



# APPLICATIONS WILL NOT BE PROCESSED WITHOUT THE FOLLOWING:

- A **non-refundable application fee of \$150.00**. The application fee will be applied towards the building permit fee.
- **Completed & signed application form and Form 1**. If owner is a company, proof of signing authority is required.
- **Current** (no older than 30 days) copy of a **Title Search/State of Title Certificate AND** copies of all easements, right of ways, covenants registered on the title. (see Page 4 of Application form – RDOS can obtain these documents on your behalf for a fee.)
- Record of Sewerage (stamped by Interior Health) from a Registered Onsite Wastewater Practitioner (<http://owrp.asttbc.org>) or a qualified Engineer (<http://www.apeg.bc.ca/>) or a Proof of Hook-up to an approved sewage system.
- Watercourse Development Permit if the development is within 30m of the high water mark of a lake, swamp, pond or watercourse or top of ravine bank (if necessary). More information on the Riparian Area Regulations is available from RDOS Planning Department at (250) 490-4107.
- Highway access permits (if necessary - non-residential use or on numbered highway) from Ministry of Transportation & Highways, (250) 712-3660.
- **TWO SETS OF BUILDING PLANS** in a suitable scale which will include:
  - Floor plan, basement plan, foundation plan
  - Elevation plans, front and back, both side views
  - Section plan
  - Site plan showing dimensions and location of all buildings, septic field and water on property with distances clearly marked (see sample).
  - Truss, I-joist & manufactured beam specifications & layouts.
- **Form 3 Authorization** signed by the applicant and authorized agent if the applicant is not the registered owner of the property.
- **New Home Registration Form** from BC Housing ([www.bchousing.org/licensing-consumer-services](http://www.bchousing.org/licensing-consumer-services)) is required for all new dwellings pursuant to the *Homeowner Protection Act* and a building permit cannot be issued until the Form is received.
- If a manufactured home is being installed, it must have CSA A-277 or Z-240 certification.

**APPLICATIONS WITH COMPLETE DOCUMENTATION ARE PROCESSED ON A FIRST COME, FIRST SERVE BASIS. ALL DOCUMENTATION MUST BE RECEIVED BEFORE A PLAN CHECK WILL BE DONE.**

**Note:**  
If a Professional Engineer is involved with any part of the project, Schedule B must be submitted at the time of application.

### Applications for Demolitions (Fee \$150)

Applications for permits to authorize demolition must include a demolition **Waste Disposal Permit** application. Demolition Permits will not be processed until the Disposal Permit is approved by RDOS Public Works.

### Applications for Complex Buildings

In addition to the above requirements, applications for complex buildings must include a Schedule A, Building Code analysis and a Schedule B, proof of liability insurance and Form 2 for each registered professional required on the project.

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Although we do not require the following documents to issue a permit, the RDOS recommends that the applicant also check with:

- Applicable irrigation districts with respect to water supply.
- Technical Safety BC at 1-866-566-7233 regarding electrical permits.

# TO OBTAIN A BUILDING PERMIT YOU MUST SUPPLY:

- SIGNED APPLICATION FORM and FORM 1**
- \$150.00 NON-REFUNDABLE APPLICATION FEE** plus title search fee if applicable
- FORM 3 AUTHORIZATION OF AGENT** (if applicable) signed by both owner and authorized agent
- TITLE SEARCH - no older than 30 days**  
(can be obtained by RDOS for a fee (\$15) → initial box on page 5 of application form)
  - INCLUDE A COPY OF ALL REGISTERED COVENANTS, RIGHT-OF-WAYS AND EASEMENTS** registered on property (can be obtained by RDOS for a fee)

## **PLANS (drawn to appropriate scale)**

- 2 SETS OF CONSTRUCTION DRAWINGS**
  - Include **floor plans** showing the dimensions and use of all areas: the dimensions and height of crawls and roof spaces, the location, size and swing of doors, the location, size and opening of windows; floor, wall and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
  - Include a **cross section** through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;
  - Include **elevations** of all sides of the building or structure showing finish details, roof slopes, windows, doors, finished grade and conformance with the Building Code, Regional District bylaws, covenants and contracts relating to building height requirements;
  - Include **cross-sectional details** at sufficient locations to illustrate that the building or structure conforms to the Building Code; and
  - Include a **foundation design**.
  - Include **truss layouts & individual truss specification** sheets
  - Include **engineered floor layouts & beam specifications**
- 2 SITE PLANS** with dimensions of lot, siting & dimensions of all buildings, showing all watercourses and clearly marked distances from building to all property lines, other buildings & watercourses
- NEW HOME REGISTRATION FORM** from BC Housing (required for all new dwellings-single or multi-family)
- SEWAGE DISPOSAL PERMIT** (required for new dwellings/addition of bedroom/increase of living space by 25% or more)
- HIGHWAY ACCESS PERMIT** (for all structures being built on numbered highways ie Highway 97 or for ALL NON-RESIDENTIAL / INCREASED DENISTY uses on any road)
- WATERCOURSE or ENVIRONMENTALLY SENSITIVE DEVELOPMENT PERMIT** (if required)
- SCHEDULE B & FORM 2** from Professional Engineer (as required)