

Village of Kaslo

Building Permit Application Requirements



Why is there a Land Use Bylaw?

A Land Use Bylaw is designed to help ensure that development meets health, fire, structural and general safety requirements for the protection of the individual, the consumer and the community as a whole.

A copy of the Village of Kaslo Land Use Bylaw #1130 is available on the Village's website or from the Village Office. This brochure is designed to be used only as a guide when applying for a Building Permit.

CONTACT INFORMATION

RDCK Building Official: Dan Siminoff

Email: buildingdepartment@rdck.bc.ca

Phone: 250-352-8155

Dan's Kaslo Office Hours: Tuesdays from 10:00 - 11:00 a.m.

Mail: PO Box 576, 413 Fourth St, VOG 1M0

Email: admin@kaslo.ca

Phone: 250-353-2311

A **BUILDING PERMIT** IS REQUIRED when you wish to:

- Construct a new home
- Construct a new accessory building such as a carport, garage or storage shed with an area of 100 square feet or larger
- Construct or renovate a commercial, industrial or public use building
- Construct a temporary building
- Renovate existing buildings
- Undertake any structural work such as interior partitions
- Decks having a difference in elevation to grade exceeding 2 feet
- Enclose a porch or roof over a sundeck
- Construct a retaining wall taller than 4 feet
- Move a building
- Locate a manufactured home, modular home or other engineered structure as required by the BC Building Code
- Construct an addition
- Install a pool (re. fencing requirements)
- Demolish a building or structure
- Change the use or occupancy of a building
- Renovate your dwelling to create a secondary suite
- Install commercial kitchen ventilation equipment

A **PLUMBING PERMIT** IS REQUIRED when you wish to:

- Install a new drainage or water piping system in any building
- Alter or remodel a plumbing system, including adding plumbing fixtures
- Install a fire suppression system
- NOTE: With the exception of a homeowner doing their own plumbing work, personnel performing plumbing work must possess a tradesman's qualification certification as a plumber

OBTAINING A BUILDING PERMIT

Applications for a Building Permit must be made by the legal owner of a property.

If you as the owner wish to appoint a representative or agent to act on your behalf with respect to a construction project, you must then complete and sign an Owner's Representative form (available from the Village Office). The appointed owner's representative must also sign the building permit application form.

If your project requires a building permit, you are required to do the following:

- Complete the Building Permit application form (copies available at the Village Office);
- Submit the following information to the Village Office:

TITLE SEARCH

A current copy of your Title Search is required, dated within 30 days of the date of application and a copy of any and all covenants. The Village of Kaslo can obtain these documents on your behalf for a small fee.

BUILDING PLANS

Two complete and accurate sets of plans and specifications, correctly dimensioned and drawn to scale showing all details of the proposed building. These plans must be of sufficient detail and clarity to enable a builder to construct the building without requiring further information.

Upon issuance of a building permit, one set of plans will be retained by the building inspection service and one set will be returned to the applicant with the building permit and must be kept at the job site until the building is completed.

A complete set of plans will show:

- **SITE PLAN** (see sample on page 9), indicating:
 - full legal description of lot (i.e.: Lot number, Block number, Plan number, District Lot number from your tax notice or title);
 - lot dimensions;
 - adjacent street names;
 - locations and uses of existing and proposed buildings or additions;
 - distances from all property lines for existing and proposed buildings or additions; location of access to the property;
 - size, location and number of parking spaces;
 - existing and proposed water lines;
 - location of existing or proposed sewage disposal fields on property;
 - show north arrows;
 - scale of Site Plan.

- **FOUNDATION PLAN**

- **FLOOR PLAN** (see sample on page 8) indicating:
 - use of all rooms;
 - location of all plumbing fixtures;
 - location, size and swing of all doors;
 - location and size of all windows;
 - location at which all sectional details are shown.

- **SECTIONAL DETAILS**, including:
 - ❑ cross sections of the building taken at sufficient locations to adequately illustrate all structural details;
 - ❑ cross section of stairs, ramps etc.
- **ELEVATIONS** (see sample on page 7), sides, back and front,
- **SPECIFICATIONS**, relating to the building which will designate all materials to be used, including: roof and wall sheathing; roofing materials; siding materials; insulation and vapour barrier details; sub-flooring; interior finish materials; species and grade of framing materials, etc.
- **A SCHEMATIC DRAWING** shall be enclosed showing all sizes of pipe for rough plumbing.

