

Building Permit Process

The City of Campbell River has prepared this package to assist you in understanding the City's Building Permit and Inspection Process. Legal requirements for these applications are specified in the Municipal Act and various administrative bylaws of the City of Campbell River. This document is for general guidance only and it 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, and zoning requirements of the Province or Municipality.

A Building Permit must be obtained prior to excavation, erection, enlargement, alteration, removal, fire repair or demolition of any building or structure. Approval to occupy a newly constructed building will not be issued until all inspections have been completed and the work complies with the applicable codes, regulations and bylaws.

Do I Need A Permit

A building permit may be required for:

- New construction of a residential or commercial building
- Construction of an accessory building larger than 107 square feet
- Construction of a deck attached to a residence or unattached deck over 24 inches off the ground
- Enlarging windows and / or door sizes
- Making structural changes (renovations) to the interior or exterior of the building
- Changing the "footprint" of a building
- Leasehold improvements
- Retaining walls over 5' or 1.5m

A Demolition Permit is required to demolish a building or mobile home.

A Plumbing Permit is required when adding plumbing fixtures.

A Soil Deposition permit is required when moving soil to or from another property location.

A Furnace, Oil Tank, Chimney Permit is required when changing these heating devices.

A Storm Sewer Permit is required when connecting to the storm sewer system.

A Sanitary Sewer Permit is required when connecting to the sanitary sewer system.

An Access Permit is required when adding an additional driveway access to your property.

A Culvert Permit is required if extending access to your property (in areas with open ditches only).

Application Process

At the time of application, a staff member conducts a brief review of the documentation submitted to determine if the application is complete and to advise of any additional requirements. If it is determined that a Development Permit, Development Variance Permit or a Board of Variance is required, this process must be completed prior to submission of the Building Permit application. At the time of initiating your application there will be a plan review fee required which will be reimbursed upon issuance of the permit.

Issuance

Once your Building Permit is approved, you will be contacted to pick up. When you pick up your permit, the fees will have to be paid. The building permit amount is based upon the total construction value of the project. Fees for service connections, vehicle crossings, damage deposits, development cost charges, frontage charges, bonding, etc., are also paid at this time.

Inspections

As the construction project proceeds through the various stages, inspections are conducted by the Building Inspector. The owner, or the owner's representative, **shall give at least 24 hours notice to the City when requesting an inspection** and shall obtain an inspection and receive a Building Official's acceptance of the following aspects of the work prior to concealing them:

1. service connections (hook up of sanitary, storm & water to City services)
2. installation of perimeter drain, rain water litres, and damp-proofing, prior to backfilling;
3. rough in of factory built chimneys and fireplaces and solid fuel burning appliances;
4. the framing and sheathing;
5. duct work, roughed-in plumbing or gas venting;
6. insulation and vapour barrier;
7. occupancy when the building or structure is substantially complete and ready for occupancy; all works shall be completed for health & safety, and all required paperwork shall be submitted.

Final Approval

Once the project is complete, the Building Inspector will issue a final approval. Final approval is conditional on all items being completed. Once final approval has been granted your applicable deposits will be refunded.

NEW RESIDENTIAL CONSTRUCTION

1. City **Owner's Acknowledgement of Responsibility** Form (See attached)
2. City **Repair Agreement** (See attached)
3. Current State of Title – Service BC (Transfer Papers if recently purchased)
4. Proposed Building Location Certificate - prepared by B.C. Land Surveyor, showing proposed structure
*****A BC Land Surveyors Building Location Certificate is required prior to commencement of framing**
5. 2 Sets of Engineered Plans- including sealed professional foundation design by a “Structural Engineer” (include copy of Engineer’s insurance)
6. Homeowner Protection Office Forms (information available at our office or call 1-800-407-7757)
7. Access Permit to be obtained from City Engineering Dep’t – shown on proposed site plan.
8. Value of construction – new Single Family Dwelling

