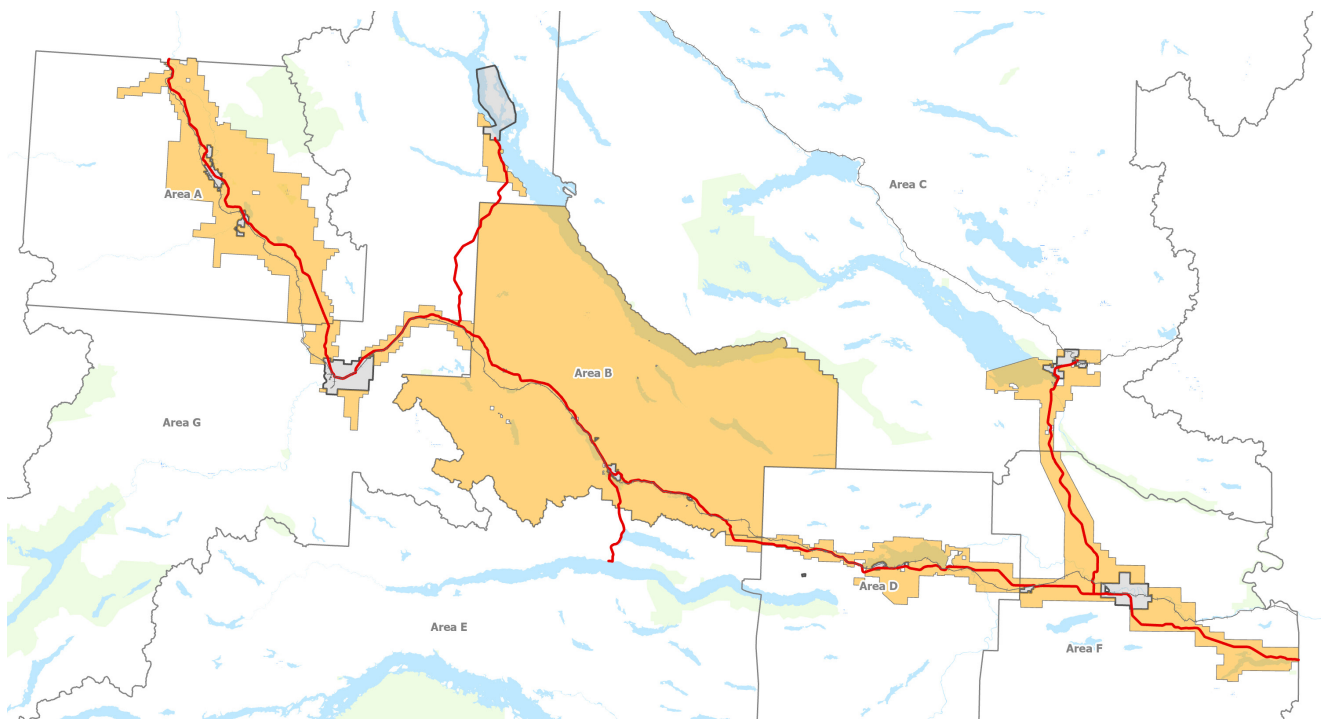




Building Permit Application Guide

The Regional District is authorized by the *Local Government Act* to regulate the construction, alteration, repair or demolition of buildings and structures for the health, safety and protection of persons. Under the Act, the Regional District has adopted Building Bylaw No. 1634, 2012 which provides for the inspection and regulation of building and the requirement for a permit prior to building within the building regulation service area.

Building Inspection Service Area



To find out if your property is within the building regulation area, and if a building permit is required, please contact a Building Inspector or the Planning Department. If you are building outside the service area, as the home owner, you still have a responsibility to ensure all structures are built according to the BC Building Code. To help, the Planning Department has put together a development guide for building outside of the building inspection service area. A copy is on our website or you can contact us at the number below.

This brochure is to help guide you through the Building Permit process. It contains information on when a permit is required and at what stages to schedule inspections. Please call the Regional District at any stage of the process to speak with a Building Inspector.

RDBN Planning Department

37 3rd Ave, PO Box 820
Burns Lake, BC V0J 1E0
planning@rdbn.bc.ca
www.rdbn.bc.ca

Call us at: 250-692-3195
Toll free 1-800-320-3339
Fax 250-692-3305

The Regional District operates the building regulation service in all of the electoral areas within the Regional District. The Regional District also provides building inspection services for the Village of Burns Lake, the Village of Fraser Lake, the Village of Granisle, the Village of Telkwa, the District of Houston and the District of Fort St. James.

A Building Permit is required when you:

- Construct a New Home
- Construct a new accessory building such as a carport, garage or storage shed
- Construct a farm building (some exemptions may exist)
- Construct a temporary building
- Renovate existing buildings
- Undertake any structural work such as interior partitions
- Construct decks having a difference in elevation to grade exceeding 2 feet
- Enclose a porch or roof over a sundeck
- Move a building
- Locate a manufactured home, modular home or other engineered structure as required by the BC Building Code
- Construct an addition
- Demolish a building or structure
- Change the use or occupancy of a building
- Renovate your dwelling to create a secondary suite
- Installation of a wood burning appliance located in a building



A Building Permit is NOT required for:

- A proposed accessory building that is smaller than 25 Square meters (269.1 ft²) in size used for storage
- Renovations like painting or replacing kitchen cupboards
- Installing new roofing material
- Fences

*The information in this brochure is subject to change

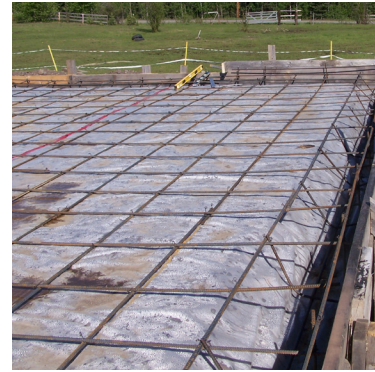




When to Schedule an Inspection

WHEN TO CALL:

- After completion of footings (before placing concrete)
- After completion of the foundation, dampproofing, foundation drain tile/drain rock (prior to backfilling)
- After completion of soil gas control underslab
- Plumbing rough-in
- After the framing, sheathing and roofing are complete (including exterior doors and windows, chimneys, ductwork, gas venting, rough-in plumbing and wiring)
- After insulation and vapour air barrier is installed (before applying interior finishes)
- Chimney rough-in
- When the building is complete and ready for occupancy
- At any stage requested by the Building Inspector to confirm corrections or special circumstances.



Please note that the Building Inspectors make their own appointments for inspections. Usually at least one of the Building Inspectors performs inspections in the eastern part of the Regional District on Tuesdays and in the western part of the Regional District on Thursdays.



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