



## THOMPSON-NICOLA REGIONAL DISTRICT

### A GUIDE TO BUILDING PERMITS

This Brochure explains:

- When a Building Permit is required
- Building Permit application procedures
- Building Inspection Procedures
- Responsibilities of Permit Holder
- Other Permits such as Moving, Demolition and Plumbing

This brochure is meant for guidance only and should not be construed by anyone as a right to a development approval if the steps indicated are followed. Please consult the *Local Government Act* and its regulations, the Thompson-Nicola Regional District Building Bylaw, and the Thompson-Nicola Regional District Zoning Bylaw for definitive requirements, procedures and policies.

### A Building Permit is required when you wish to:

- construct a new home;
- construct a new accessory building such as a garage or storage shed greater than 20 square metres (215 square feet) in size;
- construct a new accessory building greater than 55 square metres (592 square feet) within AF-1, RL-1, SH-1 or CR-1 zones;
- construct an addition to an existing building or manufactured home;
- construct a commercial, industrial or public use building;
- undertake any interior work such as partitions, etc.;
- construct a sundeck;
- enclose a porch or roof over a sundeck;
- construct a retaining wall more than 1.2 metres (4 feet) in height;
- move a building;
- locate a manufactured home;
- demolish a building;
- change of occupancy or use of a building or part thereof.

## **Building Permit Application Procedures:**

To apply for a Building Permit, two (2) sets of building plans are to be submitted with a completed Building Permit Application and applicable fee. These plans shall show all details necessary to complete the project including, but are not limited to, the following:

### ***Site Plan:***

- Lot dimensions and adjoining public roads
- Physical features (i.e. creek, lake, embankment)
- Location of existing and proposed buildings (dimensions, setbacks)
- Location of domestic water source
- Location, size and number of parking spaces
- Location and dimension of access to public road
- Centerline of public road
- Site servicing
- Garbage bin location
- Easements, right-of-ways
- North arrow and scale
- Elevations at the corners of the property

### ***Foundation Plan:***

- Showing exterior/interior footings/pads including landing/deck pads

### ***Basement Floor Plan:***

- Show use of all rooms
- Location of all plumbing fixtures
- Location and swing of all doors
- Location and size of all windows (including unfinished areas)

### ***Floor Plan:***

- Show use and size of all rooms
- Location of all plumbing fixtures
- Location, size and swing of all doors
- Location and size of all windows
- Location at which all sectional details required in **Cross Section** are taken

### ***Cross Section:***

- Sectional details including cross sections of the building taken at sufficient locations to adequately illustrate all structural details
- Details showing foundations, walls, floors, joists, beams, columns, rafters or trusses
- Stair detail

### ***Specification Details:***

- Details relating to the building which will designate all materials to be used
- Roof and wall sheathing sizes
- Roofing/Siding materials
- Insulation/Vapour Barrier details
- Sub-Flooring material
- Interior finishing materials
- Size of beams, joists, rafters, manufactured trusses, including the grade and species of the materials being used.

### ***Elevation Plans:***

- Building height
- Finished grades, including road elevation
- Exterior finishes

### ***Additional Information May Be Required for Commercial Buildings:***

- Mechanical drawings
- Truss shop drawings

### ***Copy of Current State of Title for the Property***

**NOTE:** If, in the opinion of the Building Inspector, specialized technical knowledge is required to ensure that the proposed works will be structurally sound or based upon good engineering practice, then it may be necessary that an architect or professional engineer prepare and seal the drawings, specifications, and carry out supervision of the project.

## **Review of a Building Permit Application:**

The Building Permit Application is reviewed in the following manner:

1. The applicant meets with the Building Inspector who ensures that the appropriate number and type of plans and fees accompany the Building Permit Application.
2. The application is reviewed for compliance with the Zoning Bylaw and other land use regulations; such as but not limited to the following:
  - proposed use
  - building height
  - floor space ratio
  - off-street parking
  - landscaping, screening and fencing
  - setbacks for watercourses
  - land use contracts
  - density
  - building setbacks
  - site coverage
  - off-street loading
  - accessory buildings
  - lot consolidation
  - applicable development cost charges
3. The Plan Checker performs a technical review of the plans for compliance with the BC Building Code.
4. The Building Inspector then compiles all the above information and outlines the Building Permit approval or denial conditions.

