

# DEVELOPMENT SERVICES

## RESIDENTIAL BUILDING PERMIT GUIDE



### WHY IS A BUILDING PERMIT REQUIRED?

Building Permits act as a means of regulating the construction process through compliance with both Provincial and Municipal requirements to ensure health, fire, structural and general safety standards are met.

Building Permits also provide the City with a record of all development to protect the interests of both the individual applicant and the City as a whole.

### WHEN IS A BUILDING PERMIT REQUIRED?

Building Permits are required for:

- » constructing, repairing or altering any building (over 10 m<sup>2</sup>) or structure;
- » any alterations, repairs, additions, or layout changes;
- » locating, moving or demolition of any building or structure;
- » changing the use of a building;
- » building a deck or undertaking other small renovations;
- » construction, alteration, or installation of a fireplace, chimney, or a solid fuel burning appliance.

Please note: it is illegal to commence work without a permit. Anyone who starts work without a Building Permit is in contravention of the Building Bylaw No. 1707 and the Building Code Provincial Act.

**If you are unsure if you need a Building Permit, contact Development Services.**

### RULES AND REGULATIONS

Understanding what you can and can't do will require familiarizing yourself with the regulations that affect building and development. The most commonly referred to rules and Bylaws for Building Permits include:

- » British Columbia Building Code
- » Zoning Bylaw (includes parking and accessory building rules) No. 1264
- » Subdivision, Development & Servicing Bylaw No. 1846
- » Development Cost Charges Bylaw No. 1781

### HOW DO I SUBMIT AN APPLICATION?

Applications and fees can only be made in person. If you have questions about application requirements, please contact Development Services prior to submitting. Submitting a complete application ensures your application can be reviewed properly.

### REQUIRED SUPPORTING DOCUMENTS

The requirements for a building permit change depending on what you are proposing to build. A detailed list is included in the Building Permit application checklist.

### APPLICATION TIMELINES

The City is committed to processing residential Building Permit applications within three to four weeks. Processing time can fluctuate based on application volume at the time of submission and staff capacity. During slow periods, processing times may be much faster, and during busy periods, processing times may increase. Applications for more complicated developments can take longer.

The most common factors that applications are delayed include incomplete applications, missing information like dimensions and area, and poor quality plans or drawings.

### WHAT DOES A BUILDING PERMIT COST?

Building Permits fees are calculated based on the value of construction. The fee is \$8 per \$1,000 of construction value plus a \$75 processing fee.

At the time of application, 10% of the total Building Permit fee is collected. The remainder of the fee is collected when the Building Fee is issued. Payment of the application fee does not grant permission to begin construction.

Please note: the Building Permit fee does not cover fees for service or utility hookups, development cost charges, plumbing permit fees, and damage deposit fees.

Building Permit Applications that are unable to proceed will be refunded.

**It is the responsibility of the property owner to ensure that all requirements and regulations are met.**

# DEVELOPMENT SERVICES

## BUILDING PERMIT PROCESS



### 1 → Step One: Pre-Application



- » Familiarize yourself with the Zoning Bylaw No. 1264 and Subdivision and Development Servicing Bylaw No. to ensure your building proposal is feasible. Planning approvals may be required prior to the building phase depending on the development proposal.
- » If you have questions about the Building Permit application requirements, contact Development Services to confirm details.
- » Prepare the application forms and required supporting documents outlined in the application checklist, including the drawings or plans of the proposed development.
- » If you are wanting to meet with staff at the time of submission, contact Development Services prior to making your application.

### 2 → Step Two: Submit Application



- » Applications and fees must be made in person and only complete applications will be accepted.
- » Building Permit fees are calculated based on the cost of construction with the application fee calculated as 10% of the total Building Permit fee. Please note, application fees are non-refundable.

### 3 → Step Three: Application Review & Circulation



- » Once an application is accepted, staff will review the application against legislation and bylaws including the British Columbia Building Code, Zoning Bylaw, and Subdivision and Development Servicing Bylaw.
- » Applications may be circulated for comment to internal departments and relevant external agencies, including but not limited to Engineering, Fire and Emergency Services, Parks, RCMP, Building Official, and utilities.

### 4 → Step Four: Issue Permit



- » If the application meets the regulations, applicants are required to pay development cost charges, service upgrades, securities for works and services, and the permit fee prior to a Building Permit being granted.
- » Once the Building Permit is issued, applicants are required to post the Building Permit and keep a set of the approved plans on site.
- » Building Permits are valid for two years from the date of issuance.