RENOVATION/ADDITION

1. City **Owner's Acknowledgement of Responsibility** Form (See attached)
2. City **Repair Agreement** (See attached)
3. Current State of Title – Service BC (Transfer Papers if recently purchased)
4. Proposed Building Location Certificate - prepared by B.C. Land Surveyor, showing proposed structure
*****A BC Land Surveyors Building Location Certificate is required prior to commencement of framing**
5. 2 Sets of Engineered Plans- including sealed professional foundation design by a “Structural Engineer” (include copy of Engineer’s insurance)
6. Estimated value of renovation

NEW COMMERCIAL

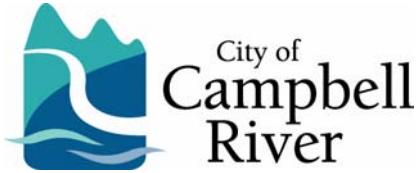
1. City **Owner's Acknowledgement of Responsibility** Form (See attached)
2. City **Repair Agreement** (See attached)
3. Fire Department Occupancy Permit Checklist - **New Commercial Only** (See attached)
4. Current State of Title - Service BC (Transfer Papers if recently purchased)
5. Proposed Building Location Certificate - prepared by B.C. Land Surveyor, showing proposed structure
***** A BC Land Surveyors Building Location Certificate is required prior to commencement of framing**
6. 2 Sets of Engineered Plans- including sealed professional foundation design by a “Structural Engineer” (include copy of Engineer’s insurance)
7. Development Permit
8. Cost breakdown of construction

LEASEHOLD IMPROVEMENTS

1. City **Owner's Acknowledgement of Responsibility** Form (See attached)
2. City **Repair Agreement** (See attached)
3. Current State of Title - Service BC (Transfer Papers if recently purchased)
4. Proposed Building Location Certificate - prepared by B.C. Land Surveyor, showing proposed structure
*****A BC Land Surveyors Building Location Certificate is required prior to commencement of framing**
5. 2 Sets of Plans- may require sealed professional foundation design
6. Estimated value of renovation

DEMOLITION

1. City **Owner's Acknowledgement of Responsibility** Form (See attached)
2. City **Repair Agreement** (See attached)
3. Current State of Title-Service BC (Transfer Papers if recently purchased)



Owner's Acknowledgment of Responsibility

Address of Project: _____

I, _____

solemnly declare that I am the registered owner of the real property legally described as

(Please Print Legal Description)

and that I am registered as such in the Land Registry Office.

I hereby provide authorization for _____
to apply for a building permit on the above-described property.

As the owner or duly authorized agent I acknowledge that City of Campbell River Building Bylaw 3060 (the 'Building Bylaw'), notwithstanding any other provision therein, has been enacted for the purpose of regulating construction within the City in the general public interest. **The activities undertaken by or on behalf of the City pursuant to the *Building Bylaw* are for the sole purpose of providing a limited and interim spot checking function for reason of health, safety and the protection of persons and property.**

It is not contemplated nor intended, nor does the purpose of this Bylaw extend:

- to the protection or indemnification of owners, owner/builders, constructors or future owners from economic loss;
- to the assumption by the City or a Building Official of any responsibility for ensuring the compliance by any owner, his or her representatives or any employees, constructors or designers retained by him or her, with the Building Code, the requirements of the *Building Bylaw* or other applicable enactments respecting safety;
- to providing any person a warranty of design or workmanship with respect to any building or structure for which a building permit or occupancy permit is issued under the *Building Bylaw*;
- to providing a warranty or assurance that construction undertaken pursuant to building permits issued by the City is free from latent, or any defects.
- to providing to any person a warranty that construction is in compliance with the Building Code, the *Building Bylaw* or any other enactment with respect to a building or structure for which a building permit or occupancy permit is issued under the *Building Bylaw*.

I acknowledge that:

- neither the issuance of a permit under the *Building Bylaw*, the review and acceptance of the design, drawings, plans or specifications, nor inspections made by a Building Official, shall constitute a representation or warranty that the Building Code or the *Building Bylaw* have been complied with or that the building or structure meets any standard of materials or workmanship.
- neither the issuance of a permit under the *Building Bylaw*, the review or acceptance of the design, drawings, plans or specifications nor any inspection made by a Building Official is not an assurance, representation, warranty or statement of establishing compliance with the Building Code or this Bylaw or any standard of construction, materials or workmanship.

