of finishes.

## **FINAL**

Upon completion of the building or structure but prior to occupancy.

# **A**dditional Permits

## **SIGN**

•In accordance with Sign Bylaw No. 1121 all signs located within the City require a Sign Permit. To obtain a permit, scale drawings showing location, size, height, support details, and if required, sealed drawings and Letters of Assurance prepared by a Professional Engineer may be required by the Building Official.

## **PLUMBING**

•A Plumbing Permit is required for the installation or relocation of any plumbing fixtures and installation or replacement of sewer and water lines. Plumbing Permits will only be issued to qualified tradesmen licensed in the City.

## **HOARDING**

•A Hoarding Permit is required where any portion of a street or the air space immediately above is to be used for the construction, alteration, maintenance or demolition of any building. Where a project may constitute a hazard to the public, measures shall be taken to protect the public in accordance with the BC Building Code.

•The location of any hoarding must first be approved by the Director of Community Services.

## **MOVING**

•A Moving Permit is required for moving a building or portion thereof within the City. Please consult with the Director of Community Services for further information.

## **DEMOLITION**

•A Demolition Permit is required for the demolition of any buildings within the City. Permit approval is required prior to any demolition being undertaken. The permit requires verification that all appropriate utilities have been property disconnected prior to demolition. Please consult with the Building Official for further information.

## **SOIL EXCAVATION**

•A Soil Excavation Permit is required for the removal or deposit of soil, sand, gravel, rock or other substance on a parcel of land. This does not necessarily apply where a Building Permit has been issued for the construction of a building on the same parcel.

# **A**dditional Information

## **Board of Variance**

Williams Lake's Board of Variance consists of three (3) members. It is the Board's responsibility to make a decision where an applicant wishes to vary a Zoning Bylaw regulation with regard to: the siting, dimension or size of a building; or the siting of a mobile home in a mobile home park; or the prohibition of a structural alteration or addition to a non-conforming building.

The cost of an application to the Board of Variance is \$500.00.

Subdivision servicing requirements and the Building Official's determination of building damage can also be varied and sanctioned by the Board.

The Board deals with only minor variances and may not approve a variance that in the Board's opinion:

- Results in the inappropriate development of the site substantially affects the use and enjoyment of adjacent land
- Varies permitted use and densities under the applicable Bylaw, and
- Defeats the intent of the Bylaw

The Board meets on demand as applications are submitted. There is a mandatory procedure for processing each application which the Chief Administrative Officer must follow. All property owners and occupiers adjacent to the land on which the application is relating to must be notified and given a specific time to respond or the opportunity to attend the Board Meeting to present their concerns. It normally takes 3-4 weeks between the time of application and the Board of Variance's decision. The applicant can attend the Board meeting to explain his or her request. For further details please contact the Building Official.

# **F**ire Commissioners Office Permits

Are required for the following:

- Installation of gas, oil or diesel tanks
- Oil burner installation
- Gasoline, oil, or any other flammable liquid storage tanks
- Waste oil storage tanks

## **F**or More Information:

**Please note that this brochure provides only a general guide. For more specific information please contact:**

City of Williams Lake

City Hall

450 Mart Street

Williams Lake, BC

V2G 1N3

Telephone: (250) 392-2311

Fax: (250) 392-4408

***An application for a Building Permit, along with more information about the Building Inspection Department, can be found at the City of Williams Lake's website, at: [www.williamslake.ca](http://www.williamslake.ca)***