### 5 → Step Five: Inspections



- » Inspections are required through the building process. When your Building Permit is issued, a list of required inspections will also be provided.
- » After each step is complete, an inspection by the building official will be required. Inspections can be booked by contacting Development Services at least three business days prior to the inspection.

### 6 → Step Six: Final Occupancy



- » For residential building, a final occupancy permit is required. After the building process is complete, a final inspection can be booked. The occupancy permit will be issued upon the Building Inspector's final inspection approval.
- » A final inspection will also be required to confirm the driveway and on site grading are in compliance with the regulations and have been completed. Once this inspection has completed all deposits will be refunded.



# BUILDING PERMIT SUBMISSION REQUIREMENT LIST

This checklist provides the basic requirements to complete a residential Building Permit Application for buildings categorized as Part 9 buildings in the British Columbia Building Code. Depending on the nature and complexity of the application, additional requirements may be requested after an internal review.

Building Permit Type	Time of Application	Prior to Issuance	If Applicable
Single Family House	A, B, D, E, F, G, J, M, H	N	C, K, O
Single Family House with Suite	A, B, D, E, F, G, H, I, J, M	N	C, K, O
Secondary Suite	A, B, D, E, I, M		C, K
Multi-Family	A, B, D, E, F, G, H, J, M	N	C, K, O
Accessory Building (Detached)	A, B, D, E, F, H, G, M	N	C, O
Accessory Building (Attached)	A, B, D, E, F, H, G, M	N	C, O
Modular/Mobile Building	A, B, D, E, H		C, K
Modular on Foundation	A, B, D, E, F, G, H, M	N	C, O

*\*If you are unsure or have questions about the requirements for your application, please contact Development Services staff.*

OFFICE USE	RECEIVED	ITEM ID	SUPPORTING DOCUMENT	DETAILS
		A	Completed Application Form, Owners Undertaking and Supporting Documentation List	Building Permit Application Forms and the corresponding supporting documentation lists can be found at <a href="http://revelstoke.ca/185/Application-Forms-Maps">revelstoke.ca/185/Application-Forms-Maps</a>  Building Permit Applications require the property owner or signing authority to complete the Owners Undertaking Form. All forms must be printed and submitted in in-person unless arrangements have been made otherwise. Incomplete plans and/or applications will delay the review of your application.
		B	Application Fee	Application fees are set out in the City of Revelstoke's Fees and Charges Bylaw. Applicable fees shall accompany all development applications.
		C	State of Title Certificate & Non-Financial Charges on Title	Must be printed within the last 30 days prior to the application date.  Titles and related documents can be obtained from <a href="http://myLTSA.com">myLTSA.com</a> or through a lawyer, notary, or search company. Titles may also be provided by the City for a cost.  All development is subject to comply with any Right of Way's, Restrictive Covenants and Land Use Contract on title.
		D	Agent Authorization Form (if applicable)	Written consent of all property owners, with one or more owners appointing an applicant to act as an agent for all purposes associated to the application
		E	Existing Damage to Municipal Works	Photos and a signed form providing a record of existing damage to any municipal works on site.
		F	Building Drawings 2 copies full size printed and one electronic set scaled o 1/4" = 1'0"	All drawings should be to scale and show all construction related detailed. Drawings required for new single family dwellings are outlined below.  Foundation Plans, Elevations, Floor Plans and Cross Sections need to provide: <ul style="list-style-type: none"> <li><input type="checkbox"/> North arrow, correct scale and scale bar</li> <li><input type="checkbox"/> Outside dimensions and inside room dimensions</li> <li><input type="checkbox"/> Purpose of all rooms (bedroom, kitchen etc.) highlighting areas to be renovated</li> <li><input type="checkbox"/> Footings, foundation walls, slab, crawlspace construction details (if changed or new)</li> <li><input type="checkbox"/> Proposed wall structures</li> <li><input type="checkbox"/> Locations of plumbing fixtures, smoke alarms and carbon monoxide detectors</li> <li><input type="checkbox"/> Building heights, floor heights and stair details</li> <li><input type="checkbox"/> Radon rough-in</li> <li><input type="checkbox"/> Details of heating systems</li> <li><input type="checkbox"/> RSI details for all wall / floor / ceiling assemblies as required</li> <li><input type="checkbox"/> Fire separation on all secondary suites, two family dwellings, row housing or stacked row housing</li> <li><input type="checkbox"/> Conformance to Emergency Code Zone 6</li> </ul>



