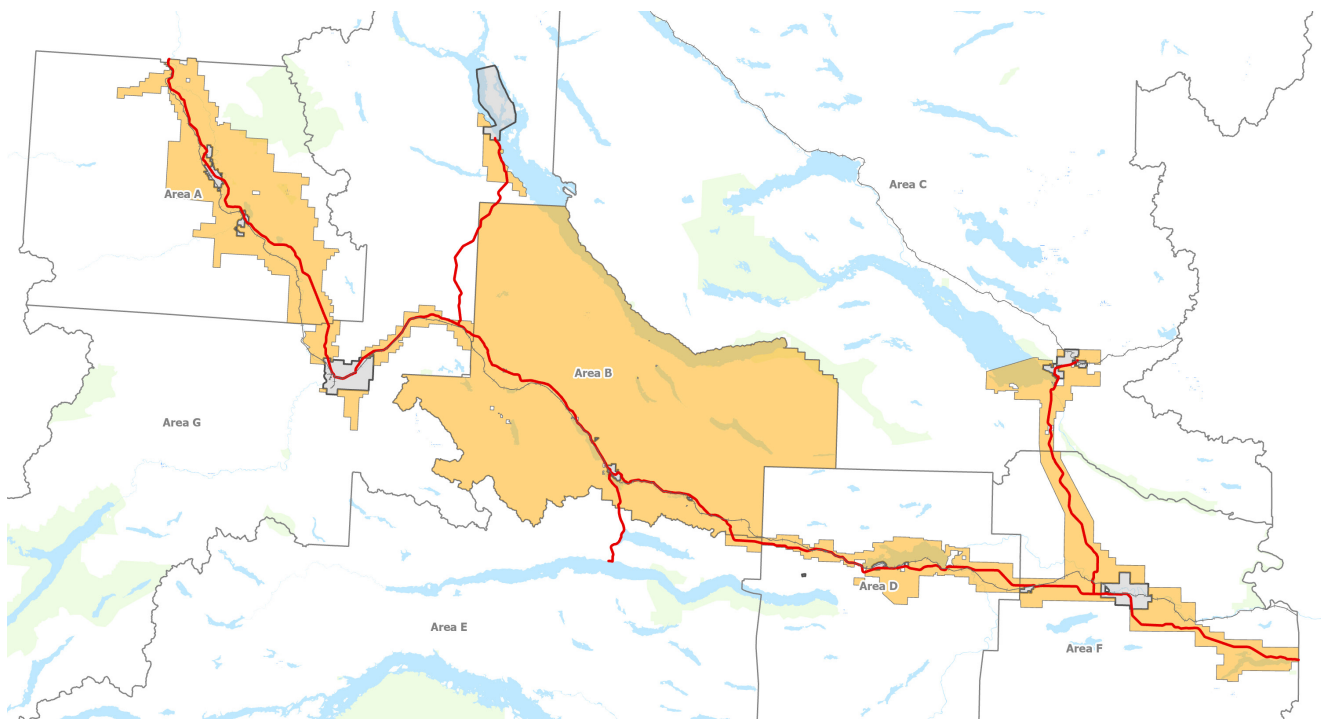




Building Permit Application Guide

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

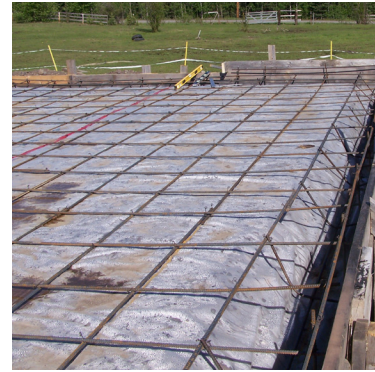




When to Schedule an Inspection

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.



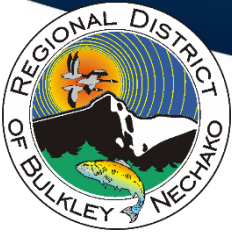
Please note that the Building Inspectors make their own appointments for inspections. Usually at least one of the Building Inspectors performs inspections in the eastern part of the Regional District on Tuesdays and in the western part of the Regional District on Thursdays.



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Building Permit Application Form

FOR THE CONSTRUCTION, ALTERATION, DEMOLITION AND RELOCATION OF A BUILDING, INCLUDING MANUFACTURED HOMES, AND ALL WOOD BURNING APPLIANCE INSTALLATIONS

Pursuant to the requirements of the **Regional District** of Bulkley-Nechako Building Bylaw No. 1634, 2012, I, being the **owner** or acting with the consent of the **owner**, hereby make application to:

Describe Project: _____

Estimated Construction Value \$ _____ See Schedule A in the application package for Building Permit Fee Calculation

Intended use of new construction: _____

Property Owner(s) : _____

Mailing Address: _____

Email: _____ Phone _____

Street Address: _____

Legal Description: _____

Is the property within 200 m a body of water or watercourse? _____ If yes, describe _____