The Building Inspector is responsible to discuss the Building Permit Application with the applicant to ensure the conditions involved with either the permit approval or rejections are clarified. If the building permit is rejected, the Inspector will provide the reasons for the refusal in writing. The Building Inspector will also provide all the details concerning the fees and charges concerning your building permit. The Building Inspector is responsible for the coordination, processing and issuance of all Building Permits.

## **Additional Permits:**

**Plumbing Permit** – A plumbing permit is required for the installation or relocation of any plumbing fixtures and installation or replacement of sewer and water lines. With the exception of a homeowner doing his own plumbing work and the acceptance of a plumbing schematic drawing, plumbing permits will only be issued to qualified tradesmen.

**Demolition Permit** – A demolition permit is required for the demolition of any buildings within the Regional District. Permit approval is required prior to any demolition being undertaken. The permit requires the Demolition Permit applicant to provide authorized verification that all appropriate utilities have been disconnected prior to demolition.

## **Building Inspection Procedures:**

It will be the responsibility of the owner/contractor to give notice to the Building Inspector to obtain inspection and approval of all work under construction. The permit number is to be quoted when requesting inspection, and the owner/contractor is to ensure that the permit number is given and the sign is posted in front of the job site.

1.     **SITING AND FOUNDATION**     After siting of the building and formwork is completed but **PRIOR** to pouring any concrete for footings.
2.     **DAMPPROOFING AND BACKFILLING**     After removal of formwork from concrete foundation and after dampproofing has been applied and foundation drains have been installed but **PRIOR** to backfilling.
3.     **FRAMING**     After the rough-in plumbing and electrical work has been installed, the framing completed, but **PRIOR** to covering.  
**Truss layouts, certifications and engineering required at framing inspection.**
4.     **PLUMBING**     After the groundwork has been completed but **PRIOR** to backfilling (testing is required at this point).
5.     **DAMPPROOFING OF SLABS**     After 6 mil polyethylene is installed, penetrations sealed, **PRIOR** to pouring concrete slab.
6.     **INSULATION**     After all insulation and vapour barriers are installed but **PRIOR** to covering of same.
7.     **FINAL INSPECTION**     After the building is completed and ready for occupancy but **PRIOR** to occupancy taking place.

**Final inspection to be called by the owner or authorized agent only.**



## **Other Agencies Which May Need to Be Contacted:**

### ***Homeowner Protection Office***

The *Homeowner Protection Act* may govern applications for new construction. Please contact their office to obtain regulations and information.

PO Box 11132 Royal Centre  
Suite 2270 – 1055 West Georgia Street  
Vancouver, BC V6E 3P3

Telephone: (604) 646-7050  
Fax: (604) 646-7051  
Toll Free in BC: 1-800-407-7757

E-Mail: [hpo@hpo.bc.ca](mailto:hpo@hpo.bc.ca)  
Website: [www.hpo.bc.ca](http://www.hpo.bc.ca)

### ***Interior Health Authority***

Approval is required from the Interior Health Authority for the installation of a sewage disposal system where sanitary facilities are not available. Approval is also required from the Interior Health Authority when additional bedrooms and/or washrooms are being added to an existing dwelling.

519 Columbia Street, Kamloops, BC V2C 2T8  
Telephone: (250) 851-7340  
Fax: (250) 851-7341

Satellite offices are also located in the following communities:

700 Ashcroft-Cache Creek Hwy, Ashcroft, BC  
Telephone: (250) 453-1940

4537 Barriere Town Road, Barriere, BC  
Telephone: (250) 672-5515

640 Park Drive, Clearwater, BC  
Telephone: (250) 674-3141

2209 Granite Avenue, Merritt, BC  
Telephone: (250) 378-5164

555 Cedar Avenue, 100 Mile House, BC  
Telephone: (250) 395-7676

### ***Fisheries & Oceans Canada***

If construction of any type is being contemplated for a site, which is near any watercourse, the applicant should contact Fisheries & Oceans Canada for regulations and guidelines.