OFFICE USE	RECEIVED	ITEM ID	SUPPORTING DOCUMENT	DETAILS
		G	Site Plan Two full size copies and one electronic copy scaled metric, 1:200	Site Plans show proposed development drawn to scale with dimensions. The site plan must contain: <ul style="list-style-type: none"> <li><input type="checkbox"/> Civic address and full legal description</li> <li><input type="checkbox"/> North arrow, correct scale and scale bar</li> <li><input type="checkbox"/> Property lines with dimensions and area in metric</li> <li><input type="checkbox"/> Setbacks</li> <li><input type="checkbox"/> The name and extent of roads and lanes adjacent to the property</li> <li><input type="checkbox"/> Existing or required rights-of-way or easements</li> <li><input type="checkbox"/> Location, area and dimensions including setbacks for existing and proposed buildings and structures on site</li> <li><input type="checkbox"/> Location and grade of driveway</li> <li><input type="checkbox"/> Location of any watercourse, steep banks or slopes on or adjacent to the property</li> <li><input type="checkbox"/> Location of existing wells or water sources on the property</li> <li><input type="checkbox"/> Location of any existing or proposed septic fields</li> <li><input type="checkbox"/> Location of any existing community services including sanitary sewer, water, storm drainage, ditches, fire hydrants, gas lines, hydro and telecommunication poles.</li> </ul>
		H	Structural Drawings and Layouts  Note: Prior to the issuance of the occupancy permit, the engineer must submit Schedule C-B "Assurance of Professional Field Review and Compliance" to the City.	In 2012, the BC Building Code increased snow loads for Revelstoke to 7.2kPA (150 psf). These snow loads exceed those permitted by the prescriptive solutions in the span tables from Part 9 of the BC Building Code. The minimum specified snow load factor is 0.8. Higher snow loading is required based on elevation indicated in Table 6.7 (a) in Revelstoke's Building Bylaw 1707. All snow loads should be analyzed and calculated in accordance with Part 4 of the BC Building Code.  The design and field review of spanning members and structural components carrying and transferring the snow load to the foundation must be carried out by a qualified Professional Engineer.  Where structural drawings are included, the City requires: <ul style="list-style-type: none"> <li><input type="checkbox"/> Letters of Assurance for all structures with spanning members carrying high snow loads from an registered professional engineer</li> <li><input type="checkbox"/> Schedule B, "Assurance of Professional Design and Commitment for Field Review"</li> <li><input type="checkbox"/> Truss and framed roof designs showing snow loads and specified load factors used, stamped and sealed by a registered professional engineer.</li> <li><input type="checkbox"/> Spanning members carrying snow loads designed to Part 4 of BCBC, sealed and stamped by a registered professional engineer.</li> <li><input type="checkbox"/> Spanning members part of a truss pack designed to Part 4 of BCBC</li> <li><input type="checkbox"/> Drawings must have a statement that all spanning structural members carrying snow loads have been designed in accordance with Part 4 of BCBC including the snow load and factors used in the analysis.</li> <li><input type="checkbox"/> If structural details for points or connections carrying to transferring snow loads are not provided in the sealed plans, the registered professional engineer must provide a statement that they have completed an analysis of the load paths in accordance with Part 4 and has found that Part 9 default framing practices will be adequate to accommodate the specified snow loads calculated.</li> </ul>
		I	Parking Plan Two copies printed on 11" x 17" and one electronic copy	Parking Plans show all of the off-street parking spaces on site, drawn to scale with dimensions. Garage spaces are permitted as off-street parking. Drawings must include locations and width of proposed or existing access points to the property, driveways, maneuvering aisles and parking layouts.  Off-street parking provisions are contained within Section 12 of Zoning Bylaw No. 1264.



# BUILDING PERMIT SUBMISSION REQUIREMENT LIST

OFFICE USE	RECEIVED	ITEM ID	SUPPORTING DOCUMENT	DETAILS
		I	Site Servicing and Grading Plan metric, scaled to 1:200 on 11x17 or 22x34	<p>Site Servicing and Grading Plans must contain the following details:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lot dimensions</li> <li><input type="checkbox"/> Location of existing utilities and drainage courses</li> <li><input type="checkbox"/> Driveway surface materials location, dimensions, and grading arrows</li> <li><input type="checkbox"/> Elevation of garage floor</li> <li><input type="checkbox"/> Existing and proposed ground elevations at all property corners, building corners, culvert inverts, edge of asphalt/back of curb, ditch centre line and road centre line</li> <li><input type="checkbox"/> Existing and proposed sanitary services including inspection chamber location</li> <li><input type="checkbox"/> Proposed sanitary invert elevation at building</li> <li><input type="checkbox"/> Existing and proposed water services including shutoff location</li> <li><input type="checkbox"/> Grading arrows showing direction and percent grade</li> <li><input type="checkbox"/> Location of proposed soak away pits</li> </ul> <p>A sample Site Servicing and Grading Plan is available here on the City's website.</p>
		J	BC Housing Registration	Registration for new dwelling units is completed through BC Housing. More information about this process is available through <a href="http://BChousing.org">BChousing.org</a>
		K	Interior Health Septic Registration Certificate - Septic (Sewer) System Record	<p>A letter from Interior Health certifying the location the septic system on site.</p> <p>Contact the Interior Health protection office to initiate a sewerage file information request. A <a href="#">form</a> is available through the <a href="#">Interior Health website</a>.</p>
		L	Survey Certificate of Location	All new buildings (may be required for additions) a surveyed Certificate of Location by a Registered BC Land Surveyor is required following installation of concrete foundations. It's recommended that a surveyor pin the footings or foundations prior to placing concrete.
		M	Trades / Subcontractors List	<p>A list of all contractor and sub contractors Page XX of the application form with:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Names</li> <li><input type="checkbox"/> Contact numbers</li> <li><input type="checkbox"/> City of Revelstoke business license numbers</li> </ul>
		N	Geotechnical Documentation (if required)	Where slope or topography may impact development, geotechnical documentation may be required. Documentation can include a geotechnical report and / or letters of assurance.
		O	Site Plan for Mobile Home Siting	<p>Site Plans for mobile home siting are required to meet the standard Site Plan requirements outlined as per item G in this Submission Requirements List plus must also outline dimensions for the mobile home space and any adjacent mobile home spaces, road way allowances, park spaces, and identify all separation distances between all surrounding mobile homes or structures.</p> <p>Refer to the <a href="#">Mobile Home Bylaw No. 1080</a> and <a href="#">Zoning Bylaw No. 1264</a> for Mobile Home siting requirements.</p>
		P	Hazardous Material Assessment	Required for all per-1990 buildings.



**City of Revelstoke  
Development Services**

216 Mackenzie Ave, Revelstoke, BC  
250-837-3637 | [development@revelstoke.ca](mailto:development@revelstoke.ca)

**BUILDING PERMIT  
APPLICATION FORM**

**Application Information**

Civic Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Zoning: \_\_\_\_\_ OCP Designation: \_\_\_\_\_

**OWNER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**BUILDING PROPOSAL**

Building Type:	# of Units:	Permit type (select all that apply):			
Residential	<input type="checkbox"/>	New	Mobile Home	External Alteration	Site Servicing
Commercial	<input type="checkbox"/>	Plumbing	Renewal	Retaining Wall	Other:
Industrial		Accessory Building	Change of Use	Demolition	
Institutional		Secondary Suite	Internal Alteration	Foundation	

Description of work(s) proposed:

Total Number of Fixtures (plumbing only): \_\_\_\_\_ Construction Value: \_\_\_\_\_

Any retaining walls exceeding 1.5 m:    Yes    No                      Designated Heritage Property:    Yes    No

**CONTRACTOR**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**SIGNATURE**

*Applicants Name*

*Applicants Signature*

**Office Use Only**

Property Affected by:  Heritage Conservation     Flood Plain     ESA     Hazard Lands     ALR

Submission Date: \_\_\_\_\_ Accepted By: \_\_\_\_\_ Roll Number: \_\_\_\_\_ Permit No: \_\_\_\_\_



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# OWNERS UNDERTAKING

## Property Information

Civic Address: \_\_\_\_\_

Legal Address: \_\_\_\_\_

Registered Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Registered Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## Owners Acknowledgment & Signature(s)

The undersigned **acknowledges** the following:

1. Issuance of a permit pursuant to this application will not relieve me from my primary responsibility for complying with the federal, provincial and City regulations governing the work authorized by the permit, including the BC Building Code and the City's building bylaw, not from the responsibility for obtaining information about such regulations, whether the work is undertaken by me or by those whom I may retain or employ to provide design or construction services.
2. Construction must be carried out in accordance with the permit and all applicable laws, and in accordance with good construction practices.
3. It is my responsibility to establish the legal boundaries of the building lot and, unless the building official deems it unnecessary, to provide to the City a building survey certificate prepared by a BC Land Surveyor after the building foundations have been constructed.
4. Issuance of a permit does not entitle me to construct anything on the building lot in contravention of any covenant, easement, right of way, statutory building scheme, or other restriction or charge registered against the title to the land, responsibility for the identification and interpretation of which rests wholly on me.
5. I am responsible for requesting inspections by the City's building official at the following stages of construction unless field reviews are being provided by a registered professional: footings and foundation framework; perimeter drainage and damp proofing before backfilling; water, sewage and storm drainage connections before backfilling; framing; plumbing; insulation and vapor barrier; and final inspection.
6. I will be liable to the City for the cost of repairing any damage to public works or highways that results from the construction authorized by this permit.
7. If the project involves any plumbing work, other than the repair or replacement of a valve, faucet, fixture or sprinkler, the clearance of a stoppage, or repair of a leak, requiring in each case no change in piping, a separate plumbing permit is required.
8. Neither the issuance of a permit pursuant to this application, nor the review or acceptance of plans, specifications, or drawings or the conduct of inspections by the City of Revelstoke constitutes a representation, warranty, or assurance that the work authorized by the permit complies with the BC Building Code, the City's building bylaw, or any other applicable enactment, code or standard, or meets any standard of materials or construction.

In consideration of the granting of a permit pursuant to this application, I **release and indemnify** the City of Revelstoke, its Councilors, Officers and employees from and against any liability, demands, claims, causes of action, suits, judgments, losses, damages, costs and expenses of whatever kind which I or any other person, partnership, corporation or our respective heirs, successors, administrators or assignees may have or incur, in consequence of or incidental to the granting of the permit or any representation, advice, certification, inspection, approval, enforcement or failure to enforce the BC Building Code of the City's building bylaw in respect of the work authorized by the permit, and agree that the City owes me no duty of care in respect of these matters.

As owner or owner's agent, I have verified that the information contained within this document and associated applications and plans is correct, and describes a use, a building or a work which complies with all relevant bylaws and statutes. I understand that personal information contained in this form will not be released to the public except as required by law; however, all associated applications and plans will be made publicly available during the development or building application process. I acknowledge that responsibility for by-law compliance rests with the owner and the owner's employees, agents and contractors. I will indemnify and save harmless the City of Revelstoke, its officials, employees and agents against all claims, liabilities and expenses of every kind, in respect to anything done or not done pursuant to this application or ensuing permit, including negligence and/or the failure to observe all by-laws, acts or regulations.

Registered Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Registered Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## **EXISTING DAMAGE TO MUNICIPAL WORKS**

### Declared Damage

Civic Address: \_\_\_\_\_

Building Permit Number: \_\_\_\_\_

Upon completion of the work and prior to occupancy, the City will inspect the municipal works and assign value to damage resulting from the work. This cost must be paid before an occupancy permit will be issued and will be used towards the future replacement cost.

I hereby acknowledge that I personally inspected the Municipal works immediately adjacent to the above noted property and have accurately stated the damage to Municipal works.

Owner or Agent Signature: \_\_\_\_\_

Date:





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# LIST OF TRADES & SUB TRADES

## LOCATION OF WORK

Civic Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

## LIST OF ALL APPLICABLE TRADES AND SUB TRADES

Application Type	Name	Phone No.	Business Licence No.
SURVEYOR			
EXCAVATION / FILL			
CONCRETE			
FRAMING			
INSULATION			
PLUMBING			
HEATING			
ELECTRICAL			
DRYWALL			
ROOFING			
SIDING / STUCCO			
MASONRY			
GLASS			
PAINTING			
LANDSCAPING			
PAVING			
OTHER:			
OTHER:			
OTHER:			

I hereby make application for a Building Permit for the above noted construction, and declare that the above statement is true and correct. I acknowledge that all contractors and subcontractors working on this project are required to hold a valid City of Revelstoke Business Licence, and that the use of un-licenced contractors, trades or sub trades may result in cancellation of inspections.

\_\_\_\_\_  
Owner or Agent Signature

\_\_\_\_\_  
Date



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**APPLICATION FORM  
APPOINTMENT OF AGENT**

**Property Information**

Civic Address: \_\_\_\_\_

Project Description: \_\_\_\_\_

**Agent**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email address: \_\_\_\_\_

Application Type	Application Number
Building	
Plumbing	
Demolition	
Development	
Development Variance	
Subdivision	
Strata Conversion	
Site Profile	
Sign	
Rezoning	
OCP Amendment	
Other:	

I am the owner of the above referenced property and hereby authorize the above noted agent to represent me in the application(s) noted in the table above. I acknowledge that it is my responsibility as the Property Owner to ensure full compliance with the Building Code, the Zoning Bylaw, Building Bylaw and any other applicable legislation.

I hereby authorize the above noted agent to act on our behalf in all manners relating to the above noted applications. Any and all acts carried out by the agent on our behalf shall have the same effect as acts of our own. *All Property Owners must Sign Agent Authorization Form.*

Registered Owner Name: \_\_\_\_\_

Registered Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registered Owner Name: \_\_\_\_\_

Registered Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registered Owner Name: \_\_\_\_\_

Registered Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_