List other buildings on this property: _____

Proposed heating system: _____ Will a wood or pellet stove/furnace be installed? _____

Proposed cooling system (for new dwellings): _____

Proposed ventilation system (ie HRV, ERV): _____ Total number of bedrooms: _____

Step Code Compliance (If applicable): Performance Approach Prescriptive Approach

Do you intend to install a secondary suite? (if yes, obtain secondary suite regulations) _____

Industrial or Commercial Purposes or Activities (Mandatory)

Has the site been used for any industrial or commercial purposes or activities described in **SCHEDULE 2** of the Contaminated Sites Regulations? (SCHEDULE 2 included in application package)

Yes

No

Agent Name (please fill out agent authorization form if you are using an agent) _____

Email: _____ Phone: _____

Contractor name: _____

Email: _____ Phone: _____

PLEASE READ THE FOLLOWING CAREFULLY and SIGN

1. Please note that the *Regional District* is not responsible for ensuring correct siting with regard to minimum setbacks. It is the *owner's* responsibility to establish the property lines of the *site* and to maintain all required setbacks. The building inspector may require a surveyor to locate the proposed building on a smaller parcel or where setback compliance is in question.
2. The applicant is responsible for checking the title of the property and verifying that there are no encumbrances, restrictions, or requirements relating to the proposed building.
3. For any building designed outside of the scope of Part 9 "Housing and Small Buildings" of the B.C. Building Code, all applicable design schedules must be received prior to issuance of the building permit.
4. The Building Inspection Department must be given at least **72 hrs** notice of the following inspections:
 - a. footing forms (prior to pouring concrete)
 - b. foundation (prior to backfill)
 - c. plumbing rough-in
 - d. soil gas control
 - e. framing (prior to insulating)
 - f. heating system rough-in
 - g. insulation and vapour/air barrier
 - h. prior to occupancy
5. In consideration of the granting of this permit, I/we agree to release and indemnify the Regional District of Bulkley-Nechako, its Board members, employees and agents from and against all liability, demand claims, causes or actions, suits, judgments, losses, damages, costs, and expenses of whatever kind which I/we or any other person, partnership, or corporation or our respective heirs, successors, administrators or assignees may have or incur in consequence of or incidental to the granting of this permit or any representation, advice, inspection, failure to inspect, certification, approval, enforcement or failure to enforce the Regional District of Bulkley-Nechako Building Bylaw or the British Columbia Building Code, including negligence, on the part of the Regional District of Bulkley-Nechako, its Board members, employees and agents and I/we agree that the Regional District of Bulkley-Nechako owes me/us no duty of care in respect to these matters.
6. I acknowledge that if I am granted a building permit pursuant to this application I am responsible for compliance with the current edition of the British Columbia Building Code, the Building Bylaw of the Regional District of Bulkley-Nechako, and any other applicable enactment, code, regulation or standard relating to the work in respect of which the permit is issued, whether or not the said work is undertaken by me or by those whom I may retain or employ to provide design and/or construction services.
7. I acknowledge that the issuance of a permit under this bylaw, the acceptance or review of plans, specifications, drawings or supporting documents, or inspections made by or on behalf of the Regional District do not constitute a representation, warranty, assurance or statement that the current edition of the British Columbia Building Code, the Building Bylaw of the Regional District of Bulkley-Nechako or any other applicable enactment, code, regulation or standard has been complied with.
8. I acknowledge that the issuance of a permit under this bylaw, the acceptance or review of plans, specifications, drawings or supporting documents, or inspections made by or on behalf of the Regional District do not constitute a representation, warranty, assurance or statement that the building site is safe for the intended or proposed use, and is not subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence or avalanche.

9. Where the Regional District requires that letters of assurance be provided by a registered professional, I confirm that I will rely only on the said registered professional for the adequacy of the plans, drawings, specifications and supporting documents submitted with this application.
10. I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a building permit by the Regional District of Bulkley-Nechako pursuant to this application and in respect of the execution of this acknowledgement.

I have read the above agreement, release and indemnity and understand it. *If applicable, all owners of the property must sign the Building Permit Application

_____	_____	_____
Owner Signature	Print Name	Date
_____	_____	_____
Owner Signature	Print Name	Date

Contacts:

General email

planning@rdbn.bc.ca

Jason Berlin

Senior Building Inspector

Cell: 250-692-6468

Email: jason.berlin@rdbn.bc.ca

Steve Davis

Building Inspector

Cell: 250-251-1071

Email: steve.davis@rdbn.bc.ca

Daryn Larson

Building Inspector

Cell: 250-251-7068

Email: daryn.larson@rdbn.bc.ca

Fiona Richardson

Development Services Clerk

Email: fiona.richardson@rdbn.bc.ca

Regional District of Bulkley-Nechako

37 3rd Ave, PO Box 820

Burns Lake, BC, V0J1E0

Phone:

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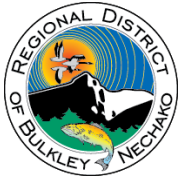
Toll Free:

1-800-320-3339

Required Documents Checklist

Required	Submitted	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed and signed application form by all owners
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of the Certificate of Title dated within 30 days of the date of the application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any charges registered on title (covenant, easement, right of way)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appointment of Agent Authorization Form (enclosed)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Permit fee (To be calculated by RDBN)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Schedule "C" Owner's Undertaking of Building Foundation (enclosed)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Schedule "D" Owner's Undertaking of Building Siting (enclosed)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sewage Disposal System Permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plan with setbacks from all property lines (example enclosed) <input type="checkbox"/> dimensions of the property and building setbacks from all property lines <input type="checkbox"/> location and name of road(s) adjacent to the property <input type="checkbox"/> location of well and septic tank and disposal field or lagoon <input type="checkbox"/> size and location of all existing and proposed buildings, structures, and uses on the site <input type="checkbox"/> water bodies and waterways including measurements from all proposed and existing structures to the natural boundary, stream centre line or top of bank, whichever is applicable <input type="checkbox"/> north arrow and scale
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building plans drawn to scale showing the following, if applicable: (examples enclosed) <input type="checkbox"/> foundation plan <input type="checkbox"/> floor plans of each level that includes: <input type="checkbox"/> proposed and/or existing uses of all rooms <input type="checkbox"/> smoke detectors / carbon monoxide detectors <input type="checkbox"/> radon pipe locations / under slab radon rock and poly <input type="checkbox"/> insulation values for foundation, walls, ceiling, and joist cavities <input type="checkbox"/> exterior elevations for all 4 sides of building <input type="checkbox"/> cross sections showing all structural details and finishes <input type="checkbox"/> truss and beam specifications <input type="checkbox"/> Proposed cooling system to meet BC Building Code 2024 requirement (new residential construction only) <input type="checkbox"/> Engineers documentation if required for; tall walls, point of load in excess of 15,000 pounds, slab on grade foundations, timber framing, etc..)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Energy Step code compliance report for new dwellings (See enclosed brochure for more information)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For new residential construction, submit completed form from BC Housing "Licensing & Consumer Services". Call 1-800-407-7757 or visit website at https://www.bchousing.org/licensing-consumerservices

***This checklist is a tool to help with providing required documentation. Not all items are required. Please contact the Building Inspectors or Development Services Clerk if you require assistance.**



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BUILDING BYLAW NO. 1634, 2012

SCHEDULE "A"

BUILDING PERMIT FEES

The following fees shall be paid by applicants to the **Regional District** of Bulkley-Nechako for a **building permit** under this bylaw:

Category	Fee Calculation
(a) Commercial, Industrial and Institutional	0.6% of construction value (\$6.00 per \$1,000.00)
(b) Residential (including dwellings garages, carports and patios)	0.6% of construction value (\$6.00 per \$1,000.00)
(c) Manufactured Home (Single Wide)	\$100.00
(d) Manufactured Home (Double Wide)	\$200.00
(e) Wood Burning Appliance and Chimney	\$100.00 (New Installations Only)
(f) Move a Building	0.6% of construction value (\$6.00 per \$1,000)
(g) Demolition of Buildings and Structures	0.6% of construction value (\$6.00 per \$1,000)
(h) Other Inspections (including minor alterations, additions and repairs)	0.6% of construction value (\$6.00 per \$1,000)
(i) Change of Occupancy	\$100.00 plus 0.6% of construction value
(j) Cancellation of Note Against Land Title, Pursuant to Section 58 of the <i>Community Charter</i>	\$200.00
(k) Minimum Building Permit Fee	\$50.00



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BUILDING BYLAW NO. 1634, 2012

SCHEDULE "C"

OWNER'S UNDERTAKING OF BUILDING FOUNDATION

Property **Owner**: _____

Describe Project: _____

Street Address of Property: _____

Legal Description of Property: _____

Pursuant to Section 11.1.16 of the Regional District of Bulkley-Nechako Building Bylaw No. 1634, I _____ being the registered **owner** of the above referenced property do hereby acknowledge and accept responsibility for the design and **construction** of the foundation for the above referenced project.

Furthermore, I recognize that within the boundaries of the Regional District of Bulkley-Nechako there are areas of "problem soils" and that these are widely distributed as to location. I affirm that it is my responsibility as **owner** to identify soil conditions on which the intended **construction** is to be placed and take all action required to ensure the adequacy of the foundation.

Owner's Information:

Agent for Owner Information

Name (print)

Name & Title (print)

Signature

Signature

Mailing Address (print)

Mailing Address (print)

Mailing Address

Mailing Address

Date

Date

Building Permit # (office use only): _____



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BUILDING BYLAW NO. 1634, 2012

SCHEDULE "D"

OWNER'S UNDERTAKING OF BUILDING SITING

Property **Owner**: _____

Describe Project: _____

Street Address of Property: _____

Legal Description of Property: _____

Pursuant to Section 11.1.6 of the **Regional District** of Bulkley-Nechako Building Bylaw No. 1634, I _____ being the registered **owner** of the above referenced property do hereby acknowledge and accept responsibility for the siting of the **building** or **structure** for the above referenced project on the property.

