

INCLUDES NEW SINGLE FAMILY AND SINGLE FAMILY WITH SUITE, DUPLEX,
RENOVATIONS, PLUMBING, CHANGE OF USE AND ANCILLARY BUILDINGS.

BUILDING PERMIT PROCESS:

A comprehensive step-by-step process guide to assist your project from start to finish.

The City of Campbell River has prepared this package to help you understand the City's Building Permit and Inspection Process. This document is for general guidance only and does not replace bylaws or other legal documents.

The primary purpose for the issuance of a Building Permit is to ensure that all buildings comply with safety, health, building and zoning requirements of the City of Campbell River and the Province of British Columbia Building Code.

This package does not contain the forms necessary to apply for a building permit. All application forms can be obtained on the City's website under Planning, Building and Development or: [Application-forms-Guidelines](#)

You will need a Building Permit for:

- **New- Single Family, Single Family with a Suite, and Duplex Dwellings**
- **Renovations/ Additions & Conversions** of non-living space to habitable area and Ancillary Buildings.
- **Making structural changes** (renovations) to the interior or exterior of the building including a deck; (For – Deck alterations, additions, and repairs, please reference information sheets on the City of Campbell River Website).
- **Changing occupancy use**; or changing the “footprint” of a building.
- **Construction of an ancillary building** (including a carport) larger than 10 square meters (107 square feet);
- **Enlarging windows** and/or door sizes.
- **Plumbing**- addition or removal of any plumbing fixtures, addition of a bathroom or an addition of a sprinkler system.

During the Building Permit process, subsequent permits or approvals maybe be required;

- A Driveway Access Permit is required for access to your property.
- A Culvert Permit is required if extending access to your property in areas with open ditches only.
- Engineering Works & Services Agreement related to installing new or upgraded services to the property.

STEP 1 – SUBMIT THE APPLICATION PACKAGE

All Building permit applications are now accepted in digital format only through the City OneDrive upload portal. You may request a link by sending an email to Building@campbellriver.ca with your request and including the address of the building site. Please see the [Digital Building Permit Application Procedure Bulletin](#) on the City's website for further information.

All documents must be in PDF format and clearly labeled. If provided by a professional, they must contain a digitally verified signature. Incomplete applications will not be accepted for pre-review.

The Residential Building Permit application must include the following:

BC Housing Licensing the Homeowner Protection Act provides for the licensing of residential builders and makes third-party warranties mandatory on new home construction throughout the province. The licensing and warranty systems work

together to ensure that builders meet the minimum standards and consumers are protected with a third-party warranty should a construction defect occur. Owner-builders are required by BC Housing to pass an exam which can be located on their website. <http://www.bchousing.org> *Not required for renovations/ additions or ancillary buildings.*

- Owner's Undertaking** (Found under Application Forms)
- Damage to Infrastructure Agreement** (Found under Application Forms)
- Current State of Title** dated within 14 days of submission of application. Also, copies of Statutory Rights-of-Way and Registered Covenants where the City of Campbell River is named must be supplied. The City can retrieve these documents from LTSA.ca for a fee if you would prefer. If you have recently purchased the lot and are not showing as on title, please submit the Ownership Transfer Papers.
- Driveway Permit Application** (if applicable)
- Plumbing Permit Application** (if applicable)
- Copies of Approved Development Permits / Board of Variance decisions** (if applicable)
- Proposed Site Survey or Site Plan**, please see *Required Applications Submissions for Standard Buildings* Bulletin on the city's website for further information.
- Engineered Drawings & Schedule B** for foundation and excavation (geo tech) for all buildings or additions exceeding 55m² in area, other than detached accessory buildings.
- Copy of Engineers Insurance**
- Geo-Technical Report** If the building is in an identified risk slope area based on the City's mapping you must submit a Geo-Technical Report in conjunction with the Building Permit Application. Please see the [Official Community Plan](#), Bylaw 3475, section 23 Hazard Conditions Development Permit Area.

ADDITIONAL DETAILS REQUIRED

EXAMPLE OF WHAT SHOULD BE INCLUDED ON THE DRAWINGS:

- Floor Plans showing dimensions and uses of all areas: location, size, swing of doors; location, size, opening of windows; plumbing fixtures; load points; structural elements; fire/suite separation details if applicable, garage, decks.
- Truss Layout with all point loads marked to be included with the plan.
- All opening (doors & Windows) sizes
- Attic Access
- Cross-Sections: through the building or structure illustrating foundations, drainage, ceiling heights and construction systems; stair dimensions; fire/suite separation details if applicable; height of crawl ceiling spaces; floor, wall, and ceiling finishes
- Roof venting
- Decks, guards, and railings
- Elevations of all sides of the building showing finish details, roof slopes, windows, doors, railing/guard details
- Height of building
- Original and final grades and elevations.
- Construction details and Fire Resistance Rating of Suite Separation (if applicable).
- Spatial Separation- Provide area of exposed building face and total area of glazed openings (windows & glazing in doors).

