



# Building Permits Plans and Inspections

A Brief Overview of the Building Inspection Process

[www.cariboord.ca](http://www.cariboord.ca)



*building communities together*

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Note: This pamphlet is prepared for informational purposes only. Please refer to the BC Building Code and Cariboo Regional District bylaws for complete information.

# Building Inspection Offices

## Central Cariboo - Williams Lake

Suite D, 180 North Third Avenue, Williams Lake, BC V2G 2A4

Phone: 250-392-3351 or 1-800-665-1636

Fax: 250-392-2812

E-mail: [building@cariboord.ca](mailto:building@cariboord.ca)

## North Cariboo – Quesnel

#102 – 410 Kinchant Street, Quesnel, BC V2J 7J5

Phone: 250-992-7400

Fax: 250-992-7414

## South Cariboo – 100 Mile House

Unit 3 – 170 Cedar Avenue, 100 Mile House, BC V0K 2E0

Mailing: PO Box 2260, 100 Mile House, BC V0K 2E0

Phone: 250-395-3838

Fax: 250-395-4898

## Cariboo Ground Snow Load Figures

	Ss (Snow)	Sr (Rain)
Central Cariboo	2.4 kPa (50psf)	0.2 kPa (4psf)
North Cariboo	3.0 kPa (63psf)	0.1 kPa (2psf)
South Cariboo	2.6 kPa (54psf)	0.3 kPa (6psf)
Wells	6.5 kPa (136psf)	0.2 kPa (4psf)

### **Minimum Depth of Footings for Frost Protections:**

**(measured from finished grade to underside of footing)**

1.07 metres (3 feet 6 in) in the North, South & Central Cariboo

If you require more in-depth information, please contact:

### **Environment Canada**

Engineering Climate Services Unit

Environment and Climate Change Canada

4905 Dufferin Street, Toronto, Ontario M3H 5T4

Phone: 416-739-4365

Email: [ec.scg-ecs.ec@canada.ca](mailto:ec.scg-ecs.ec@canada.ca)

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# The Cariboo Regional District's Role

It is the mandate of the Building Inspection Department to provide building inspection services as set out in the building bylaw for residents and builders. Building inspection services are provided in defined areas of the regional district, to assist residents and builders in constructing projects which meet minimum construction standards. Some of the responsibilities of the Cariboo Regional District Building Inspection Division are:

- providing a detailed plan review service, and the issuance of building permits;
- providing building and plumbing inspections as laid out in the building bylaw;
- issuing permits for wood-burning appliances and inspections to confirm safe installations;
- responding to public enquiries relating to construction standards and regulations; and
- ensuring that projects reviewed by the building inspection department comply with the zoning and land use bylaws of the Cariboo Regional District.

For more information, or to obtain a permit application, visit our website at [www.cariboord.ca](http://www.cariboord.ca) or stop by one of our office locations.

## Jurisdiction

### **Areas within the building inspection specified boundaries:**

In the Cariboo Regional District there are three local service areas which benefit from the building inspection function, namely the Central Cariboo (portions of Area D, Area E and Area F), the North Cariboo (portions of Area A, B, C and I), and the South Cariboo (Electoral Areas G, H and L in their entirety). In order to confirm whether or not you are within these areas, please contact one of our offices noted on the inside cover of this booklet and have the legal description of your property at hand.

However, it is important for owners and builders to be aware that all construction within the Province of BC is required to comply with the BC Building Code even if the project is being constructed outside of a building inspection service area.

Additionally, if a dwelling is being constructed the provincial Homeowner Protection Act is in force. For further information contact Licensing and Consumer Services - information is located on Quick Reference page.

# Your role as a homeowner

It is the owner's responsibility to ensure compliance and obtain approvals, required under any enactment including, without limitation, Ministry of Health approvals, sewage disposal approvals and highway access permit.

The Cariboo Regional District will not require evidence of compliance with these regulations and enactments prior to issuing building permits or performing building inspections.

## BC Housing

### **Building a new home? You need to know:**

If you are building a new home, it will have to be registered with BC Housing (Licensing & Consumer Services Department). If a registered builder is constructing your new home, he will register the new home with LCS and provide a building warranty. The registered builder must provide a signed and sealed New Home Registration Form (NHRF) before the building permit may be issued.

As of November 19, 2007, individuals wanting to be an owner builder of a new home are required to obtain an Owner Builder Authorization from BC Housing and to pay a fee, prior to commencing construction of that new home. This authorization must be provided to the building inspector before the building permit may be issued. An owner builder may make application for the Owner Builder Authorization online or by telephone.

**Contact information is located in the Quick References section of this booklet.**

If you are planning on doing a major renovation, addition, or substantial reconstruction, this may also require a registration under the Homeowner Protection Act.

**See the Quick Reference section of this booklet.**

## Sewer Information

If you are building a new home or installing a mobile home or adding bedrooms to an existing one you may require a permit from the local health authority if your property is not connected to a community sewer system.

For additional information please contact your local health authority.

*Please see Quick Reference Guide in this booklet for contact information.*

## Private Water Wells

On November 1, 2005, B.C.'s Ground Water Protection Regulations came into force. As of that date, all water wells must be constructed by, or under the direct supervision of, qualified well drillers.

Pumps for water wells must be installed by, or under the direct supervision of qualified well pump installers. Registered well drillers and pump installers have identification cards issued by the Ministry of Environment.

*Please see Quick Reference Guide in this booklet for contact information.*

## Property Zoning

CRD zoning bylaws regulate the types and sizes of various structures that may be constructed within the CRD. These bylaws also specify the minimum zoning setbacks to the property lines and maximum area of lot coverage. Please note, that in some cases, BC Building Code setbacks may be more restrictive than the zoning setbacks.

## Development Permits

Some areas require a Development Permit (DP) prior to issuing a building permit. Common Development Permits include those for geotechnical hazard and aquatic habitat. Please contact the Planning department for more information. If a DP is required, you will be contacted upon initial review of your building permit application.

# Gas & Electrical Permits

If you are constructing or altering a building that has natural gas or propane appliances or furnaces, you may require a permit from Technical Safety BC. If you have a licensed gas fitter doing the work for you, he will obtain the required permit.

Electrical permits are required before any wiring is installed or altered in your building. Electrical permits are to be obtained from Technical Safety BC. Once again, if you have a licensed electrician doing the work, he will obtain the required permit.

Technical Safety BC's gas and electrical inspectors can be contacted by phone or on their website.

*Please see Quick Reference Guide in this booklet for contact information.*

# WorkSafe BC

If you hire people to work in or around your home, you may need to register with WorkSafe BC

*Please see Quick Reference Guide in this booklet for contact information.*

# Ministry of Transportation

If your project is located on a previously undeveloped lot, you will likely require a driveway. Single-family residential driveways located on side roads outside municipal boundaries do not require access permits; however, the Ministry of Transportation has provided guidelines for location and construction of these types of driveways. Please note that if your new driveway will access your property from a numbered highway, an access permit is required from the Ministry.

*Please see Quick Reference Guide for contact information.*

# Required Permits

**A building permit is required when...**the construction is located within one of the local service areas, and the work consists of one or more of the following: (please also see “Exemptions” below)

- construction of a new building or an addition to an existing building;
- installation of a mobile home;
- construction of a sundeck;
- construction of a carport or garage, either attached to a residence, or detached;
- making structural alterations to any building;
- moving and/or demolishing any accessory building larger than 10 m<sup>2</sup> (107.639 ft<sup>2</sup>) or swimming pool;
- changing the use of a building; or
- installing chimneys or wood-burning appliances.

