

Additional Forms Required to be Submitted with application (where applicable):

- HPO authorization required
- letters of assurance, schedules B-1, B-2
- plumbing system (Notification of installation) form
- mechanical ventilation check list
- solid fuel burning appliance application

It is the Owners Responsibility to:

- carry out the work authorized by a permit in accordance with the requirements of the BC Building Code and the bylaws of the Regional District
- ensure that a building permit is obtained prior to commencing any construction
- ensure that requests for inspections are made for all required inspections, with 48 hours notice
- ensure that all forms and applications have been completed in full and are properly endorsed

Personnel Performing Plumbing Work Must:

- possess a BC tradesman’s qualification certification as a plumber or,
- be an indentured apprentice supervised by a BC journeyman plumber or,
- be the registered owner and occupier of the single family dwelling provided that the building inspector has been provided with proof that the owner is able to satisfactorily complete the proposed work

Displaying the Building Permit:

- the owner is responsible for displaying a copy of the building permit where it may be visible upon entering the property

Building Permit Fee

- fees payable for the issuance of a building permit are based on ½ of 1% of the estimated construction value, plumbing fees included. Minimum permit fee is \$100.00 dollars

Requirements for Placing Buildings, Structures and Manufactured Homes:

- a moved structure, manufactured home may only be placed subject to the following conditions:
- manufactured homes must display either a CAN/CSA Z240 or A277 certification stamp. Homes that have been altered or no longer display a certification stamp will require verification from an engineer indicating that the home is safe for the use intended
- the Building Inspector may be required to make a site inspection to verify the CSA certification
- placement of any moved building or structure greater than 20 square meters, will require certification from an engineer verifying that the building is safe for the use intended

For more information please contact the Peace River Regional District Building Inspection Department

9505 – 100th Street, Fort St John, BC V1J 4N4
1-250-785-8084 or 1-800-670-7773

or

Box 810, Dawson Creek, BC V1G 4H8
1-250-784-3200 or 1-800-670-7773



Peace River Regional District

BUILDING INSPECTION

GUIDE FOR RESIDENTIAL CONSTRUCTION

For.....

- Repairs
- Alterations
- Additions
- Accessory Buildings
- Residential Dwellings
- Manufactured Homes
- Placing Buildings
- Other Miscellaneous Buildings and Structures

To be used as a Guide Only and not as a Substitute for PRRD Bylaws

Plus.....Other Related Information

Building Permits are Required

When you wish to:

- construct new residential dwellings
- construct accessory buildings or structures, (garage/shop/shed etc.)
- repair, renovate, construct additions
- install new plumbing systems
- add to an existing dwelling
- install a chimney or solid fuel burning appliance
- demolish or place a building or structure, mobile homes, manufactured housing
- place permanent and temporary tent structures (verify with the Building Inspector)

Permits Are Not Required For:

- temporary on-site construction trailer for a project being constructed under valid permits
- construction, alterations or repairs with an estimated labour and construction value not exceeding \$2,500., except that a permit is always required for work on a residential dwelling
- farm buildings as defined by the most recent edition of the National Farm Building Code
- landscaping, fencing, signs and retaining walls
- the construction of the placement of a building having a floor area of less than 11 square meters (120 square feet) or
- a garden shed, tool shed or greenhouse having a floor area not exceeding 20 square meters (215 square feet)
- the repairing and replacement of plumbing fixtures, (verify with Building Inspector)

Note: Although the above work may not require permits, owners should ensure that the construction conforms to the requirements of the BC Building Code and applicable By-laws of the Regional District

Things you should know when planning your project:

- land use regulations ie. Affected by zoning and ALR
- confirm the zoning of the property
- ensure that the intended use is permitted
- check for the required set backs from the property lines to the building or structures
- check for Gas, Hydro, cable lines, easements or right-of-ways and covenants
- confirm the lot line locations

What is required to obtain a building permit?

- complete a building permit application form
- complete in full the forms provided that pertain to your proposed building project
- provide 2 sets of construction drawings
- a site plan drawn to scale
- application signed by the owner or provision of agents
- payment of building permit fee

How long will it take to process my permit application?

For residential applications we try to maintain a turn around time of 5 working days. You will be telephoned immediately when your permit is ready.

The applicant makes preliminary inquiries with the Regional District Building Department regarding the land use regulations and the feasibility of the proposal. The applicant then completes the required application forms for a building permit and returns this with **two sets** of construction drawings to scale, conforming to the most recent edition of the **BC Building Code**.

Construction Drawing Requirements:

- a complete drawing of the building including floor plan, foundation plan, elevations, cross sections, stair details, truss drawings, plumbing fixtures and electrical
- any special beams, floor trusses, or roof trusses other than what is listed in the BC Building Code require the supplier or an engineer to submit Schedules B-1, B-2 before the permit is issued, and upon completion of the framing inspection a Schedule C-b is required
- a site plan indicating services, access, major site features, the position and the dimensions of the proposed building and all additional buildings occupying the lot drawn to scale

When a complete set of drawings and application forms are received they may be reviewed within 5 working days for approval. If revisions are required, the application and plans will be returned. When the revisions are completed the plans can be re-submitted for approval, this process will continue until the application and plans are approved for a building permit.

Incomplete forms and plans may result in your application being rejected, causing delay in your construction schedules.

The Building Inspector may issue a Building Permit subject to the following:

1. When all requirements for an application have been submitted, and:
2. A satisfactory review of the application has been completed, and:
3. the building permit fee has been paid

When construction pursuant to the building permit has not commenced within one year of the date of issuance, or has been discontinued or suspended for a period of more than one year from the last inspection the permit shall expire.