Owner's Information:

Agent for **Owner** Information

Name (print)

Name & Title (print)

Signature

Signature

Mailing Address (print)

Mailing Address (print)

Mailing Address

Mailing Address

Date

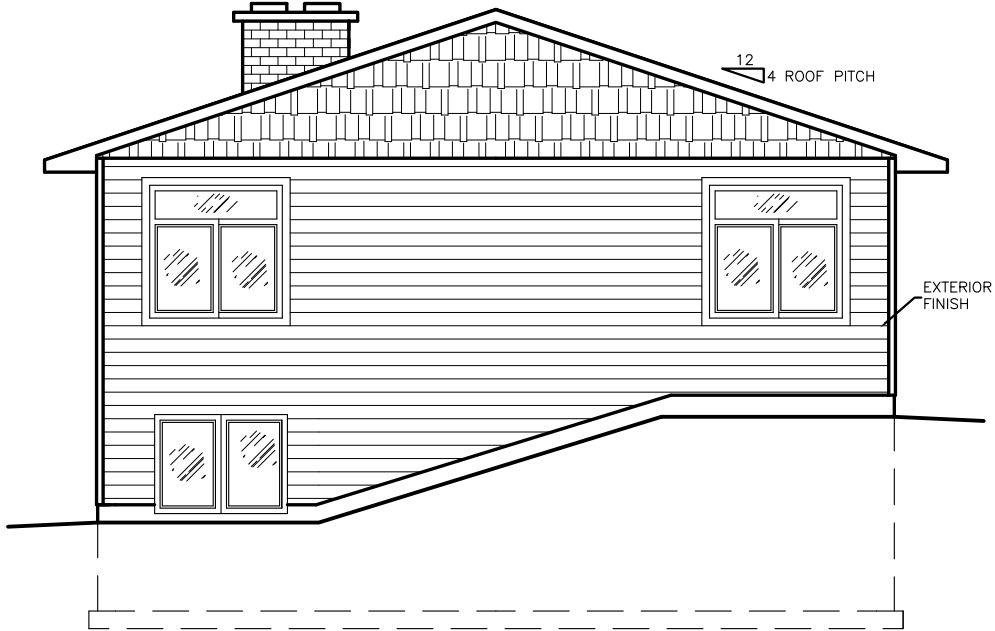
Date

Building Permit # (office use only): _____

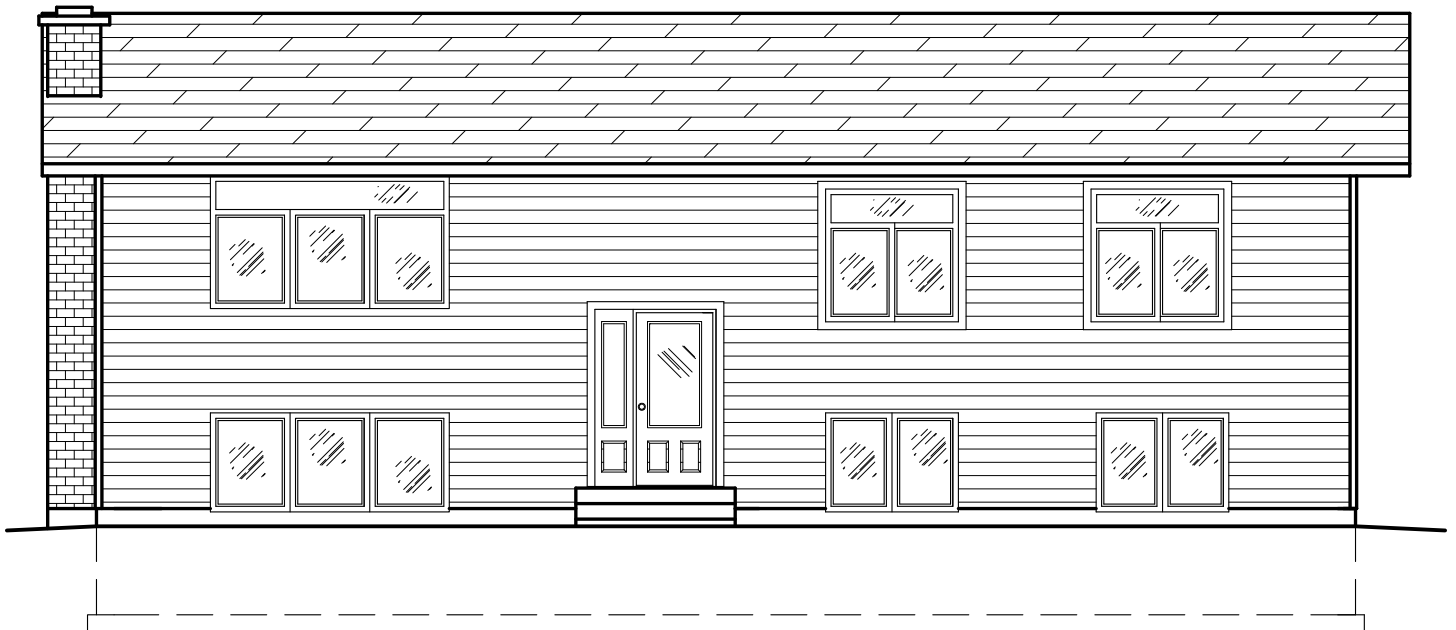


Regional District of