**A plumbing permit is required when...**installing or altering a plumbing system.

## Exemptions

- single storey detached ancillary buildings not exceeding 20 m<sup>2</sup> (215 ft<sup>2</sup>) in floor area, provided zoning permits;
- factory pre-manufactured residential ancillary buildings (ie: portable carport, tent, etc.) not exceeding 55 m<sup>2</sup> (592 ft<sup>2</sup>) in area and one storey in height, **if erected for seasonal use only** (seasonal means a period of time not exceeding 6 months);
- low-human occupancy farm buildings less than 600 m<sup>2</sup> (6460 ft<sup>2</sup>) in area when situated on land assessed as a farm;
- minor alterations or repairs valued at up to \$25,000, only if not creating new rooms or spaces in a building, if non-structural and not related to plumbing or foundation perimeter drains;
- re-roofing or replacing exterior cladding, unless structural repairs are required, or insulation is also being replaced or upgraded;
- decks attached to residential occupancies if the deck surface is 600 millimetres (2 feet) or less above the adjacent ground level;
- structures other than buildings, unless attached to a building;
- repair or replacement of a plumbing fixture, valve, or faucet, clearing of stoppages, or the repair of leaks.

Contact your local CRD office to see if an exemption applies to you before starting construction.



# Permit Procedure

**When you apply for a building permit**, you will be given an application form. The information requested on this application form includes:

- a complete legal description; and
- name and address of the owner and builder; and
- the proposed use.

Applications are reviewed by the planning department for conformance with the applicable zoning bylaw and returned to the Building Inspection Division.

Our staff then carries out a detailed plan review and will mark pertinent comments on the plans.

A set of marked plans will be returned to the permit applicant.

**It is important that the actual builder review these approved drawings prior to construction.**

All application forms can be found on the website at: [cariboord.ca/building](http://cariboord.ca/building)

Applications can be submitted at your local CRD office.

## Processing Time

We commit to processing all permit applications as quickly as possible. Therefore, only **complete** applications will be accepted.

Processing time takes a **minimum** of 20 business days, depending on:

- Complexity of project. Complex permits processing times are project dependent.
- Time of year and volume of permits.
- First come first serve basis.
- Processing time begins upon receipt of ALL required documentation.

Provided the proposed work on the building plans meets with requirements, a building permit will be issued. A building permit fee is due upon issuance of the building permit.

## Permit Cost - Schedule of Fees

**Building Permit Fees:** A *non-refundable permit application fee of \$200.00* shall be charged for all permits except for when the calculated building permit fee is less than the application fee.

*The building permit fee is in addition to this non-refundable application fee.*

**Table 1: Building Permit Fee Formula**

<i>Estimated Construction Values</i>	<i>Fee*</i>
(a) \$1.00 to \$1,000.00;	\$200.00
(b) \$1,000 to \$200,000	\$200.00 plus \$10.00 per \$1,000 up to \$200,000
(c) Exceeding \$200,000	As (b) above then \$6.00 per \$1,000 value of construction in excess of \$200,000

### Table 2: Additional Fees

[illegible]

**According to Permit Type**

<p><b>BUILDING RELOCATIONS</b> (except factory pre-manufactured buildings)</p> <ol style="list-style-type: none"> <li>For a building that is to be moved from a location within the Cariboo Regional District building inspection area to a location outside of the building inspection area – Fee is \$200.00.</li> <li>For a building that is to be moved from a location within the Cariboo Regional District building inspection area to another location within the building inspection area – Fee formula applied to the value of the new foundation plus the value of any upgrading carried out, or required to be carried out by the Building Official.</li> <li>For a building that is to be moved from a location outside of the Cariboo Regional District building inspection area to a location within the building inspection area -- Fee is calculated as follows:                         <ol style="list-style-type: none"> <li>\$50 per hour, plus</li> <li>normal traveling expenses for two persons, for all traveling and inspection time spent in reaching and inspecting the building at the site from which it is to be removed (both (a) and (b) are to be submitted with the application for permit, and are not refundable), plus</li> <li>fee formula applied to value of the new foundation plus the value of any upgrading carried out, or required to be carried out by the Building Official</li> </ol> </li> </ol>	\$200
<p><b>CHIMNEY OR SOLID FUEL BURNING APPLIANCE</b> The fee for installing a new Solid Fuel Burning Appliance or Chimney shall be:</p>	\$150
<p><b>DEMOLITION</b> - The fee for a permit to demolish a building shall be:</p>	\$150
<p><b>FACTORY PRE-MANUFACTURED BUILDINGS</b> Surface Foundations: \$300.00 (Fee includes service connection inspections)</p> <p>On Foundations Below Frost Depth: \$300.00 plus additional fee based on construction value of foundation as determined by the Building Official (fee includes factory-installed plumbing).</p>	\$300
<p><b>FIRE SPRINKLER SYSTEMS</b> Fee formula applied to actual construction value.</p>	Fee Based
<p><b>OCCUPANT LOAD ESTABLISHMENT</b></p>	\$250
<p><b>PLUMBING PERMIT</b> Basic Plumbing Permit – includes 1 fixture (minimum fee): \$10 per fixture after first fixture</p> <p>Fixture includes domestic water heater, DWV trapped rough-in, and trapped industrial equipment.</p>	\$200
<p><b>TEMPORARY BUILDINGS</b> Fee formula applied to the value of building (non-refundable). Except for residential ancillary buildings less than 75 m2 in area, removal security in the amount of \$2,000 in the form of cash, certified cheque, bond guarantee or a letter of credit from a bank.</p>	Fee Formula

<i>Miscellaneous</i>	
<b>ALTERNATIVE SOLUTION</b> The review and examination of alternative solution shall be:	\$200
<b>BUILDING PERMIT INFORMATION REQUEST</b> The fee for researching building permit files shall be:	\$75
<b>FEE REDUCTION FOR PROFESSIONAL SUPERVISION</b> Where a Professional Engineer or Architect is retained by the owner to certify that the entire project complies with building regulations, the building permit fee will be reduced by 5% to a maximum reduction of:	\$500
<b>NOTICE ON TITLE REMOVAL</b> Once the applicant has demonstrated to the satisfaction of the Building Official that the issues regarding the Notice of Bylaw Contravention have been rectified, the applicant may apply in writing to discharge the Notice of Bylaw Contravention for a fee of:	\$350
<b>PERMIT EXTENSION FEES</b> Where a building permit has expired prior to the project being completed, the cost of the permit extension shall be calculated based on the value of the remaining work to complete:	Max \$500 Min \$200
<b>PERMIT FEE REFUNDS</b> Building permit fees may be refunded only upon written request from the original applicant, up to six (6) months from the date of issue of the building permit, subject to the following conditions: (a) no permit-related work on site has commenced, and (b) a reduction of \$100 or twenty percent (20%) of the permit fee, whichever is the greater reduction	
<b>PERMIT TRANSFER OR ASSIGNMENT FEE</b> For the transfer or assignment of a building permit when requested in writing by the original applicant, the fee shall be:	\$200
<b>RE-INSPECTION FEE</b> For inspections subsequent to the first re-inspection, unless re-inspected in conjunction with another required construction inspection, the fee shall be:	\$100
<b>RE-PLAN CHECKING FEE</b> If an issued permit is active or application plans have been reviewed and the owner proposes significant modifications to the building whereby the design changes and the value of the work changes, regardless of whether the value increases or decreases, the re-plan check fee shall be:	\$250
<b>SPECIAL INSPECTIONS</b> Where a request is made for a: voluntary inspection, change of occupancy inspection (where no alterations have been made), code compliance or any other similar special inspection, the inspection fee shall be:	\$150
<b>WORK COMMENCED WITHOUT PERMIT</b> Where work for which a permit is required by this bylaw has been commenced prior to issuance of a permit, and a stop work order has been posted on that work, the applicant shall pay double the building permit fee prescribed in this Schedule, provided that the additional fee shall not exceed:	\$750

