



## Building and Inspection Department

### **A GUIDE FOR OBTAINING A BUILDING PERMIT**

**To be used as a guide only and not as a substitute for any Bylaw**

#### WHAT KIND OF WORK REQUIRES A BUILDING PERMIT?

A building permit is required prior to commencing:

1. The construction of a building or a structure, including accessory buildings.
2. An alteration or addition to a building or structure.
3. The finishing of an unfinished area of a building.
4. A structural repair or change to a building or structure.
5. The demolition of a building or structure or part thereof.
6. The construction of a swimming pool.
7. The installation of heating appliances; such as woodstoves, inserts, heat pumps or similar appliances.
8. The moving of a building.
9. The erection of a fence or wall.
10. The installation of a plumbing system.

#### A BUILDING PERMIT IS NOT REQUIRED FOR:

1. Painting or re-painting.
2. Cosmetic work or interior decorating.
3. Landscape plantings.
4. Replace of plumbing fixtures.
5. Structure under 100 sq. ft.

#### WHEN SHOULD A BUILDING PERMIT BE OBTAINED?

You must have a building permit before beginning any work for which a permit is required. You must not start any stage of the project, including excavation or demolition before you obtain the building permit.

#### CAN MY CONTRACTOR OBTAIN THE BUILDING PERMIT?

Yes. But we strongly recommend that the owner take out the building permit. The responsibility for carrying out the *work in accordance with Codes, liability for workmen, insurance and other matters* should be *borne* by *the* contractor.

## WHAT DOCUMENTATION AND INFORMATION IS REQUIRED?

1. The building permit application form must be signed by the owner and if applicable, the agent of the owner.
2. Proof of ownership: Certificate of Title required.
3. Two (2) copies of all plans and details are required.
4. Home Owner Protection form. (1-800-407-7757; email [hno@hpo.bc.ca](mailto:hno@hpo.bc.ca); website [www.hpo.bc.ca](http://www.hpo.bc.ca))
5. Vancouver Island Health Region (CHR) - septic field approval – (204-2780 Millstream Road -250- 478-0523)

### Drawings being submitted for a Permit should include:

1. All existing buildings on site and proposed construction.
2. A site plan (sample Illustration A) with all dimensions of the property and the dimensioned relationship of all buildings and structures to each other and to the property lines.
3. The height of all buildings.
4. The elevations of *all sides of the buildings that need to be considered* (sample Illustration B).
5. *At least one cross section of the building construction, referencing the regulated heights and the calculation of the elevation of average grade* (sample Illustration C).
6. A floor plan indicating the USE of each room and part of the building (sample Illustration D).
7. In most cases, the calculations of lot coverage and floor ratios.

For renovation work not involving structural changes, your application should include a floor plan of the area to be renovated showing the extend of the work and statements indicating no structural changes are intended.

## DO I NEED A SURVEY?

Yes a survey must be submitted prior to the framing stage of construction. A registered British Columbia Land Surveyor must sign the survey.

## WHAT DOES A BUILDING PERMIT COST?

Building permit fees are based on the total cost of the project. Building cost statistics are utilized when necessary. Self-help labour costs form part of the values.

## WHAT IS THE USUAL WAITING PERIOD FOR A BUILDING PERMIT?

Usually permits can be processed within two weeks of receipt, providing all the information is presented. Plans that are rejected and resubmitted may have to be dealt with in order.

## WHEN MAY I START WORK?

You may begin when the permit has been issued. The Bylaws of the District of Highlands require a doubling of the permit fees when work is commenced prior to possessing a permit.

### WHAT HAPPENS IF MY APPLICATION IS REJECTED?

A rejection of an application will be accompanied by reasons for the rejection. You may ask the inspector for further explanation, if necessary, but Municipal staff are not permitted to assist in the design of a building.

Applications may be "red penciled" to indicate non-conformance with the Codes. Minor amounts of "red penciling" may not require the re-design of the building plans.

Applications may be declined because of zoning problems. Compliance with zoning regulations is mandatory.

Staff acknowledges some residents may not be experts on Code matters. Staff appreciate the recognition that they are only carrying out their duties in administering the Bylaws in force.

### WHAT OTHER PERMITS WILL I REQUIRE?

You will require the issuing of a plumbing permit if new plumbing or alterations are contemplated. Also a permit will be required for a fireplace if a solid flue burning unit is installed.

Driveway access, tree cutting, blasting and soil deposit or removal permit could be required if applicable.

### ARE INSPECTIONS REQUIRED DURING CONSTRUCTION?

Yes. The Bylaw sets the inspections necessary.

The portions of the work to be inspected will be noted on the application form. All work must be uncovered at the time of inspection.

