



PEACE RIVER REGIONAL DISTRICT

BUILDING INSPECTION GUIDE FOR RESIDENTIAL CONSTRUCTION

Permits are required for:

- new residential dwellings
- accessory buildings or structures, (garage/shop/shed etc.)
- repairs, renovations, additions
- renovating plumbing systems
- addition to an existing dwelling
- installing a chimney or solid fuel burning appliance
- demolishing or placing a building or structure, mobile home, manufactured housing
- placing permanent and temporary structures (verify with the Building Inspector)

Permits are not required for:

- temporary on-site construction trailer for a project being constructed under valid permits
- farm buildings as defined by the most recent edition of the National Farm Building Code
- landscaping, fencing or signs
- the construction or the placement of a building having a floor area of less than 11 square metres (120 square feet) or
- one garden shed, tool shed or greenhouse having a floor area not exceeding 20 square metres (215 square feet)
- 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 Bylaws of the Regional District.

Things you should consider when planning your project:

- Residents not in a mandatory building permit area that are building or adding on to a structure may want to check with their lending agency and/or insurance provider if it is a requirement to have a building permit, final inspection or occupancy permit.
- Confirm whether your property is within the Agricultural Land Reserve, a Development Permit Area or a Community Sewer System Boundary and how the applicable regulations may affect your proposed project
- If your property is within the Charlie Lake Sewer Boundary a Development Cost Charge of \$8,547.77/ per dwelling unit may be required
- If your property is within School District 60, a School Site Acquisition fee of \$1000.00 may be required
- All new residential construction requires authorization registered with BC Licensing and Consumer Services, visit www.bchousing.org for more information
- Confirm the zoning of the property and ensure that the intended use is permitted
- Confirm the legal parcel lines
- Check for the required setbacks from the parcel lines to the building or structure
- Check for Gas, Hydro, cable lines, easements or right-of-ways and covenants
- Water and sewer regulations/availability
- Apply for or confirm your civic/911 address

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PLEASE REPLY TO:

Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca
 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: prrd.fs@prrd.bc.ca

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 and other applicable fees
- stamped engineered truss drawings
- Authorization registered with BC Licensing and Consumer Services, www.bchousing.org

How long will it take to process my permit application?

- For residential applications we try to maintain a turn-around time of ten (10) working days subject to the above information being received.

Other Contact Information:

- BC One Call 'Call Before you Dig': [800] 474-6886
- BC Licensing and Consumer Services: [800] 407-7757
- BC Safety Authority: [866] 566-7233
- Ministry of Transportation: [800] 661-8773 or
- Service BC: [800] 663-7867

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 Stamped drawings before the permit is issued, and have them available upon arrival for the framing inspection
- 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 ten (10) 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.

Note: Incomplete forms and plans may result in your application being rejected; causing delays in your construction schedules.

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.

Additional Forms required to be submitted with the Application (where applicable):

- letters of assurance, Schedules A, B,
- plumbing system (Notification of Installation) form
- mechanical ventilation check list

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 two (2) working days' notice
- ensure that all forms and applications have been completed in full and are properly endorsed
- display a copy of the building permit where it may be visible upon entering the property

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

Building Permit Fee:

- fees payable for the issuance of a building permit are based on 1/2 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 metres, 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

Box 810, 1981 Alaska Avenue,
Dawson Creek, BC, V1G 4H8
(250) 784-3200
Toll Free: (800) 670-7773
or email to prrd.dc@prrd.bc.ca

Forms and more information are also available on our website: www.prrd.bc.ca