

January 1, 2018

Building Services - Notice

RDOS Building Services underwent a process in early December where the entire building permit application process was reviewed in order to establish operational efficiencies.

During that process it was determined that one of the issues which was creating a backlog was the fact that we have been accepting incomplete applications (in the name of customer service). In actuality, the extra work involved in handling these incomplete applications reduces the customer service that we provide as it disrupts our turn-around timeline and provides false expectations that permit review is moving forward, when in fact the permit is delayed due to missing information.

We will not be accepting **any** building permit application which is incomplete. That includes documentation from BC Housing for home warranty and filed Records of Sewerage from a Waste Water Practitioner (the most common items that are missing).

In addition, if a Watercourse or Environmental Development Permit is required, that application must be submitted at the same time as the building permit application. For all other Development Permits, an approval is required prior to acceptance of a building permit application.

It is also recommended that all applicants verify with Planning staff the specific zoning bylaw and development requirements that may be applicable to their proposed development well in advance of submitting an application. When a contractor or applicant attends to make application for a building permit, a Planning Technician will be reviewing the information submitted to ensure all zoning requirements are met and that there is sufficient information shown on the site plan to conduct a zoning review.

If additional information is required, the building permit application will be deemed incomplete.

The following documents are generally required to submit a building permit application:

- Application form (complete with agent authorization)
- Deposit (note that the deposit will be increasing to \$500 for construction values over \$100,000 after April 15, 2018)
- 2 sets of construction drawings (cross-sections, floor plans, elevation drawings and foundation plans)
- Site plan
- Letters of Assurance and sealed design drawings (if applicable)
- Truss layouts/specifications and floor layouts/beam specifications
- New Home Registration Form (if applicable)
- Sewage disposal permit (if applicable)
- Highways access permit (if applicable)
- Title search with copies of all legal documents (covenants, easements, right-of-ways) – the fee to obtain these documents on the applicant's behalf is increasing to the actual cost of the document with a minimum of \$25 per document

Further information regarding what documentation is required to submit an application can be found on our website at www.rdos.bc.ca under [Building Permits](#)