Twenty-four (24) hours prior notice is necessary. Faulty work and failure to follow the plans may require a re-inspection of the work and a re-inspection fee,

### ENGINEERED DESIGNS

When conditions arise that require a professional engineer's services or the design requires professional approval; i.e. Wood trusses, beams, masonry, etc., the owner must agree to employ an engineer to review the manufacture, design, erection or construction of the engineered portions of the buildings. Letter of Assurance from the owner and the professional may be required.

### District of Highlands Building and Inspection Department

Telephone: 250-474-1773  
Fax: 250- 474-3677  
Email: [cleek@highlands.ca](mailto:cleek@highlands.ca)  
Website: [www.highlands.ca](http://www.highlands.ca)



**BUILDING PERMIT APPLICATION**  
DISTRICT OF HIGHLANDS - Building Inspection Department

1980 Millstream Road  
Highlands, BC V9B 6H1  
ph. 250-474-1773 / fax. 250-474-3677  
email: jcameron@highlands.ca

**PLEASE PRINT CLEARLY**

Pursuant to the regulations applicable to the DISTRICT OF HIGHLANDS:

I, \_\_\_\_\_ ADDRESS \_\_\_\_\_

being the owner or acting with the consent of the owner hereby make application to: (circle one)

**ERECT CONSTRUCT ALTER REPAIR ADDITION MOVE DEMOLISH**

LOCATE AT:

use of building or structure \_\_\_\_\_ house number and Street \_\_\_\_\_

FOLIO #: \_\_\_\_\_ LOT: \_\_\_\_\_ SECTION: \_\_\_\_\_ PLAN: \_\_\_\_\_

OWNER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

BUILDER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

House numbers - house numbers obtained from the District of Highlands

THIS APPLICATION FORM MUST BE ACCOMPANIED BY THE FOLLOWING INFORMATION:

- Copy of a recent (last 30 days) CERTIFICATE OF TITLE
- Evidence of Driveway Access Permit application and location obtained from the District of Highlands
- Sewage Disposal application and proof of potable water supply
- Site plan (in duplicate) drawn to scale showing:
  - Dimensions of land on which proposed building is to be located
  - Location of septic tank and disposal field
  - Location of proposed building
  - Ground elevations
  - Location of existing buildings showing horizontal and vertical dimensions
  - Details of site drainage
  - Location of road access
- Include copies in duplicate of the specifications and scale drawings of the building with respect to which the work is to be carried out showing:
  - Foundation Plan (with overall dimensions) **REVERSE PRINTED PLANS NOT ACCEPTABLE**
  - Floor plan on each level, fully dimensioned
  - Elevations of all sides of the building
  - Proposed and/or existing uses of all rooms shown on floor plans
  - Overall, actual cross sections showing all structural details and finishes (partial cross sections are not acceptable)  
Preferred Scales - Imperial: 1/4" = 1' 0" Metric: 1 = 50
- State intended use of building, including use of existing buildings
- Any other information required pertaining to the application

**OCCUPANCY CERTIFICATES** - a Certificate of Occupancy must be applied for and obtained prior to the occupancy of any building.