**Table 3: Construction type and costs per square foot to determine minimum construction value.**

Type of Construction	Cost Per Square Foot
<b>Residential</b> <div>Town/Row Houses</div> <div>Semi-Detached</div> <div>Single-Family</div> <div>Garage/Carport</div> <div>Open Porch/Enclosed Porch</div> <div>Breezeway</div> <div>Solid Wall Log Exterior Walls</div> <div>Post and Beam Frame</div>	As determined by the Building Official through application of the RS Means “Square Foot Costs” construction cost reference publications, as amended from time to time.
<b>Mobile Home Additions</b> <div>unfinished, unheated</div> <div>finished</div>	<div>\$75 per square foot</div> <div>\$100 per square foot</div>
<b>Commercial</b> <b>Industrial</b> <b>Institutional</b> <b>Public Buildings</b>	Fee formula applied to the contract price or, if there is no contract, at the cost estimated by the Building Official with due regard to the contract price for the most recent work of a similar nature done in the closest proximity to the proposed project. If the applicant disputes the value estimated by the Building Official, then the average of two professional appraisals, at the cost of the applicant, shall be used.
For the purpose of determining the estimated value of work for which the permit is issued, the estimated value of work shall be the greater of the contract price of the work and the amount determined by the Building Official on the basis of plans, specifications and information available, whichever value shall be greater.	

Permit Issued

A permit is issued when:

- All required documentation (see application checklist on reverse side of application form) has been submitted and reviewed
- Building department confirms by a Building Code Compliance Plan review that all proposed work substantially conforms with the current BC building code
- Development Services department confirms compliance of proposed work with applicable zoning bylaw
- All the fees are paid
- Owner has retained a professional engineer or architect if required
- Owner has been granted Development Permit/Development Variance Permit, if required
- The proposed work complies with ALC regulations for lands within the ALR, or the owner has been granted approval for non-permitted uses within by the ALC for lands within the ALR

# Permit Rejected

Building permits can be rejected if the applicant has not submitted complete information such as:

- application forms not complete
- less than a full set of drawings
- not enough detailed information
- not the required scale
- no proof of New Home Registration Form, when required
- engineering design and documents not provided, when required
- when proposed use or construction contravenes the British Columbia Building Code, Regional District Bylaws, or other applicable regulations

# Permit Duration

Applications:

- Six (6) months from the date of application.
- Applications are considered abandoned after 6 months if all required documents are not received.

Building Permit:

- Expire two (2) years after the issue date (excluding demolition permits).
- It is possible to extend a permit for the remaining work for an extra fee.

Demolition Permit:

- Expires six (6) months after issue if materials are being recycled.
- Expires three (3) months after issue if materials are not being recycled.

**\*\*Permits (Green Placard) must be posted in plain view from the street\*\***

# Permit Expiration

Contact the building department to request a renewal of the permit prior to expiration date.

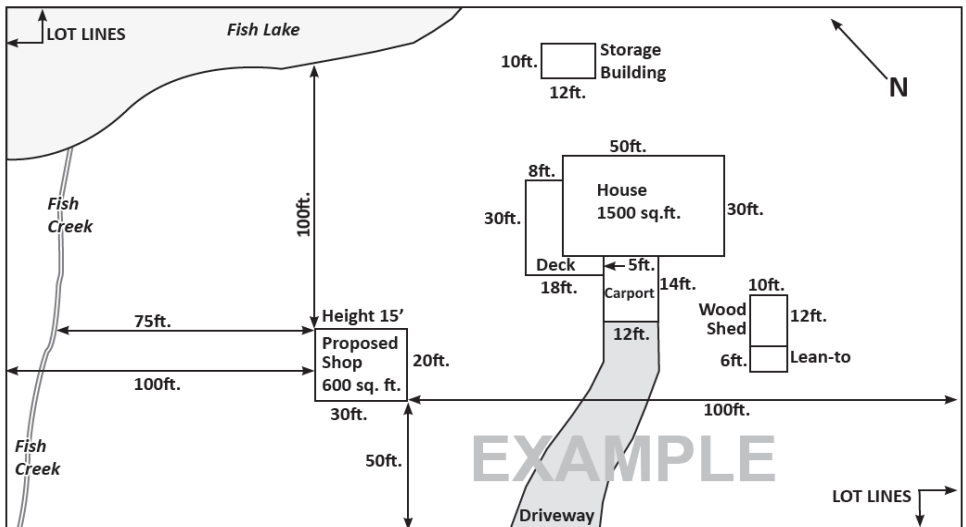
- Renewal cost is percentage based on last approved inspection to date.
- Expiry date of renewal permit - Please see PERMIT DURATION above.

# Site Plans

Site plans may be at a smaller scale than  $\frac{1}{4}'' = 1'$  scale provided that they are legible and contain all the required information.

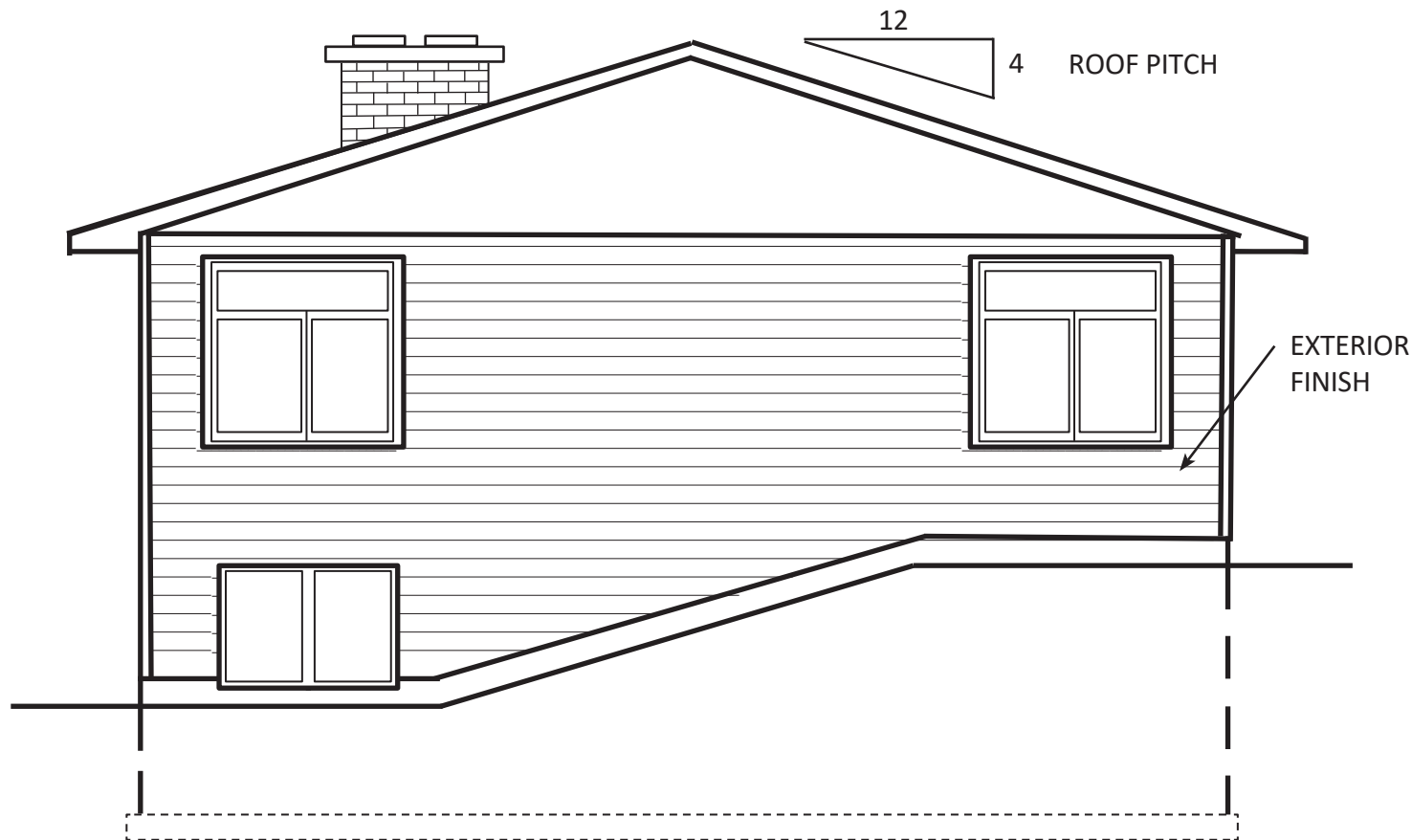
A site plan preferably should be drawn on a real property report, plot plan, or graph paper and a site plan must include:

- ☐ The lot lines;
- ☐ Sketch in the location and dimensions (footprint) of all buildings and structures (existing and proposed), indicating second storey, decks, carports and sheds;
- ☐ Label use of each building and structure as shown on sketch;
- ☐ Show the distance to each lot line, watercourse and waterbody from the proposed building or structure;
- ☐ The location of any creek, and/or lake that may be present;
- ☐ The location of the driveway and all lanes or streets on which the property borders;
- ☐ Draw an arrow indicating the North direction;
- ☐ The street or road name and civic address/PID of the property; and
- ☐ Unit of measurements for all distances and dimensions.



## Required Plans

Design drawings are necessary for the building department to review for compliance to the minimum standards of the BC Building Code. The more detailed the plans, the less chance of delaying construction. It is our goal to check construction details “on paper” rather than reject construction in the field. Building Plans are to be drawn to scale, at  $\frac{1}{4}'' = 1'$ .

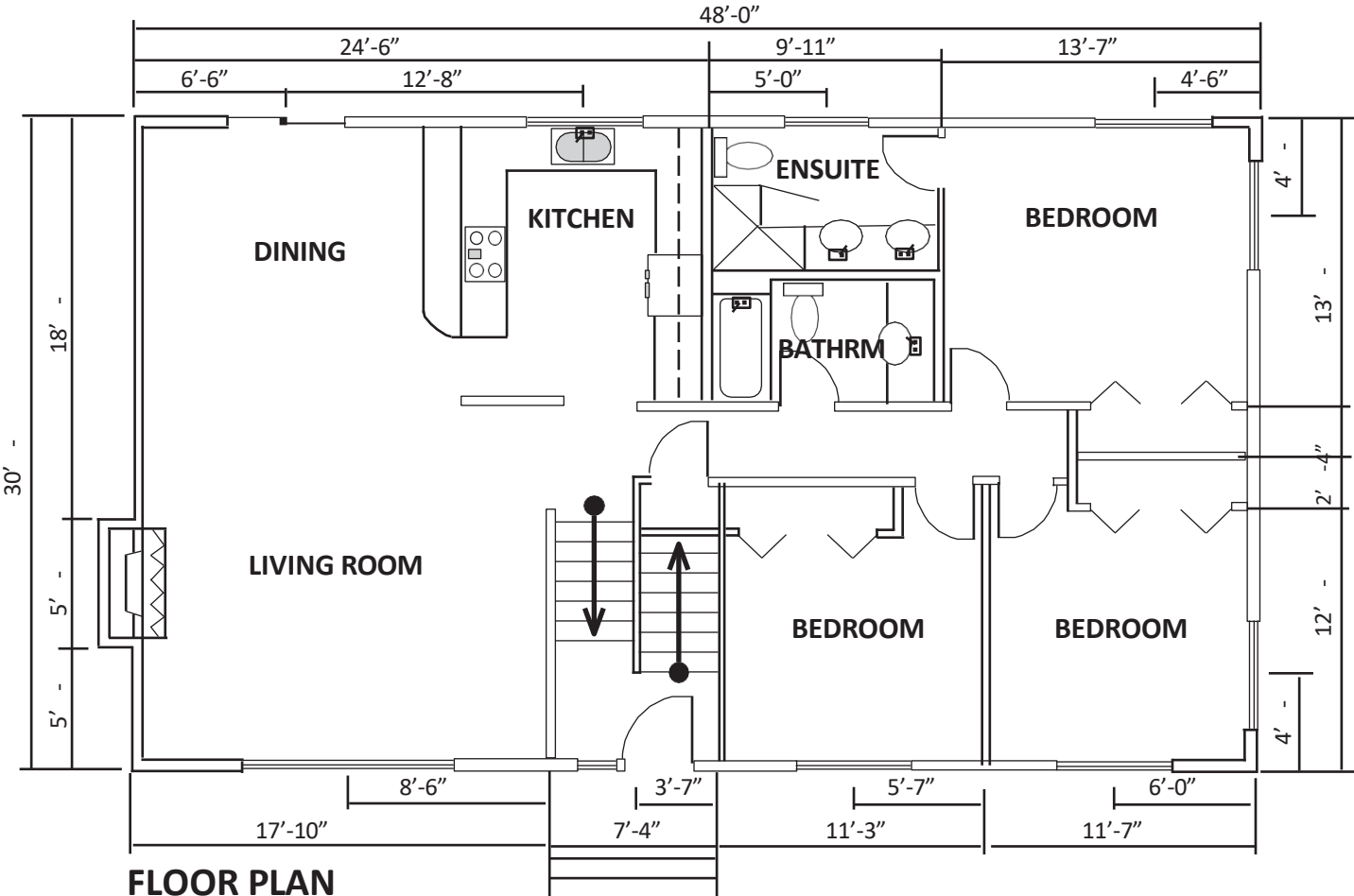
**END ELEVATION**



- Scale – Min  $\frac{1}{4}" = 1'$
- Dimensions of walls, windows and doors
- Exterior wall cladding, finishes and flashings
- Stairs, landings, guards and handrails
- Roof shape, slope and finish
- Overall building height



**FRONT ELEVATION**



# Floor Plans

- Scale – Min  $\frac{1}{4}" = 1'$
- Layout and use of rooms and spaces (label/names)
- Dimensions
- Size, type and location of exterior and interior walls and partitions
- Widths, locations and lintel sizes of all opening (including window sizes)
- Location of all plumbing fixtures
- Roof framing should indicate the size, grades/species, and spacing of roof rafters and ceiling joists. If a pre-engineered truss system is being used, provide supplier drawings and layout.
- The identity of all building materials and/or reference to a schedule or legend identifying same reference to detailed drawings
- Heating and ventilation details including TECA ventilation summary
- Location of smoke alarms and carbon monoxide detectors