985 McGill Place, Kamloops, BC V2C 6X6  
Telephone: (250) 851-4950

### ***Ministry of Transportation***

An access permit may be required. Please contact your local Ministry of Transportation office to obtain further information.

## Penalties for not obtaining a Building Permit:

1. Thompson-Nicola Regional District Bylaw No. 2066 states:  
"Every person violating any provision of this bylaw commits an offence punishable on summary conviction to a fine of not less than One Hundred Dollars (\$100.00) or more than Ten Thousand Dollars (\$10,000) or to imprisonment of not more than six (6) months for each offence. A separate offence shall be deemed to be committed on each day during or on which a violation occurs or continues."  
  
Appendix A of Building Bylaw No. 2066 states:  
"Where work for which a permit is required by this bylaw has been commenced prior to issuance of a permit, the applicant shall pay to the Regional District double the fee prescribed in this Schedule, provided that the additional fee shall not exceed \$2,000.00."
2. A Notice in accordance with the provisions of the *Local Government Act* may be filed against a Land Title advising prospective purchasers and lenders that a building violation exists.
3. Any other action court may authorize to seek compliance with Thompson-Nicola Regional District Bylaws.

This brochure provides only a general guide. For more specific information, please contact:

### Thompson-Nicola Regional District

#### Mailing Address:

Building Inspection Services #300 – 465 Victoria Street Kamloops, BC V2C 2A9 Telephone: (250) 377-8673 Toll Free in BC 1-877-377-8673 Fax: (250) 372-5048	or visit	4 <sup>th</sup> Floor, 465 Victoria Street Kamloops, BC  any of the Building Inspection Services Satellite offices
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### Building Inspection Satellite Offices:

#### Ashcroft:

601 Bancroft  
Tuesdays, 10:00 a.m.-11:00 a.m.  
Phone: (250) 453-9161 Fax: (250) 453-9664

#### Barriere:

#6 – 480 Barriere Town Road  
Wednesdays, 10 a.m.-12 noon  
Phone/Fax: (250) 672-9744

#### Cache Creek:

1389 Quartz Road  
Tuesdays, 1:00 p.m.-2:00 p.m.  
Phone: (250) 457-6237 Fax: (250) 457-9192

#### Chase:

826 Okanagan Avenue  
Tuesdays/Thursdays, 10 a.m.-11 a.m.  
Phone: (250) 679-3238 Fax: (250) 679-3070

#### Clearwater:

132 Clearwater Station Road  
Tuesdays/Thursdays, 11:00 a.m.-12 noon  
Phone: (250) 674-2257 Fax: (250) 674-2173

#### Clinton:

1423 Cariboo Highway  
2<sup>nd</sup>/4<sup>th</sup> Thursdays, 10:30 a.m.-12 noon  
Phone: (250) 459-2261 Fax: (250) 459-2227

#### Logan Lake:

1 Opal Drive  
Thursdays, 9:30 a.m.-11:00 a.m.  
Phone: (250) 523-6225 Fax: (250) 523-6678

#### Lytton:

455 Fraser Street  
1<sup>st</sup>/3<sup>rd</sup> Thursdays, 10:30 a.m.-12 noon  
Phone: (250) 455-2355 Fax: (250) 455-2142

#### Merritt:

#6 – 1950 Garcia Street (access off Granite)  
Wednesdays, 10:00 a.m.-11:30 a.m.  
Phone/Fax: (250) 378-8346

Approved by the Thompson-Nicola Regional District Board of Directors on December 3, 1998.  
Satellite Office Schedule effective January 3, 2005 – Revised October 21, 2005



## Thompson-Nicola Regional District

#300 – 465 Victoria Street

Kamloops BC V2C 2A9

Phone: (250) 377-8673 Toll free in BC: 1-877-377-8673 Fax: (250) 372-5048

Website: www.tnrd.bc.ca

### BUILDING PERMIT APPLICATION

Please refer to the brochure "A Guide to Building Permits" for information on documentation required to accompany this application.