Bulkley-Nechako

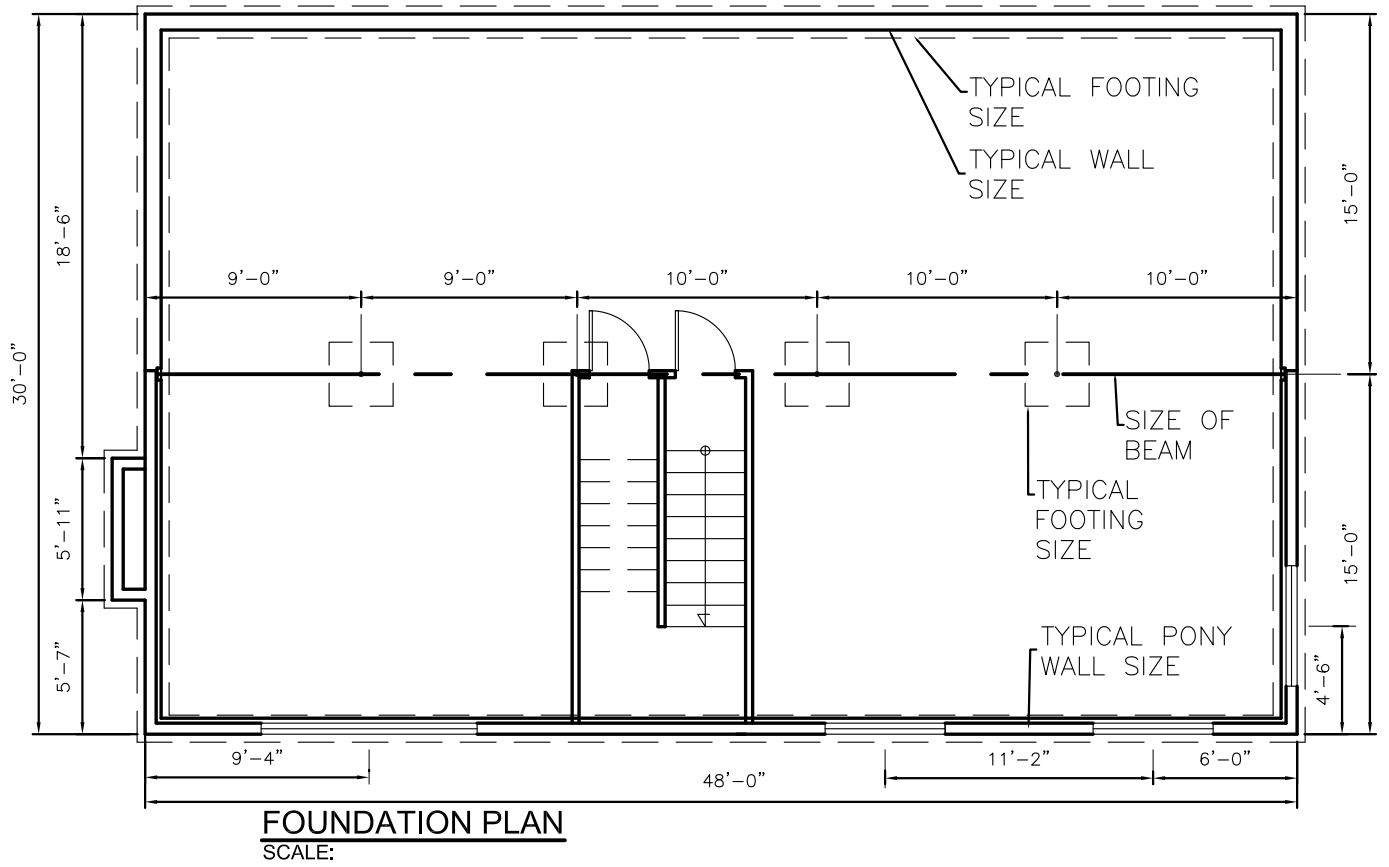
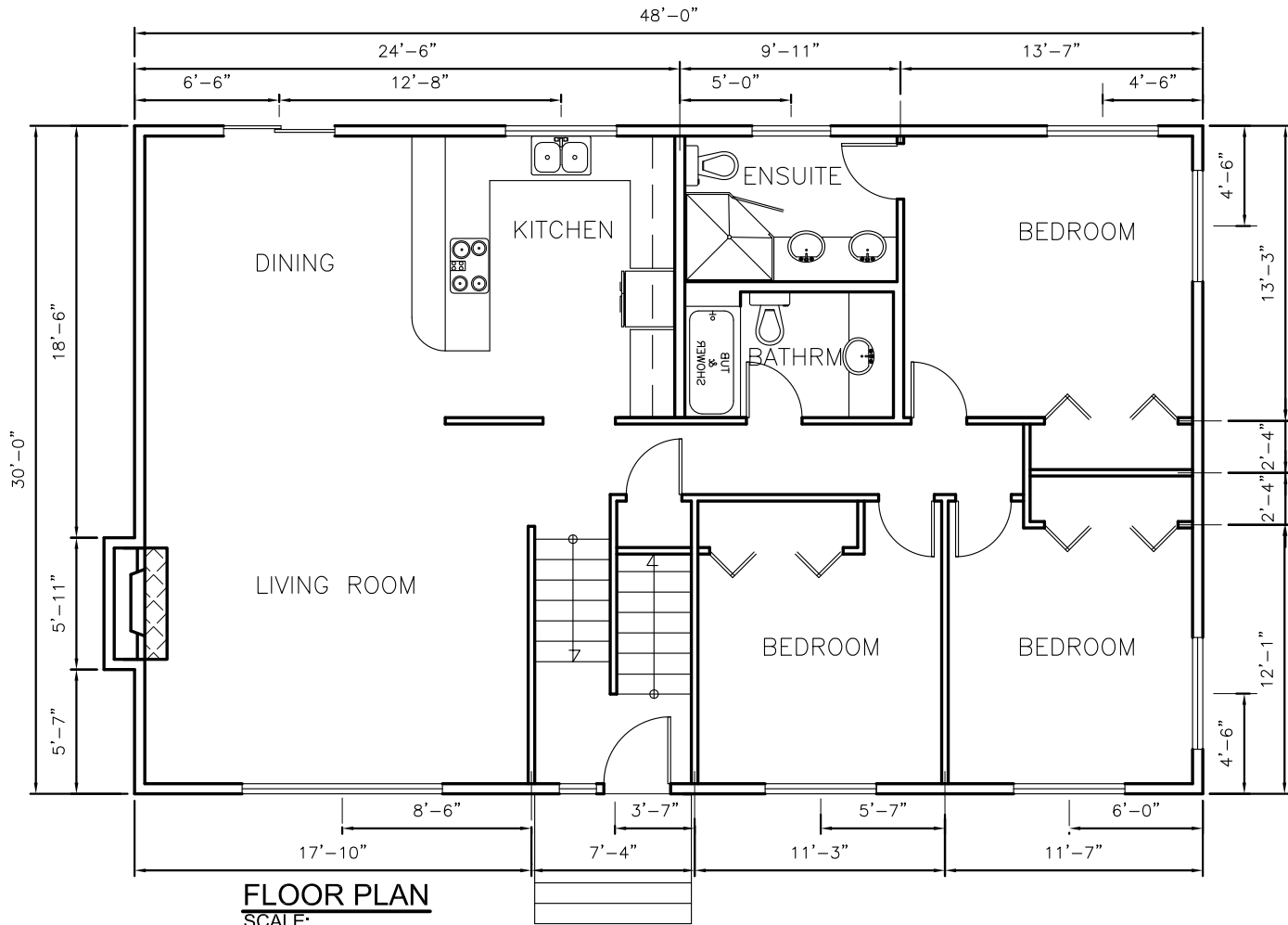
SAMPLE OF TYPICAL ELEVATION DRAWING REQUIRED SUBMISSION FOR BUILDING PERMIT