## Energy Step Code

May 1, 2023, BC Building Code Changes

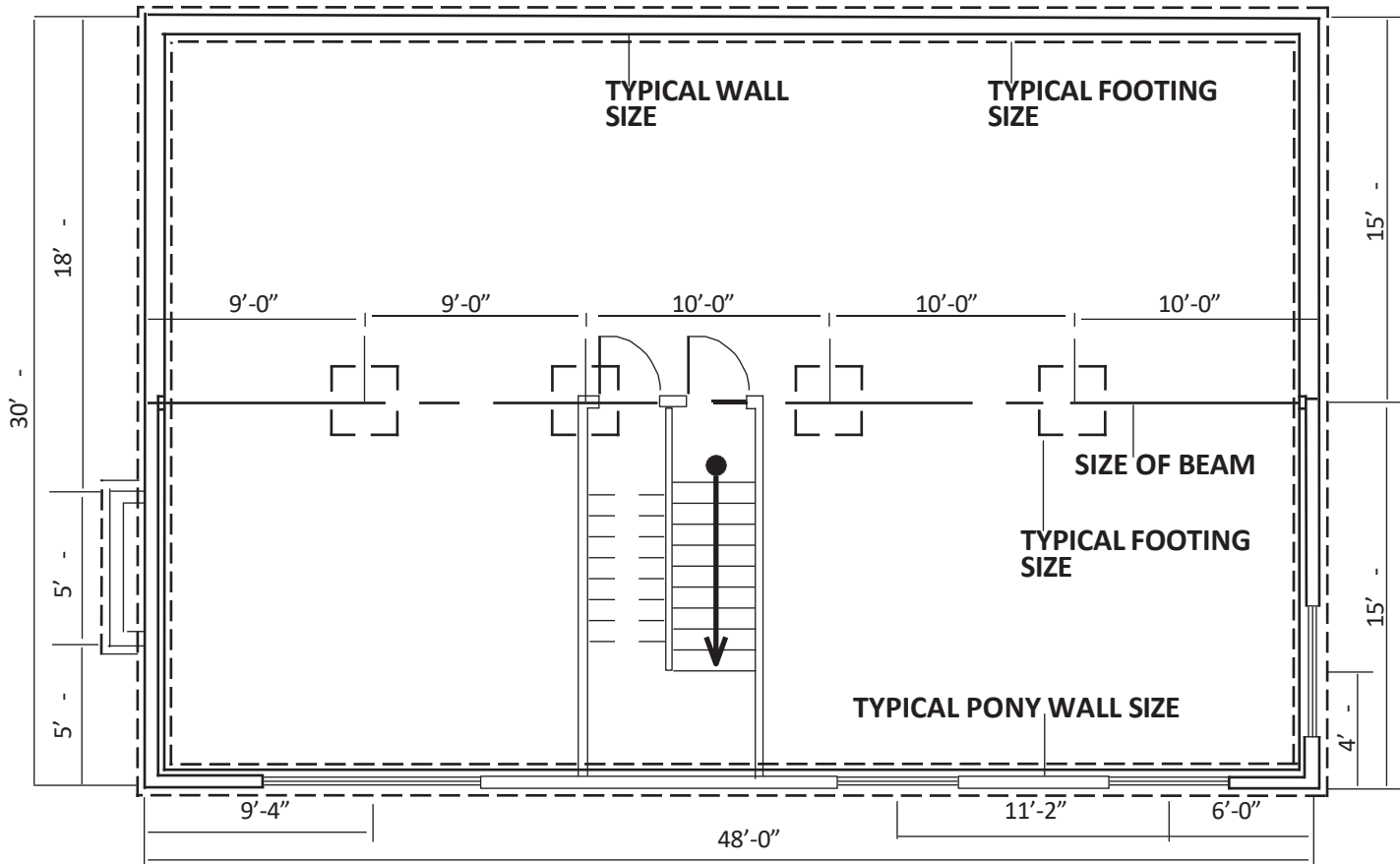
Please see update from the Provincial Building and Safety Standards Branch.

More information regarding these changes is being released on a regular basis. For more information monitor the Building and Safety Standards Branch website at:

<https://www2.gov.bc.ca/gov/content/industry/construction-industry/building-codes-standards> or email [building.safety@gov.bc.ca](mailto:building.safety@gov.bc.ca) if you have questions.

Read our Builders Bulletin regarding the Energy Step Code at [www.cariboord.ca/EnergyStepCode](http://www.cariboord.ca/EnergyStepCode) for cleaner, more energy efficient buildings

To stay up to date on the newest building codes or how-to's, subscribe to the Builders Bulletin at [www.cariboord.ca/builders-bulletin](http://www.cariboord.ca/builders-bulletin). The subscribe button is at the bottom of the page.