STEP 2 – PERMIT FEES

The building permit fee is based upon the value of construction of the project using the residential calculator (North American Industry Standard) alternatively, a Building Inspector may require the applicant to provide the City with an

appraisal of the value of the proposed construction, at the applicant's expense. In such case, the building permit fee must be based on the appraised value of the construction in accordance with fee schedules in the Building Bylaw.

All fees will be increased by 50% for new residential dwellings where the builder is not licensed by the **Home Owner Protection Office**.

STEP 3- ISSUANCE OF BUILDING PERMIT

The Building Official reviews the application package and once satisfied, a Building Permit is issued. The applicant will be contacted by email to pay for the permit package. Building Permit, service connections, vehicle crossings, damage deposits, development cost charges, works and services, bonding fees etc., will be charged at this time. The issuance of the Building Permit allows the applicant to start construction and move into the inspection process.

STEP 4- INSPECTION PROCESS

The applicant is responsible for scheduling the required inspections as listed on the Building Permit. Once the Building Official has completed an inspection, a Building Inspection Report will be emailed to the Applicant / General Contractor. All deficient or incomplete items noted must be completed before scheduling a re-inspection or the next required inspection. Here are some guidelines to follow when scheduling inspections. Please note: **Inspections will not be conducted if the civic address is not posted and clearly visible.**

Required Inspections:

- **Service connections: (hook up of sanitary, storm & water to City services) – before backfilling.**
- **Site and formwork: (if applicable) – before concrete is poured.**
- **Inspection of perimeter drain: rainwater leaders, and damp-proofing – before backfilling.**
- **Plumbing Under Slab: any plumbing which will subsequently be covered by a concrete slab.**
- **Pre-Slab: after the foundation is complete, a compact, clean granular fill is added, (of which not more than 10% can fall through a 4 ml. sieve). If a ground seal is required, all joints shall be lapped and sealed, Radon rough in installed and under slab insulation where required, prior to pouring concrete.**
- **Sheathing: sealing of all penetrations - before being covered.**
- **Plumbing Rough-in: including testing and before being covered.**
 - **Framing: before drywall and insulation. Before scheduling a Framing Inspection, we must have received an Actual BCLS Location Certificate, prepared by a BC Land Surveyor.**
 - **Air Barrier and Rain Screen: a continuous air/weather barrier on the outside of the building. All holes in the building envelope must be sealed and all flashings are to be installed. Rainscreen will be inspected at this time if required.**
 - **Insulation and Vapour Barrier: before being covered.**
 - **Occupancy / Final: All occupancy documents must be submitted prior to booking and a minimum of 24 business hours prior to the inspection.**

Inspections for Spray Foam Insulation

When spray foam insulation is used to insulate a structure, 24 hours is required to pass before we will inspect. Please keep this in mind when calling to request your insulation inspection. If the Inspector arrives to do an inspection where spray foam insulation has been used and 24 hours has not passed, the inspection will fail and a new inspection will need to be scheduled.

PLEASE NOTE: If during the course of construction, there are any changes from the approved drawings, it is the responsibility of the applicant to submit the proposed changes to the City of Campbell River Development Services

Department for an amendment prior to the changes being constructed on site.

STEP 5- OCCUPANCY & FINAL APPROVAL OF BUILDING PERMIT

Approval to occupy a newly constructed building will not be issued until all inspections have been completed and passed, all required documentation received, and all work complies with the applicable codes, regulations and bylaws. Occupancy documents required to be submitted a minimum of 24 business hours prior to inspection:

Occupancy - when the building or structure is substantially completed and ready for occupancy; all works shall be completed for health & safety, and all applicable documents shall be submitted;

- Sub- Contractors List**
- Mechanical Ventilation Checklist**
- Schedule C-B including Field Reports** –digitally certified signed copy sent from your Engineer
- Electrical Final** from Safety Authority of BC
- Safety Authority Gas Permit** from Safety Authority of BC
- As Built Drawings**
- Energy Report**

Final – when all work is fully completed. Once the project is complete, the Building Official will issue a final approval and your applicable deposits will be refunded.

GENERAL INFORMATION

BUILDING BOND

The Building Bond will be used cover the cost to make a construction / property safe should it be abandoned by the property owner, to ensure compliance with a condition under which the permit had been issued or to rectify damage caused to City of Campbell River infrastructure. This includes roadway, sidewalks, curbs, inspection chamber service boxes, manholes and catch basins, street light standards, boulevard grading etc., on or adjacent to the subject property. All of these should be inspected and photographed by the applicant prior to applying for a building permit. All damage to City infrastructure prior to building permit issuance is required to be documented in writing and provided to the Development Services Department prior to building permit issuance. Any damage found by City Officials after the permit has been issued will be deemed to be the responsibility of the permit holder.