END ELEVATION

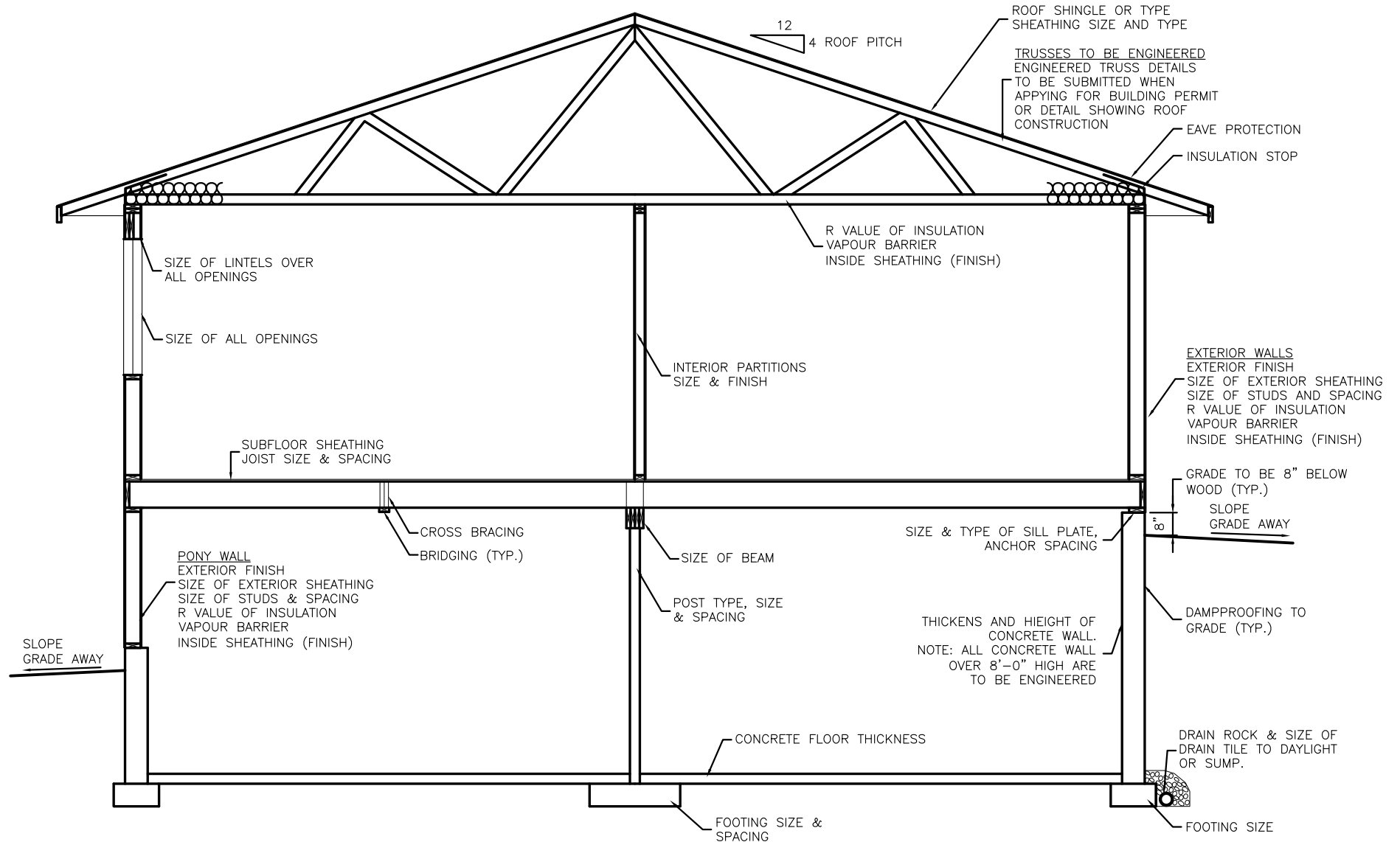


FRONT ELEVATION





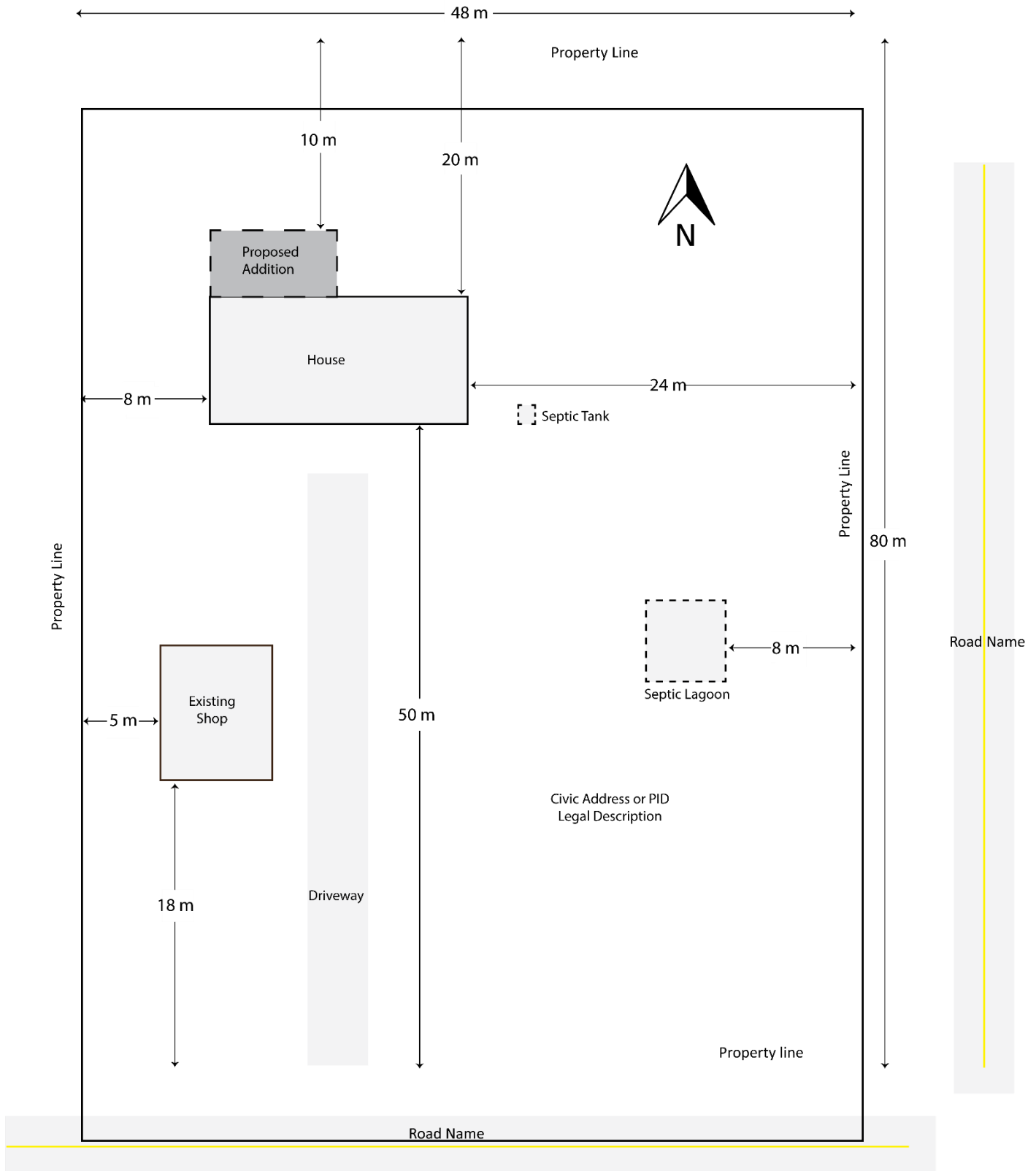
SAMPLE OF TYPICAL SECTION DRAWING REQUIRED SUBMISSION FOR BUILDING PERMIT





Site Plan Example

The Planning Department can provide a base map of the outline of your property to be used to draw your site plan. Elements shown on example must be included on your site plan.

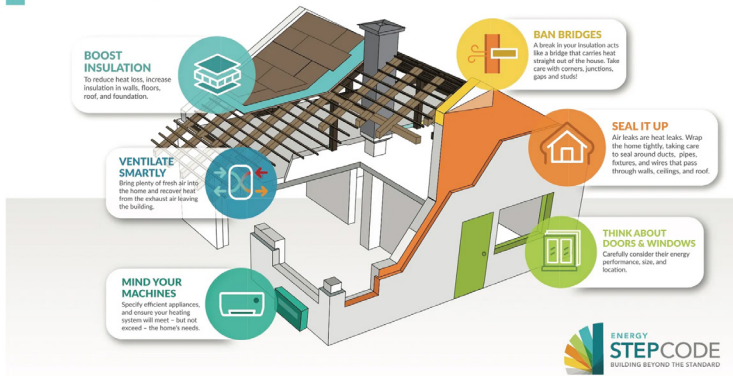




What is the BC Energy Step Code?

INSIDE THE STEP 3 HOME

Six strategies to boost energy-efficiency performance



The BC Energy Step Code is an initiative by the provincial government to ensure that new houses are more energy efficient. The BC Building Code has been amended requiring all new homes to meet the more energy efficient requirements of Step 3 of the Step Code. More information about it can be found here:

www.energystepcode.ca

In the RDBN, there are two options:

Option 1 (the performance approach) requires new homes to be designed with the assistance of a Certified Energy Advisor, who takes the proposed house design and uses software to model the energy efficiency performance of that design. The Energy Advisor then either submits a report that shows that the proposed design meets Step 3 requirements, or they help you adjust the design to be more energy efficient until the requirements are met. That report is then submitted to the RDBN as the authority having jurisdiction. During the construction of the house, the energy advisor will then do a mid-construction air test (usually at the insulation and vapour air barrier stage) and a final air test (before occupancy) using a blower door to test how much air leakage the house has. If there is too much leakage at the mid-construction phase then the leaks are found and addressed. A final report is then issued to the RDBN showing that the house as built has met the Step 3 requirements. A listing of local energy advisors can be found at www.betterhomesbc.ca/ea/. A copy of the compliance report is required before the building permit application can be approved.

Option 2 (the prescriptive approach) involves compliance with Part 9.36 of the BC Building Code which outlines how much insulation is required in the walls, ceiling, floors, etc, and requires more efficient windows (usually triple-paned). These tables call for quite a bit more insulation than may be required in a house modelled by an energy advisor. For example, a house using the prescriptive tables would require R 22.6 on the foundation wall rather than potentially only R 16.9. If you are taking the prescriptive approach, you will need to indicate on your building permit application that you are planning on pursuing this option and indicate on your plans the insulation values and window U-values that meet the prescriptive requirements.

Please let us know if you have any questions.

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