

Building Permit Applications for Simple Buildings

- 11.2 An application for a *building permit* with respect to a *simple building* must
- (a) be made in the form provided by the *District* and signed by the *owner*, or a signing officer if the *owner* is a corporation;
 - (b) be accompanied by the *owner's* acknowledgment of responsibility and undertaking made in the form prescribed by the *District* and signed by the *owner*, or a signing officer if the *owner* is a corporation;
 - (c) include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application;
 - (d) include a copy of a suitable site plan. At the discretion of the *Building Official*, the site plan may be required to have been prepared by a British Columbia land surveyor.
 - (e) include a site plan showing
 - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (ii) the legal description and civic address of the parcel;
 - (iii) the location and dimensions of *existing* and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
 - (iv) the location and dimensions of *existing* and proposed *buildings* or *structures* on the parcel;
 - (v) setbacks to the natural boundary of any lake, swamp, pond or watercourse;
 - (vi) north arrow;
 - (vii) if applicable, location of an approved *existing* or proposed alternative private or other sewage disposal system, water supply system or storm water drainage system;
 - (viii) the location, dimensions and gradient of parking and parking access;
 - (ix) proposed and *existing* setbacks to property lines;
 - (x) natural and finished grade at *building* corners and datum determination points;
 - (xi) *first storey* floor elevation;
 - (xii) location, setbacks and elevations of all *retaining walls*, steps, stairs and decks;
 - (xiii) line of upper floors;
 - (xiv) location and elevation of curbs, sidewalks, manholes and service poles;
 - (xv) location of *existing* and proposed service connections;
 - (xvi) location and species of all trees greater than 10 cm in diameter;
 - (xvii) location of top bank and water courses;
 - (xviii) access routes for firefighting;
 - (xix) *accessible* paths of travel from the street to the *building*;
 - (xx) zoning compliance summary; and

- (xxi) the geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the *District's* land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation,

except that for a *simple building* the *Building Official* may waive, in whole or in part, the requirements for a site plan, if the *permit* is sought for the repair or *alteration* of an *existing building*;

- (f) include floor plans showing the dimensions and uses of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
- (g) include a cross-section through the *building* illustrating *foundations*, drainage, ceiling heights and construction systems;
- (h) include elevations of all sides of the *building* showing finish details, roof slopes, windows, doors, the *grade*, the maximum *building height* line, ridge height, spatial separations and natural and finished *grade* to comply with the *Building Code* and to illustrate that the *building* or *structure* conforms with the *District's* current Zoning Bylaw and development permit;
- (i) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* or *structure* substantially conforms to the *Building Code*;
- (j) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal *permits*, highway access *permits* and Ministry of Health approvals;
- (k) except for garages, carports and garden structures located on land, include a *foundation* and *excavation* design;
- (l) include geotechnical letters of assurance, in addition to a required geotechnical report, if the *Building Official* determines that the site conditions so warrant;
- (m) include two sets of drawings at a suitable scale of design including the information set out in (f) to (i) of this section.

- 11.3 In addition to the requirements of section 11.2, if a *project* involves
- (a) two or more *buildings*, the gross floor areas of which in the aggregate total more than 1000 m²;
 - (b) two or more *buildings* that will contain four or more dwelling units; or
 - (c) otherwise if the complexity of the proposed *building* or *structure* or siting circumstances warrant, a *Building Official* may require the following be submitted with a *permit* application for the construction of each *simple building* in the *project*:
 - (d) a section through the site showing grades, *buildings*, *structures*, parking areas and driveways;
 - (e) a roof plan and roof height calculations;
 - (f) structural, electrical, plumbing, mechanical or fire suppression drawings prepared and sealed by a *registered professional*;
 - (g) letters of assurance in the form of Schedule B referred to in Division C of the *Building Code*, signed by a *registered professional*; and
 - (h) any other information required by the *Building Official* or the *Building Code* to establish substantial compliance with this Bylaw, the *Building Code* and other bylaws and enactments relating to the *building* or *structure*.