- I will not rely on the issuance of a permit under the *Building Bylaw*, the review or acceptance of the design, drawings, plans or specifications, or any inspection made by a Building Official as establishing compliance with the Building Code or this Bylaw or any standard of construction, materials or workmanship.
- Where the City requires that a professional architect or engineer certify that the plans submitted in respect of this application comply with the British Columbia Building Code or other enactment, the City will rely on that certification in issuing a building permit and occupancy permit.

I commit that I will:

- ensure that all construction complies with the Building Code, the *Building Bylaw* and other applicable enactments respecting safety;
- post and maintain the permit in a conspicuous place on the property in respect of which the permit was issued;
- keep a copy of the accepted designs, plans and specifications on the property during the course of construction;
- post the civic address on the property in a location visible from any adjoining streets;
- ensure any building is located properly in regards to all setbacks; and
- ensure that any geotechnical site issues are adequately addressed to ensure a proper foundation and that appropriate reports are obtained from a qualified registered professional and that copies of such reports are provided to the City of Campbell River.

Signature of Owner: _____ Signature of Agent: _____

Mailing Address: _____ Mailing Address: _____

Phone /Cell No: _____ Phone/Cell No: _____

Date Signed: _____



Homeowners and Building Contractors
Damage to City Infrastructure

CITY OF CAMPBELL RIVER REPAIR AGREEMENT

Home-owners and Builders are responsible for ensuring that City infrastructure is not damaged during construction. This includes but is not limited to damage to curbs, sidewalk, water valve risers, and cleanouts. It also includes actively protecting the storm drain system from deleterious materials.

It would be advisable to inspect your property, the adjacent public boulevard and the down stream catch basins for damage prior to taking control of the property or prior to taking out a building permit. In the event you find a problem, you should document it and inform the City of Campbell River Engineering Services Department immediately. Any damage found by city staff after commencement will be deemed to be your responsibility. You will be responsible for actively protecting the Municipal Infrastructure, including but not limited to placing protective materials and barriers around Municipal Infrastructure and using sediment control.

Should damage occur, contact Engineering Services immediately at 286-5745.

Note: Any construction or maintenance on City Land requires that a "Permit to Work on City Lands" be issued by Engineering Services. Damage to individual utilities such as BC Hydro, Telus, CRTV or Terasen Gas should be reported immediately to the respective utility company as well as Engineering Services.

After reviewing the above notes please indicate one of the following by marking the check box:

[] No damages to said City property were found prior to start of construction.

[] Damage has been found (Please describe and include photos if possible).

Four horizontal lines for describing damage, followed by the text "(use back if required)"

I _____ the duly authorized signatory for the person,
(Please Print Name)
company or strata corporation applying for a building permit have inspected all visible city works and services (curb, sidewalk, street lighting, water service caps etc.) in front of or on the property at;

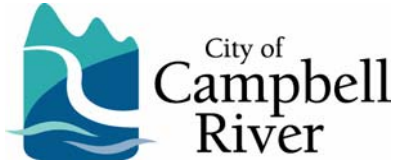
_____ and do acknowledge and
(Please Print Address)
understand that I am responsible for all costs associated with repairing all damage not noted above to the standards established by the City of Campbell River.

Signature of
Owner/Agent/Strata Council Representative: _____

Daytime Phone Number: _____

Mailing Address: _____

Date Signed: _____



Fire Department Occupancy Permit Checklist

(New Commercial Building Only)

Prior to the start of construction, the City of Campbell River Fire Department requests that the coordinating registered professional or appropriate representative contact the Fire Department Inspectors to consult regarding:

Please check and make notations as required

- Construction Fire Safety Plan _____
- Fire Alarm System Annunciator location _____
- Location of Fire Hydrants _____
- Location of Fire Department connection (FDC) _____
- Access route design _____
- Other Fire safety issues as appropriate _____

This signed document is part of the Occupancy Permit process and must be returned to the Building Inspector at City Hall.