BC HOUSING REQUIREMENTS

If the application is for a permit to construct a dwelling, the owner must, prior to issuance of the permit, satisfy the requirements of BC Housing. Further information may be obtained from the “Licensing & Consumer Services” section of the BC Housing website: <https://www.bchousing.org/licensing-consumer-services>

SEWAGE DISPOSAL SYSTEM

Where a Sewage Disposal System is to be installed in accordance with the Sewerage System Regulations in British Columbia, contact a Registered Practitioner or Engineer. For a list of contractors in our area visit: <https://asttbc.org/registrants/registrator-directory/>

HIGHWAY ACCESS PERMIT

If access is from a numbered highway, an Access Permit for confirmation of legal access to the property is required from the Ministry of Transportation and Infrastructure District Office. For information on an Access Permit visit: <https://www2.gov.bc.ca/gov/content/transportation/funding-engagement-permits/permits/access>

PROFESSIONAL CERTIFICATION

Professional Certification of plans may be required as a condition of the issuance of a Permit. If, in the opinion of the Building Official, specialized technical knowledge is required to ensure that the proposed works will be structurally sound, then it is necessary that an architect or professional engineer prepare drawings, specifications, and carry out supervision. If, in the opinion of the Building Official, specialized technical knowledge is required to ensure that the proposed works will comply with setback and height requirements (i.e. flood construction level), then it may be necessary for a B.C. Land Surveyor to prepare a site plan and carry out field work.

APPROVAL PROCESS

Once your completed application and information is submitted, your application will be reviewed by Village staff and the Building Official and the permit fee will be calculated.

Please note: the application review and approval process may take 6 to 8 weeks. You will be notified once your building permit is approved. Your application may be rejected or its approval delayed if the form is incomplete or there is missing information.

My building permit has been approved. What next?

- Pick up your building permit notice and pay site planning fees at the Village of Kaslo Office.
- Post the property identification notice at the front entrance to the property and ensure a copy of the accepted building plans signed by the Building Official are kept available on site.
- Start building, in accordance with the approved plans. Contact the Building Official if you would like to make changes to the plans that have been approved.

BUILDING INSPECTIONS - STAGES

Building inspections are required by the Building Official at the following stages of construction for Single-Family Dwellings, Multiple Residential buildings; Commercial, Industrial and Institutional buildings; and for Additions to any of the above.

When you are ready for an inspection please call the RDCK Building Official to book an appointment. Please give at least **72 hours prior notice** of the date upon which an inspection is requested. Permit number, building site address, owner's name and type of inspection required must be quoted when requesting inspections.

1. SITING

After excavation and footing formwork is complete, **before** placing concrete.

2. DAMP PROOFING AND PERIMETER DRAINAGE

Tie holes filled, after the application of foundation damp proofing and installation of foundation perimeter drainage pipe covered by drain rock and before backfilling.

3. PLUMBING (under slab)

Groundwork completed. Drains under test with a 3-meter head of water before backfilling. Inspection not required if work is completed by a certified journey-man plumber who certifies the work with a written "Certificate of Test".

4. SLAB PREP & RADON PIPE

Under slab damp-proofing and soil gas barrier installed with required under slab insulation for heated slab or no insulation with unheated slab and a 4" radon collection pipe bedded in 4" thick layer of clean granular crush before placing concrete.

5. FRAMING & ROUGH PLUMBING (requested as ONE inspection)
 - Framing completed to lock-up stage with windows and exterior doors installed (temporary labels in place for inspection)
 - Electrical and Mechanical rough in completed.
 - P. Eng. sealed manufactured beam and joist specifications on site
 - P. Eng. sealed truss specification with layout on site
 - Mechanical ventilation checklist completed and on site.
 - Rough-in plumbing to be under test; schedule **with framing** inspection
 - Radon pipe installed up and through roof
 - Exterior air barrier completed **before insulation**
6. INSULATION
Insulation and vapor barrier installed; **before** installation of drywall.
7. OCCUPANCY
With ALL life safety components completed and installed: smoke alarms, handrails, guards on stairs and decks, minimum of one completed washroom, kitchen sink and exhaust fan installed, heating system complete, etc.
8. FINAL
When the work authorized under a building permit has been completed.