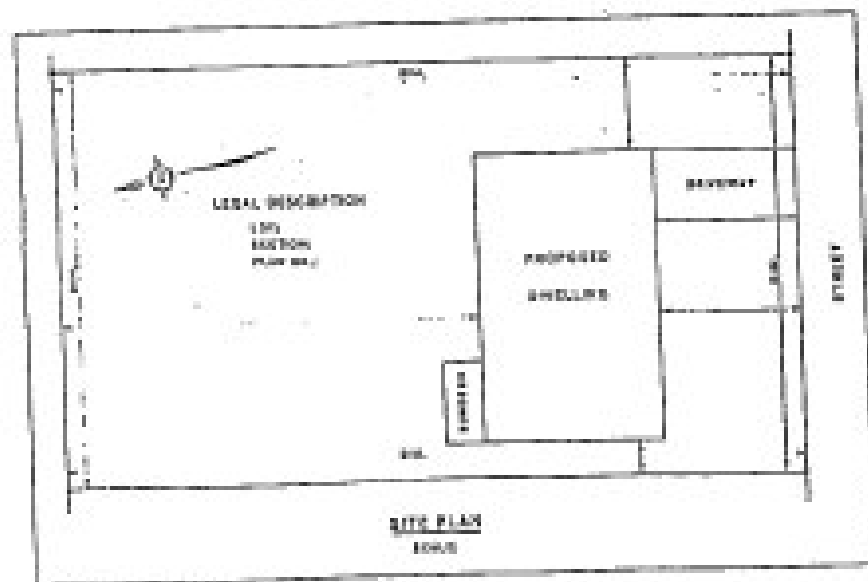
**WAIVER AND INDEMNITY**

I AGREE TO CONFORM TO THE BC Building Regulations and all other statutes and Bylaws in force in the District of Highlands. The undersigned, applicant, developer, contractor, or owner assumes all risks or hazards incidental to building inspection services and agrees to release, save harmless and indemnify the District of Highlands and its officials, agents, servants and representative, from an against all claims, actions, costs, expenses and demands with respect to death, injury, loss or damage to the person or property of the applicant, developer, contractor or owner, howsoever caused, arising out of or in connection with the building inspection services, notwithstanding that the same may have been contributed to, caused or occasioned by the negligence of the District of Highlands, its officer, employees, officials, agents, servants, and representatives. It is understood that no warranty is implied for building inspection services of the District of Highlands and that this agreement is to be binding on myself, my heirs, executors and assigns.