**FOUNDATION PLAN**

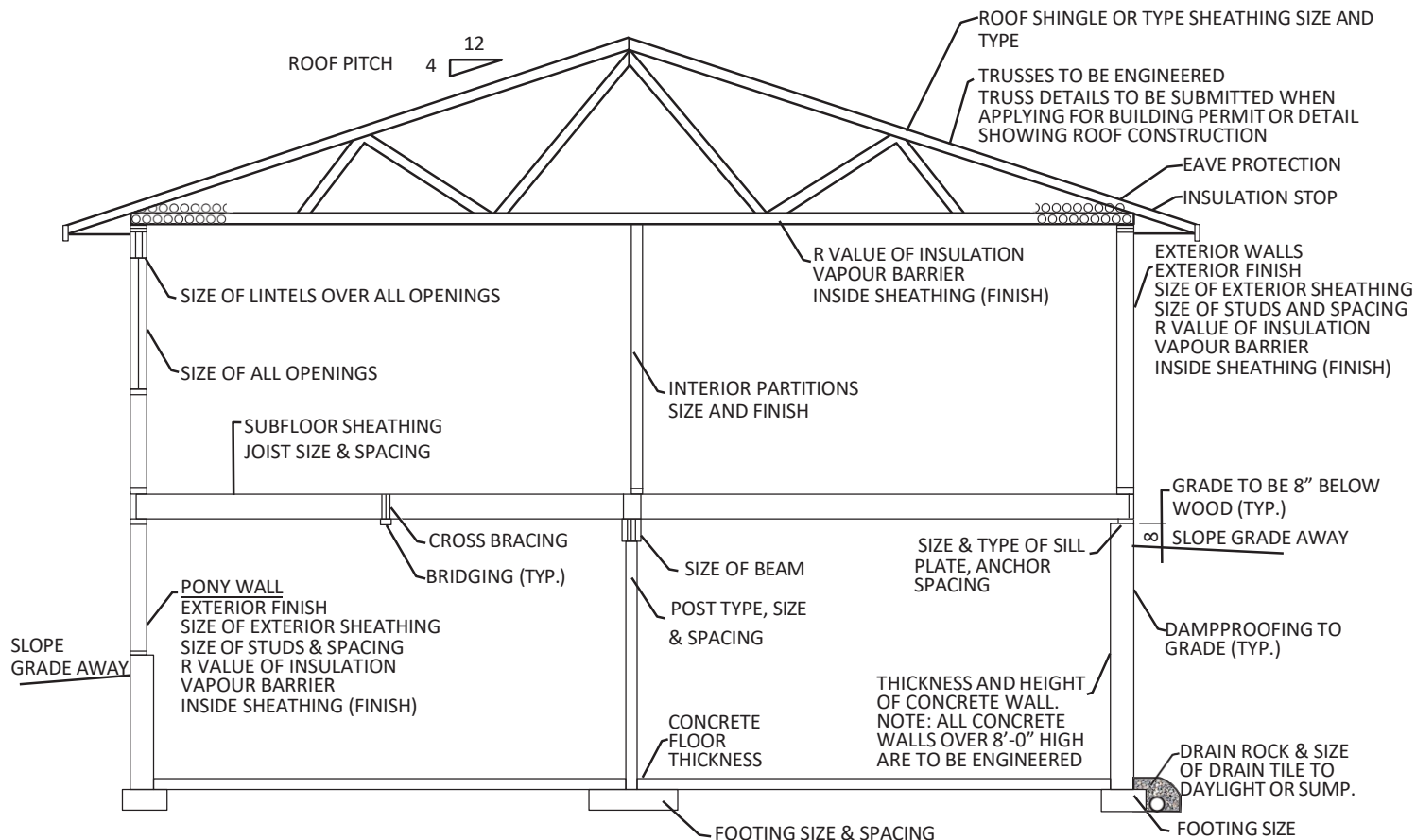
# Foundation & Basement Plans

- Scale – Min  $\frac{1}{4}" = 1'$
- Layout and use of rooms and spaces (label/names)
- Dimensions
- Size, type, and location of structural members – columns, beams, lintels, joists
- Location, size and dimensions of all footings and spacing of footing pads
- Foundation wall type and thickness

## Composting Toilet

A Record of Sewerage System (RSS) AND Letter of Certification (LOC) must be filed with your local Health Authority for both the composting toilet AND the grey water system. You will need an Authorized Person (AP) for the filings and for the design of the grey water system. Once that has been filed, your Health Authority will send you confirmation that it has been accepted and you will need to provide that to the CRD inspector.

For more information on Composting Toilet and Greywater Practice in the Cariboo, please download the manual provided by Interior Health at [www.cariboord.ca/compostingtoilet](http://www.cariboord.ca/compostingtoilet).



## CROSS SECTION

# Cross Section & Construction

- Scale– Min  $\frac{1}{4}'' = 1'$
- Details of footings, foundation walls, floors and roof
- Distance from grade to floor and underside of footing
- Attic and crawl space ventilation
- Stairs, landings, guards and handrails
- RSI calculations for all assemblies

## Permit Application Documents

- Application for Building / Plumbing Permit
- Site Plan Worksheet
- Occupant Load Establishment
- Solid Fuel Appliance Permit and Information
- Contaminated Site / Decommission Declarations
- Farm Buildings Exemption
- Plumbing / Solid Fuel Appliance Declaration
- Agents Authorization to Construct within a Mobile Home Park
- Building Permit Information Request - submit online
- Form "A" - Owner's Undertaking
- Freedom of Information Request
- Inspection Request - Occupied Structure
- TECA Ventilation Checklist
- Schedule A, Schedule B, Schedule C-A, and Schedule C-B

### *Handouts including:*

- Mobile Home Application Drawings, deck additions, bedroom egress windows, garage/workshop drawings, ancillary structures, effective thermal resistance of assemblies, etc.

Visit: [cariboord.ca/BuildingResources](http://cariboord.ca/BuildingResources) for all of the required application forms.

# Plan Particulars

An owner or builder may prepare their own plans provided they meet the following criteria:

1. the floor area is less than 600 square metres (6,460 square feet) and not more than three storeys in building height;
2. all structural elements fall within Part 9 of the BC Building Code; and
3. the building is NOT an assembly, institutional, or “high hazard” industrial occupancy.

Reference should also be made to the provincial “Architect’s Act”

## Engineered Designs

When the proposed work is not covered by the prescriptive parts (Part 9) of the BC Building Code, a registered professional (an architect or a professional engineer) must be consulted and may be required, under provincial acts or codes, to inspect certain elements of the construction.



## Building Location Surveys

A site survey will be required prior to a foundation being poured, in order to confirm setbacks and prevent the loss of capital investment should the setback be incorrect. Exceptions may be made for buildings in a mobile home park or where, in the case of a single or 2 family dwelling, a 1 metre “buffer” is established from the setback line.



## INFORMATIONAL NEWSLETTER

*New topics covered each month.*

Topics available online now:

- ◇ BC Energy Step Code
- ◇ Space Heater Shielding and Clearances
- ◇ Building Inspection Services Areas in the CRD
- ◇ Contaminated Site Identification changes coming
- ◇ Buildings Without Final Inspections or Building Permit
- ◇ Changes to Fee Schedule
- ◇ Notice on Title Information Sheet
- ◇ Secondary Suites
- ◇ and much more!!

Subscribe to the page to get notifications when a new bulletin is published at [cariboord.ca/builders-bulletin](http://cariboord.ca/builders-bulletin).



Subscribe to this Page

### CONTACT US

Building Department

Suite D, 180 North Third Avenue, Williams Lake, BC V2G 2A4

- Central Cariboo Office: 250-392-3351

- North Cariboo Office: 250-992-7400

- South Cariboo Office: 250-395-3838

Toll-Free: 1-800-665-1636

# Inspections

It is the responsibility of the property owner(s) to give at least 2 working days (48 hours) notice to the Building Inspector when a stage of construction is reached which requires inspection. The owner(s) may delegate this to their contractor but are still ultimately responsible for ensuring inspections have been requested and approved.

Inspections are required at the following stages of construction:

1. **FOOTING** - After the forms for concrete footings are complete, but prior to placing of any concrete therein; or for PWF foundations, after installation and compaction of the granular drainage layer but before footings are installed (Note that certain projects will require submission of a building location survey at this stage prior to work proceeding);
2. **FOUNDATION** - After forms for foundation walls are complete and reinforcing installed, but prior to placing any concrete therein;
3. **ROUGH-IN/RADON** - After installation of the subfloor depressurization rough-in for radon extraction, but prior to placing concrete;
4. **PRE-BACKFILL** - After removal of formwork from a concrete foundation and installation of the perimeter drainage system and application of damp-proofing; or after framing of a PWF foundation wall and floor assembly and application of damp-proofing, but prior to backfilling against any foundation;
5. **FRAMING** - After framing and sheathing of the building are complete, including the installation of the roof membrane, all exterior doors and windows, fire-stopping, bracing, chimney, duct work, plumbing, gas venting and wiring, but before any insulation, drywall or other interior or exterior finish is applied which would conceal such work;
6. **UNDER SLAB PLUMBING/ROUGH-IN PLUMBING** - After completion of the building drain, sanitary and storm sewers, rough-in plumbing system, including water supply and drain, waste and vent piping, but before any such plumbing is covered, and if any part of a plumbing system is covered before it is inspected and approved it shall be uncovered if the Building Inspector so directs, and when

considered necessary, underground building drains, branches, storm drains and sewers shall be retested after the completion of all backfilling and grading by heavy equipment;

7. INSULATION - After insulation and vapour barrier are complete, but before any drywall or other interior finish is applied which would conceal such work;
8. SOLID FUEL BURNING APPLIANCE - During the construction of any masonry fireplace at the smoke chamber stage; for a free-standing masonry chimney, at the thimble stage; before any factory-built or site-constructed fireplace or chimney is enclosed by combustible materials; and before the chimney cap is placed on a masonry chimney;
9. COMPLETION/FINAL/OCCUPANCY - After the building is complete (note that for buildings other than single family residential and residential ancillary buildings, use or occupancy of a building shall not take place prior to approval of a final inspection after construction is complete, unless approved by the building inspector in writing and the building complies with the health and safety requirements of the Building Regulations, the bylaws or any other statute applicable for the occupancy of the building) ; and
10. Any other inspections that may be required by the Building Inspector due to the size or complexity of the work.

Please NOTE that our files will remain open until such time as a “final” inspection is passed by the building inspector for total compliance. Failure to obtain an approved final inspection may result in a notice filed on the land title certificate or other action.



# Application Checklist

## Building Permit Application Form

- 1) Has all of the required information been provided?
- 2) Has the application been dated and signed by the owner, builder or agent?
- 3) If a builder or agent is making the application, has the "Form A" been completed?

## Land use - Zoning Regulations (Confirm with the CRD Planning Department)

- 1) Does the proposed use of the new building(s) conform with existing zoning?
- 2) Do the sizes and overall heights of the proposed building conform to zoning?
- 3) Are there any creeks, ponds or lakes on the property?
- 4) Is the property located in a sensitive/hazardous area?
- 5) Is the property located in a development permit area?

## Construction drawings (site-built buildings)

*Please note that construction plans (hard copy or digital) and the site plan are to be submitted with the building permit application. Additionally, other than copyright stamps or similar markings, **please avoid using red ink or pencil on your drawings.***

- 1) Is the site plan complete and show all:
  - buildings square footage
  - distances to lot lines
  - lakes, creek and waterways
- 2) Are all the plans complete, dimensioned, and drawn to scale? (min. 1/4" = 1')  
(Floor, foundation, 4 elevations, cross-section, roof framing)
- 3) Is an engineered design required for the foundation and/or superstructure?
- 4) If yes to #3, are the construction drawings sealed by the engineer?
- 5) Has the engineer submitted the Schedule B from the BC Building Code?
- 6) Has the engineer submitted his proof of insurance?

## Construction drawings (mobile home)

- 1) Are all 5 pages of the CRD mobile home setup drawings complete?
- 2) If the mobile is in a mobile home park, has Agent's Authorization been completed?

## Builder Information (site-built buildings)

- 1) Is the owner acting as general contractor for this project?
- 2) Is a professional general contractor building this project?
- 3) Is this project a dwelling or other residence?
- 4) Is this to be an owner built home?
- 5) If yes to #4 has a Owner Builder Authorization been obtained from BC Housing?
- 6) Is this to be a contractor built home?
- 7) If yes to #6 has the builder provided the New Home Registration Form (NHRF)?

## Other required documentation

- 1) Title search - current within 30 days of submitted application
- 2) New Home Registry Form (NHRF) is required documentation from BC Housing and is to be submitted with the building permit application for all new site built houses, or substantial reconstruction.

### **Single Family Dwelling (SFD)**

- ☐ Permit Application (Complete with signature)
- ☐ Non-refundable Application Fee
- ☐ Design Drawings (Include Foundation Plan, Floor Plan(s), Cross Section, Four Elevations)
- ☐ Site Plan
- ☐ Contaminated Site Declaration
- ☐ NHRF Form      ☐ Licensed Builder      ☐ Owner Builder
- ☐ Form A - Owner's Undertaking
- ☐ Plumbing Declaration
- ☐ Truss Layout with point loads
- ☐ Mechanical Ventilation checklist - TECA
- ☐ Pre Construction Compliance Report
- ☐ Solid Fuel Burning Appliance checklist (if applicable)
- ☐ Engineering (See Engineering Section - if applicable)
- ☐ CRD Utilities (See CRD Utilities Section - if applicable)

### **Mobile Home (Single-Wide (SWM) / Double-Wide (DWM))**

- ☐ Permit Application (Complete with signature)
- ☐ Non-refundable Application Fee
- ☐ Agents Authorization to construct within a MHP  
(applicable if construction is within a mobile home park)
- ☐ Application Drawings for Manufactured Home
- ☐ Site Plan
- ☐ Contaminated Site Declaration
- ☐ Form A - Owner's Undertaking

### **Mobile Home Addition**

- ☐ Permit Application (Complete with signature)
- ☐ Non-refundable Application Fee
- ☐ Agents Authorization to construct within a MHP (if applicable)
- ☐ Drawings for Manufactured Home Additions Package
- ☐ Site Plan
- ☐ Contaminated Site Declaration
- ☐ Form A - Owner's Undertaking

### **Commercial**

- ☐ Permit Application (Complete with signature)
- ☐ Non-refundable Application Fee
- ☐ Design Drawings (Include Foundation Plan, Floor Plan(s), Cross Section, Four Elevations)
- ☐ Site Plan
- ☐ Contaminated Site Declaration
- ☐ Form A - Owner's Undertaking
- ☐ Plumbing Declaration
- ☐ Truss Layout with point loads
- ☐ Mechanical Ventilation checklist - TECA
- ☐ Pre Construction Compliance Report
- ☐ Solid Fuel Burning Appliance checklist (if applicable)
- ☐ Engineering (See Engineering Section - if applicable)
- ☐ CRD Utilities (See CRD Utilities Section - if applicable)

### **Factory Pre-manufactured**

- ☐ Permit Application
- ☐ Non-refundable Application Fee
- ☐ Design Drawings +
- ☐ Form A - Owner's Undertaking
- ☐ Contaminated Site Form
- ☐ Engineering (if applicable - See Engineering Section)

### **Ancillary Structures**

*(Attached / Detached Garage, RV Storage / Pole Shed / Carport)*

- ☐ Permit Application
- ☐ Non-refundable Application Fee
- ☐ Drawings (Residential Garage Workshop Package or Custom Drawings)
- ☐ Site Plan
- ☐ Form A - Owner's Undertaking
- ☐ Contaminated Site Form
- ☐ Truss layout with load points
- ☐ Engineering (if applicable - See Engineering Section)

### **Change of Occupancy-Use**

- ☐ Permit Application
- ☐ Non-refundable Application Fee
- ☐ Site Plan
- ☐ Form A - Owner's Undertaking
- ☐ Contaminated Site Form

### **Demolition**

- ☐ Permit Application
- ☐ Site Plan
- ☐ Form A - Owner's Undertaking
- ☐ Contaminated Site Form

### **Engineering**

- ☐ Permit Application
- ☐ Non-refundable Application Fee
- ☐ Professional review/design
- ☐ Schedule A
- ☐ Schedule B
- ☐ Proof of Insurance

*NOTE: A new "Proof of Insurance" is required for each project a registered professional submits Schedules for.*

### **Deck**

- ☐ Permit Application
- ☐ Non-refundable Application Fee
- ☐ Deck addition to SFD Package (Complete)
- ☐ Site Plan
- ☐ Form A - Owner's Undertaking
- ☐ Contaminated Site Form

### **Occupational Load Establishment**

- ☐ Permit Application
- ☐ Non-refundable Application Fee
- ☐ Occupant Load Worksheet
- ☐ Form A - Owner's Undertaking

### **Plumbing**

- ☐ Permit Application
- ☐ Non-refundable Application Fee
- ☐ Drawings of intended work
- ☐ Form A - Owner's Undertaking
- ☐ Plumbing Declaration (if applicable)