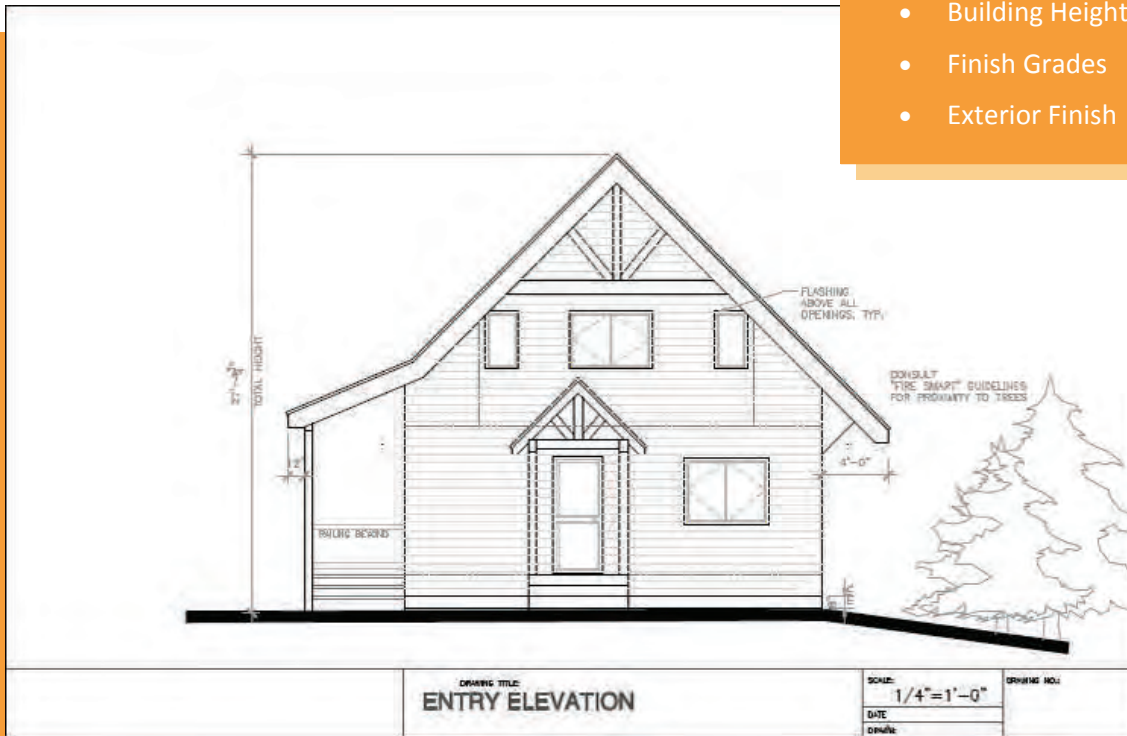
At each stage, you will receive paperwork that indicates either that you have passed the inspection or what is further required to complete your inspection.

OTHER PERMITS YOU MAY NEED:

- WATER CONNECTION PERMIT is required to connect to the municipal water supply.
- SEWER CONNECTION PERMIT is required to connect to the municipal sewer system.
- PLUMBING PERMIT is required to install plumbing services.
- ELECTRICAL & GAS PERMITS for all electrical and gas work must be obtained from the BC Safety Authority office.
- APPLICATION TO TRANSPORT A MANUFACTURED HOME is required from Service BC.
- BUILDING PERMIT for the construction of a TEMPORARY BUILDING. A temporary building is defined as a building with no permanent foundation or construction associated with it other than footings. (This includes the placement of manufactured homes).
- BUILDING PERMIT FOR CHANGE OF OCCUPANCY is required prior to new or changed use of a renovated or new building intended for residential, commercial or industrial use.
- SIGN PERMIT may be required to install signage on buildings or other structures, private property or sidewalks.
- DEVELOPMENT PERMIT may be required for changes to buildings located in the
 - Heritage & Commercial Core Development Permit Area
 - Lakefront Protection Development Permit Area
 - Stream Protection Development Permit Area
 - Wildfire Protection Development Permit Area