Address of Construction:					
Legal Description:					
Registered Owner:					
Registered Owner's Address:					
City:		Postal Code:		Contact Phone:	
Contractor:					
Contractor's Address:					
City:		Postal Code:		Contact Phone:	
Type of Building:	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Institutional	<input type="checkbox"/> Manufactured Home	<input type="checkbox"/> CSA-Z240 <input type="checkbox"/> A-277
Type of Work:	<input type="checkbox"/> New	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Demolition	<input type="checkbox"/> Relocation
Total combined area of all floors (ft²):			Building Area (area of the largest floor ft²):		
Description of Work:					
Construction Value: \$			Number of Dwelling Units Created:		
Heating System Fuel:	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Propane	<input type="checkbox"/> Electric	<input type="checkbox"/> Solid Fuel (wood)	<input type="checkbox"/> Other
Type of System:	<input type="checkbox"/> Forced Air	<input type="checkbox"/> Baseboard	<input type="checkbox"/> Hydronic	<input type="checkbox"/> Radiant	<input type="checkbox"/> Geothermal <input type="checkbox"/> Other
If "Other", describe:					
Method of Compliance with Energy Requirements of BCBC Part 10: <input type="checkbox"/> RSI 7.7 Attic Insulation <input type="checkbox"/> Energuide Rating 77 <input type="checkbox"/> ASHRAE 90.1-2004					
An Energuide Rating System rating of 77 must be verified by an Energuide Energy Advisor licenced by Natural Resources Canada. This verification must be submitted with a building permit application.					

I, the owner of the property which is the subject of this Application, or the agent of the owner of the property which is the subject of this Application, understand and agree that the owner of the property is fully responsible for carrying out, or causing to be carried out, all work which is contemplated under this Permit, if issued, to ensure compliance with the Building Code, all applicable Bylaws of the Thompson-Nicola Regional District (TNRD) and other applicable enactments. In consideration of the granting of this Permit, if issued, I, the owner of the property which is the subject of this Application, or the agent of the owner of the property which is the subject of this Application, agree to indemnify and save the TNRD harmless from any action or cost whatsoever arising out of or incidental to the granting of this Permit.

**I have read and understand all requirements of this application.**

Applicant's Name (please print):	Contact Phone:
Applicant's Signature:	Date:

#### For Office Use

Electoral Area:	Municipality:	Application Fee:
Application Accepted By:		Surcharge:
Inspector:	Folder No:	Permit Fee:







THOMPSON-NICOLA REGIONAL DISTRICT  
#300 – 465 VICTORIA STREET  
KAMLOOPS, BC V2C 2A9  
PHONE: (250) 377-8673  
FAX: (250) 372-5048  
TOLL FREE: 1-877-377-8673

## BUILDING PERMIT RENEWAL

Application for renewal of Building Permit No. \_\_\_\_\_, which expired or was terminated on \_\_\_\_\_.

Description of the construction to date: \_\_\_\_\_

Name of owner: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Signature of owner or authorized agent \_\_\_\_\_

### PLEASE NOTE:

1. This application is subject to Division 4, Section 4.5 of Bylaw No. 2066, which states:  
"The Building Official may upon expiration of a building permit, grant renewal permits for a period of twelve (12) months each if he or she is satisfied that the construction is progressing at a reasonable rate.
2. Fee for renewal is \$50.00.

### DEPARTMENT COMMENTS

Receipt Number: \_\_\_\_\_

Date: \_\_\_\_\_

Renewal granted: YES NO

Expiry date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Building Inspector