### **Relocation (other than mobile home)**

- ☐ Permit Application
- ☐ Non-refundable Application Fee
- ☐ Design Drawings +
- ☐ Site Plan of both Existing Site and Intended new location
- ☐ Form A - Owner's Undertaking
- ☐ Contaminated Site Form
- ☐ Plumbing Declaration
- ☐ Truss Layout with Load Points
- ☐ Mechanical Ventilation Checklist - TECA
- ☐ Solid Fuel Burning Appliance (if applicable)
- ☐ Engineering (if applicable - see Engineering Section)
- ☐ CRD Utilities (if applicable)

### **Renovation**

*(Structural change/repairs, Secondary Suites, Addition to existing building)*

- ☐ Permit Application
- ☐ Non-refundable Application Fee
- ☐ Design Drawings +
- ☐ Site Plan of both Existing Site and Intended new location
- ☐ Form A - Owner's Undertaking
- ☐ Contaminated Site Form
- ☐ Pre-Construction Compliance Report (if applicable)

### **Solid Fuel (Wood) Burning Appliance**

- ☐ Permit Application
- ☐ Solid Fuel Appliance Permit / Information
- ☐ Drawings of intended work
- ☐ Form A - Owner's Undertaking
- ☐ Wood stove Manual

***Before submitting a Building Permit application, please have all the required documentation needed to apply. Incomplete applications will not be accepted. Note all applications require: permit application (complete with signature), title search (current within 30 days), \$200 non-refundable application fee, and all other completed forms listed under the project reference list on these two pages.***

# QUICK REFERENCE CONTACT LIST



## PERMIT APPLICATIONS & GENERAL INFORMATION



### BC Building/Plumbing Codes

#### **Customer Service**

Toll Free: 1-800-663-6105

[bccodes.ca/building-code.html](http://bccodes.ca/building-code.html)

### Driveways

#### **Ministry of Transportation**

##### **Central Cariboo**

301-640 Borland Street

Williams Lake, BC V2G 4T1

Phone: 250-398-4510

##### **South Cariboo**

Mailing Address:

301-640 Borland Street

Williams Lake, BC V2G 4T1

Phone: 250-398-4510

##### **North Cariboo**

5th Floor – 410 Kinchant Street

Quesnel, BC V2J 7J5

Phone: 250-983-7210

[www2.gov.bc.ca/gov/content/transportation/transportation-infrastructure/engineering-standards-guidelines/highway-design-survey/driveways](http://www2.gov.bc.ca/gov/content/transportation/transportation-infrastructure/engineering-standards-guidelines/highway-design-survey/driveways)

### Gas & Electrical Permits

#### **Technical Safety BC**

Toll Free: 1-866-566-7233

[technicalsafetybc.ca](http://technicalsafetybc.ca)

### Gas Line Location

#### **BC 1 Call**

9768 Third Street

Sidney, BC V8L 3A4

Toll Free: 1-800-474-6886

[www.bc1c.ca](http://www.bc1c.ca)

### Environmental Assessment

#### **Interior Health Authority**

Inquiries include:

- Septic related issues
- Subdivision proposals
- Holding tank applications
- Covenant release applications

Email: [EA@interiorhealth.ca](mailto:EA@interiorhealth.ca)

### Health & Safety Assistance

#### **WorkSafe BC**

Toll Free: 1-888-621-7233

[www.worksafebc.com](http://www.worksafebc.com)

### Other Agencies

#### **Agricultural Land Commission**

201-4940 Canada Way

Burnaby, BC V5G 4K6

Phone: 604-660-7000

Toll Free: 1-800-663-7867

[www.alc.gov.bc.ca](http://www.alc.gov.bc.ca)



# QUICK REFERENCE CONTACT LIST



## PERMIT APPLICATIONS & GENERAL INFORMATION



### **Archaeology Branch**

2975 Jutland Street  
Victoria, BC V8T 5J9  
Phone: 250-953-3334

<https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology>

### **BC Assessment**

202-350 Barnard Street  
Williams Lake, BC V2G 4T9  
Phone: 250-392-2996  
Toll Free: 1-866-825-8322

[bcassessment.ca](http://bcassessment.ca)

### **Land Title and Survey Authority (LTSA)**

Suite 900, 175 Second Avenue  
Kamloops, BC V2C 5W1

*or*

Suite 500, 118th Street  
New Westminster, BC V3M 3N7

Toll Free: 1-877-577-5872

[LTSA.ca](http://LTSA.ca)

### **Manufactured Home Registry Service BC**

104-540 Borland Street  
Williams Lake, BC V2G 4T1  
Toll Free: 1-877-526-1526

### **Private Water Wells**

#### **Ministry of Environment**

1259 Dalhousie Drive  
Kamloops, BC V2C 5Z5  
Phone: 250-371-6200

[www.env.gov.bc.ca/wsd/plan/protect\\_sustain/groundwater/index.html](http://www.env.gov.bc.ca/wsd/plan/protect_sustain/groundwater/index.html)

### **Property Zoning**

#### **CRD Planning Department**

Suite D, 180 N Third Avenue  
Williams Lake, BC V2G 2A4  
Phone: 250-392-3351  
Toll Free: 1-800-665-1636

[www.cariboord.ca](http://www.cariboord.ca)

### **New Home Registry**

#### **BC Housing**

Suite 203-4555 Kingsway  
Burnaby, BC V5H 4V8  
Toll Free: 1-800-407-7757

[www.bchousing.org/licensing-consumer-services](http://www.bchousing.org/licensing-consumer-services)

#### **Major Renovations / Additions**

<http://www.bchousing.org/publications/Regulatory-Bulletin-06-Substantially-Reconstructed-Homes.pdf>

#### **Substantial Reconstruction**

<https://sroq.bchousing.org/SROnlineQuestionnaire/faces/start>

# QUICK REFERENCE CONTACT LIST



## PERMIT APPLICATIONS & GENERAL INFORMATION



### Water/Sewer

#### **Interior Health Authority**

##### **Central Cariboo**

Third Floor, 540 Borland Street  
Williams Lake, BC V2G 1R8  
Phone: 250-302-5000

##### **South Cariboo**

555 Cedar Avenue - Bag 399  
100 Mile House, BC V0K 2E0  
Phone: 250-395-7676

[www.interiorhealth.ca](http://www.interiorhealth.ca)

#### **Northern Health Authority**

##### **North Cariboo**

523 Front Street  
Quesnel, BC V2J 2K7  
Phone: 250-983-6810

[www.northernhealth.ca](http://www.northernhealth.ca)

# NOTES



**“Pursuant to section 26 of the Freedom of Information and Protection of Privacy Act (the Act), the personal information collected will only be used for the purposes of evaluating your application. Your personal information will not be released except in accordance with the Act.**

**Questions about the collection of your personal information may be referred to the Cariboo Regional District’s Manager of Corporate Services, Suite D, 180 North Third Avenue, Williams Lake, BC, V2G 2A4 250-392-3351 or [mailbox@cariboord.ca](mailto:mailbox@cariboord.ca)”**



**[cariboord.ca](http://cariboord.ca)**

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**CENTRAL CARIBOO**  
Williams Lake

Suite D, 180 N Third Avenue  
Williams Lake, BC V2G 2A4

P: 250-392-3351 | 1-800-665-1636  
F: 250-392-2812

**NORTH CARIBOO**  
Quesnel

#102 - 410 Kinchant Street  
Quesnel, BC V2J 7J5

P: 250-992-7400  
F: 250-992-7414

**SOUTH CARIBOO**  
100 Mile House

Unit 3 - 170 Cedar Ave (PO Box 2260)  
100 Mile House, BC V0K 2E0

P: 250-395-3838  
F: 250-395-4898