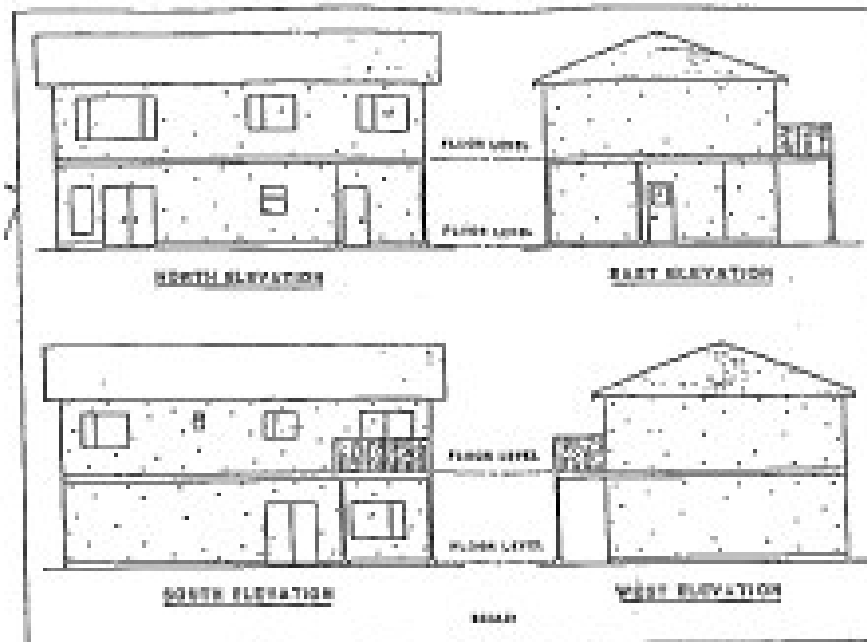
PHONE NUMBER \_\_\_\_\_

DATE \_\_\_\_\_

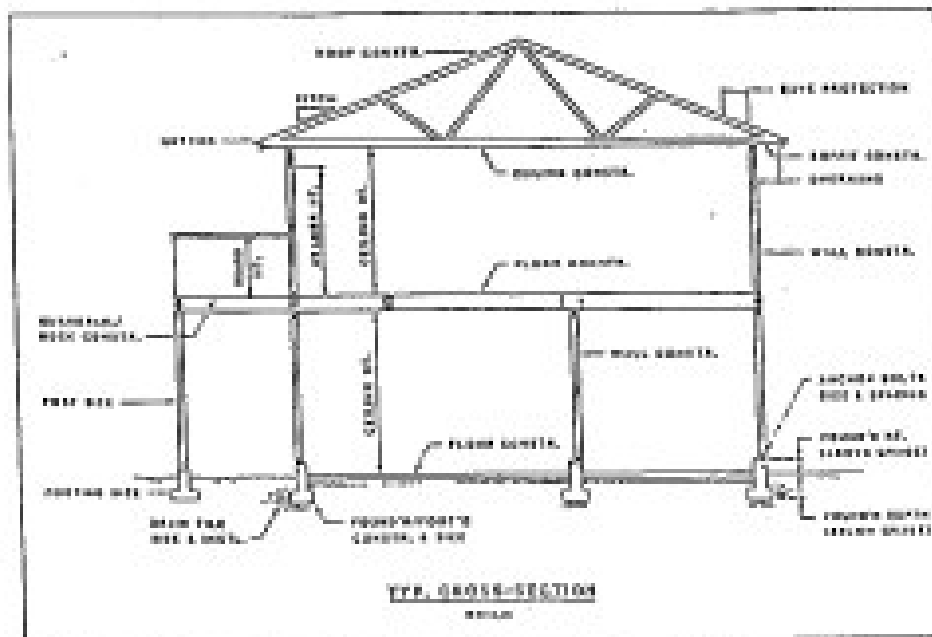
SIGNATURE OF APPLICANT \_\_\_\_\_



A



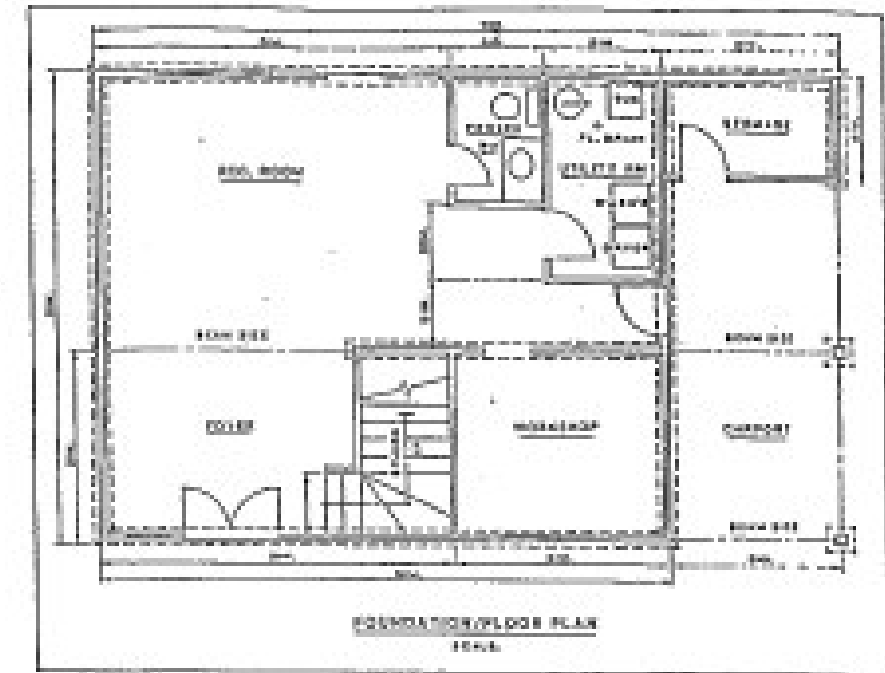
B



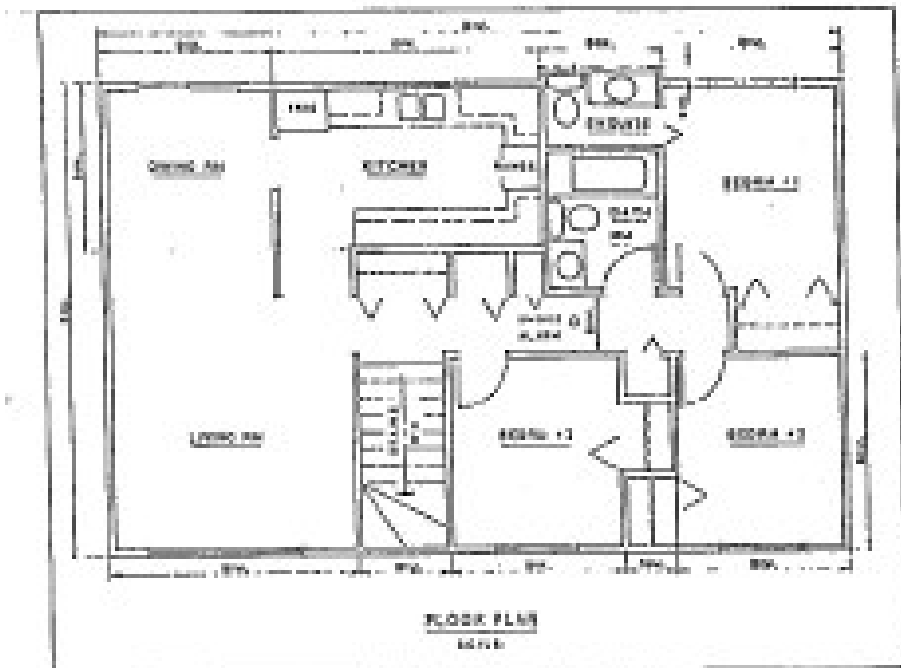
C

**Floor Plans**

- scale not less than 1/4" to 1" (1:50 Metric)
- all rooms and use of each room
- size of each room
- size of windows and doors
- all plumbing fixtures
- all outside dimensions
- structural details; i.e. joist size and spacing, size of beams and columns
- species and grade of all wood materials



D



D