ELEVATION PLANS indicating:

- Building Height
- Finish Grades
- Exterior Finish

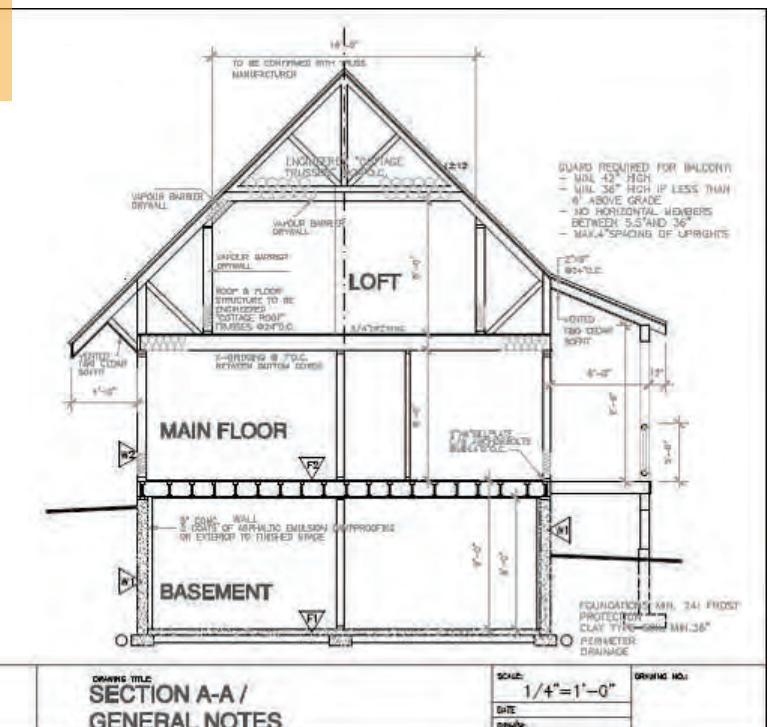


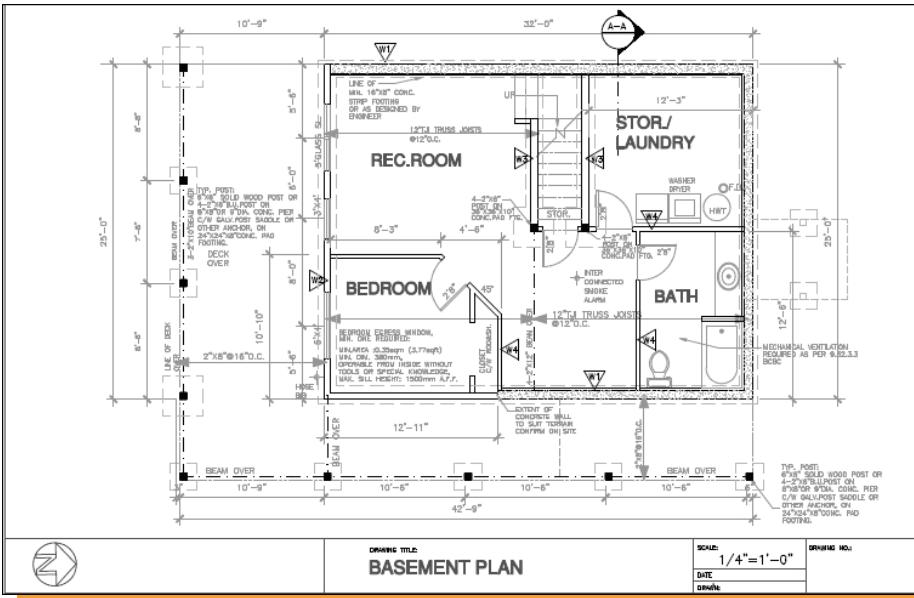
CROSS SECTION PLANS

- Preferred scale 1/4" = 1" - 0"
- Showing method of construction

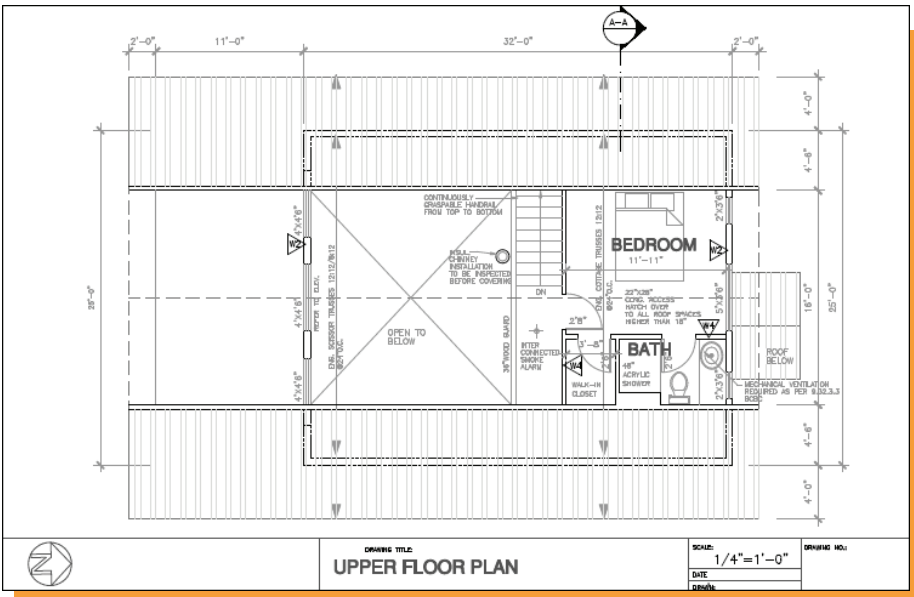
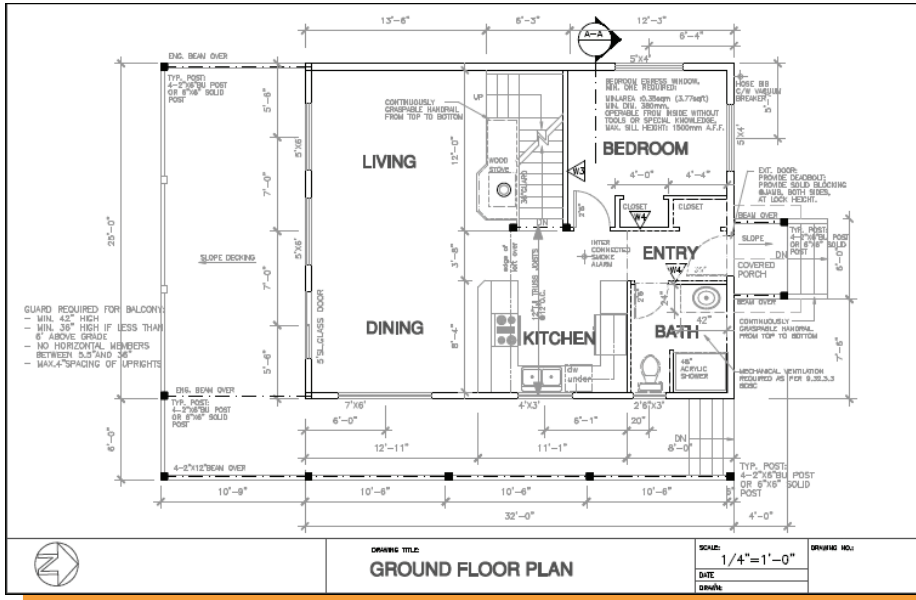
Exterior Wall Assemblies

Please refer to "Bulletin: BCBC Changes - Above Grade Wall Assemblies", on the 'What's New' page under 'Building Inspection' on the RDCK website.





FLOOR PLANS
Preferred scale 1/4" = 1'-0"



SAMPLE SITE PLAN

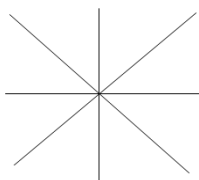
Indicate the following:

- North arrow
- Location and uses of proposed and existing construction and additions;
- All lot dimensions;
- All distances from property lines for existing proposed construction, and including additions;
- Location of driveway access from named roads;
- Size, location and number of on-site parking spaces;
- Location of proposed or existing sewage field and water service connection;
- Scale of site plan

NOTE: D=Distance; Applicant must indicate actual distances in feet (or meters).

ROAD

Indicate north arrow below:



Example:

