



# City of Revelstoke Public Notice

May 4, 2018

## Development Services Update #18-01

This notice is intended to keep the public informed about processing timelines and staffing capacity in the Development Services Department and will be updated regularly. The building and development permit issue is a big priority and staff are very aware of and focused on this issue.

⇒ The Development Services Department is currently without a qualified building inspector.

### **What are the next steps:**

- ⇒ The recruitment/hiring process for a qualified building inspector is ongoing. The City has budgeted for and the goal is to hire two building inspectors.
- ⇒ Department Staff are working daily to secure a qualified interim contractor to conduct inspections and plan reviews on behalf of the City.
- ⇒ The Planning Department is finalizing a service agreement with a consultant to provide small planning project support. e.g. Cannabis Regulation Development and Provincial Land Use Referrals. This helps free up staff time for processing applications.

### **What builders & contractors can do:**

- ⇒ Please contact Development Services to make record of your next needed inspection. We will compile the list and send a representative to inspect as soon as possible.
- ⇒ Do not cover any construction work. All Part 9 Buildings **must** be inspected by a designated City official. e.g. do not backfill footings, or cover vapour barrier with drywall etc.

### **Building Permit Processing**

Applicants are providing better and more complete information, and staff are processing applications in a manner which allows applicants greater flexibility in their initial submission requirements. This resulted in a moderate efficiency increase, reducing processing times by about two weeks for a Single Family Dwelling, with only partial building inspection service at that time. However, since that time the City's contracted building inspection assistance has ended and staff are working persistently in securing additional qualified assistance. Staff are working daily to secure a qualified interim contractor to conduct inspections and plan reviews on behalf of the City.

***We thank the building community for their continued support and patience. We anticipate positive movement with building inspection assistance in the coming week.***



# City of Revelstoke

## Public Notice

### **Building Permit Stats (as of May 5)**

Applications received in Dec 2017 & 2018	59
Building Permits Issued 2018	35
Building Permits In Process	24

### **Building Permit Processing Times**

#### **2018**

4-6 weeks for renovations, additions, etc.  
1-5 months for Single Family Dwelling applications.

#### **2017**

4-10 weeks for renovations, additions, etc.  
4-5 months for Single Family Dwelling applications.

### **Planning Applications**

#### **(Sign Permits, Development Permits, Development Variance Permits, Heritage Alteration Permits, Liquor Licensing, Subdivision, Zoning and OCP Applications)**

Staff have been busy working through the backlog of planning applications. With the influx of new applications and a complete Planning staff turnover in 2017, this was a challenging time for the Department.

Planning staff are investing extra time in working with potential applicants at the pre-application stage in order to ensure their applications when submitted are in an approvable state and are ready for processing with little additional information required. These most recent applications have been processed in 3-4 months. New complex applications could take 6-9 months. This timeline varies across the Province depending on the complexity of the development as well as the resources and business in the department. The most simple Development Permit applications take 2 months.

Responses to general inquiries are currently taking 1-3 weeks, depending on complexity and staff availability. Staff continue to work through historical applications which have been in process for periods longer than the preceding and thank applicants for their continued patience.



# City of Revelstoke Public Notice

## Total Planning Application Stats

Completed Files from 2017 to date	84
Total Open Files	110
Non Active files (on hold by applicant)	<u>-36</u>
Active Files	74
Waiting on Applicant's Action or ready for issuance	<u>-23</u>

**Current files in process at staff level** 51

*Of these 51 Applications in process:*

- 15 Vacation Rental Zone Applications in the queue
- 14 Applications near completion – ready for approval within next two Council Meetings
- 17 Applications under Active Review by staff
- 5 Applications Waiting for Review by staff