CONSTRUCTION DEBRIS

All adjacent properties are to be kept clean and not used as a storage or dumpsite. Control measures must be taken to ensure that **NO** soil or construction debris is deposited on the roadway, boulevard, or sidewalks. **Substances deleterious to aquatic life; including exposed aggregate concrete wash down, paints, and drywall fillers, must not be permitted to enter into any watercourse or storm drain system.**

DEVELOPMENT COST CHARGES

Development Cost Charges are applicable to some projects adding additional units or building area and are charged for these at time of permit issuance in accordance with the current Development Cost Charges Bylaw. Please see the current bylaw "Development Cost Charges Bylaw No. 3411, 2010", or contact City staff for further information.

DRIVEWAY ACCESS PERMIT

A driveway access permit application is required for installation of new driveways and can be submitted at the same time as an application for a building permit.

Proposed driveway shall take the following into consideration:

Maximum width across City boulevard is 6.0m

- **Maximum recommended grade on private property is 20%**
- **Grade from curb/edge of asphalt to property line shall be 2% towards the roadway**
- **6.0m Corner clearance**
- **1.0m Clearance from hydrants/poles**

EXISTING UTILITIES

Arrangements for new connections are to be made directly with the City of Campbell River, BC Hydro, Telus, and if required, Fortis BC Gas and Shaw, prior to starting any construction.

EXPIRY OF A BUILDING PERMIT

A Building Permit will expire and the rights of the owner under the permit shall terminate if:

- **the work authorized by the permit is not commenced within 180 days from the date of issuance**
- **of the permit: or**
- **work is discontinued for a period of more than 180 days: or the work is not completed within 24 months of the date of issuance of the permit.**
- **If your building permit is set to expire, you will need to reapply 30 days prior to the expiry date in order to complete the work and obtain any outstanding approvals. Failure to apply for a permit extension will result in having to submit a new building permit application for approval.**

FENCES AND RETAINING WALLS

Residential fence heights have a maximum height of 1.8 m. Fences within 5.0m of the front lot line have a maximum height of 1.2. See the City's Zoning Bylaw

Retaining walls have a maximum height of 1.5m. Where required retention is greater than 1.5m, multiple retaining elements shall be terraced with 1.5m separation.

Retaining walls or terraces exceeding 1.2m in height will require drawings and schedules from a professional engineer.

For details on requirements of fences near retaining walls, please refer to the City's Zoning Bylaw.

FLOOD PLAIN

If your property is located within the Floodplain Mapping, restrictions may apply to building elevations and setbacks of the construction. See the City's [Interactive Maps](#).

ONSITE SOIL REMOVAL OR DEPOSITION

A Soil Deposition/Removal Permit is required if soil, fill or other aggregate material is to be brought to or removed from the property.

If the neighbourhood drainage is affected due to soil removal or placement, corrective measures will be required, and a storm water management plan shall be submitted to the Development Services Department.

PARKING REQUIREMENTS

In general, the following are parking requirements for single family residential, two-family residence, and three family residences;

- **2 parking spaces per dwelling unit**
- **Parking spaces to be minimum 6.0m long, 2.8m wide**

- **The setback from the garage/carport to the property line shall be minimum 6.0 meters to allow for adequate parking. Complete details on parking requirements can be found in the City's [Zoning Bylaw 3250](#), Section 4.21.**

REMEMBER TO "CALL BEFORE YOU DIG":

It is dangerous and costly if utilities are damaged.

- **BC One Call: 1-800-474-6886 this includes: City of Campbell River, Fortis OBC BC Hydro & Telus.**
- **BC Hydro: 1-888-224-9376**
- **Shaw: 250-923-8899**
- **Damage to individual utilities must be reported immediately to the respective utility company.**

STREAMS DITCHES & WATER COURSES (RIPARIAN ASSESSMENT AREA)

If a river, stream, ditch, or watercourse, runs through or within 30 meters of your property, you may be required to obtain an Environmental Development Permit, which may include a setbacks requirement as per the City's [Official Community Plan](#). Any setback requirements of the Development Permit will be applied to your Building Permit application. The City's interactive mapping also shows the 30 and 60-metre radius Bald Eagle Nest assessment areas throughout the community.

WATER SERVICE REGULATIONS

Construction of water service to a parcel requires the following;

- **Engineered and certified design drawings conforming to the specifications and standards, as per City of Campbell River [Subdivision and Development Servicing Bylaw](#)**
- **Including a water meter box with a backflow preventer and water meter no deeper than 24", at the curb stop (Drawing CR-W2a).**
- **An approved Work on City Land Permit prior to start of construction. Condition of the permit will include City observation of construction at applicants cost.**

WORK ON CITY LANDS PERMIT

Any construction, maintenance, or occupation on City land, including boulevards, requires that a "Permit to Work on City Lands" be issued by Development Services Department.

Any construction on any Provincial Highway requires a permit from the [Ministry of Transportation & Infrastructure](#)
For additional information see the City's Website: [Campbell River Development Services: Permits-and-Inspections](#)
or contact the City of Campbell River Building Department at Building@campbellriver.ca or call 250-286-5757.

Development Services Department
Building Division
P: 250-286-5757
E: Building@campbellriver.ca