Signed:

Applicant: _____ Date: _____

Fire Inspector: _____ Date: _____

Campbell River Fire Department
675 – 13TH Avenue, Campbell River, BC V9W 6C1
Telephone: 250-286-6266 Fax: 250-286-6741

www.campbellriver.ca

Step 2 – Submit the Completed Application Package

Attend the City of Campbell River Building Department with required information.
Staff will review application requirements and a plan review fee will be required at that time.

Step 3 – Building Inspector Review

Building Inspector will review application package and advise applicant when permit is ready for issuing.

Fee Schedule for Building Permits

Schedule "A" – Permit Fees

All Construction

Prior to issuing a permit, a Building Inspector may require an 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 the following:

Value of Construction	Fee
Not exceeding \$5,000.00	\$50.00
Over \$5,000.00 but less than \$200,000.00	\$50.00 for the first \$5,000.00 Plus \$6.50 for each additional \$1,000.00
Over \$200,000.00	\$7.00 per 1,000

Other

	Fee
Plan review	
Ancilliary building	\$50.00
Less than 4 self-contained dwelling units	\$100.00
Multifamily, commercial industrial	\$150.00
Demolition	\$30.00
Permit to move a building	\$1/2 of fees for new construction
Construction without a valid permit	Double Fee
Re-inspection	\$50.00
Building Permit refund if no inspection done	70%
Building Permit for existing float home	\$50.00
Building Permit for new float home	\$0.25 per sq.ft. of gross area
Building file review	\$50.00

Plumbing

	Fee
1 or 2 plumbing fixtures	\$24.00
> 3 plumbing fixtures	\$6.00 per fixture
Inspection of water or sewer lines on private	\$10.00
Inspection of fire sprinkler system	\$0.60 per sprinkler head
Inspection of residential or commercial lawn	\$25.00 per zone
Inspection of commercial irrigation system	\$100.00 per diameter inch of supply
Inspection of fire protection system	\$25.00 per standpipe hydrant or hose
Inspection of connection to, or alteration of,	\$30.00
Inspection of septic tank after connection to	\$20.00 (pump out receipt required)
Inspection of maintenance holes, interceptors	\$30.00
Inspection of pump station	\$30.00
Construction without a valid permit	Double Fee
Callback inspection	\$50.00

**DEVELOPMENT COST CHARGES
Schedule A
With Quinsam Drainage
Bylaw No. 3280, 2007**

Land Use	Transportation	Water	Sewage	Drainage (Quinsam Only)	Parkland Acquisition	Parkland Development	Total Development Cost Charge	When Payable
Detached Dwelling	2,000.33	1,261.30	3,500.34	4,384.71	907.42	227.72	\$12,281.82 per lot	Subdivision Approval
Attached Dwelling (Townhouse)	10.32	8.26	22.93	20.28	5.94	1.49	\$69.22 per m ² of total floor area	Building Permit Issue
Clustered Housing	10.32	8.26	22.55	20.28	5.94	1.49	\$69.22 per m ² of total floor area	Building Permit Issue
Manufactured Home Park	1,032.00	826.00	229.00	2028.00	594.00	149.00	\$6,922.00 per manufactured home site	The earlier of Subdivision Approval or Building Permit Issue
Multiple Dwelling (Apartment)	13.78	7.66	21.25	29.28	5.51	1.38	\$69.86 per m ² of total floor area	Building Permit Issue
Commercial	27.46	4.50	12.50	14.03	2.92	0.73	\$62.14 per m ² of total floor area	Building Permit Issue
Industrial	5.49	2.70	7.50	-	1.40	0.37	\$17.52 per m ² of site area	Building Permit Issue
Institutional	35.30	4.96	13.75	-	3.56	0.89	\$58.46 per m ² of total floor area	Building Permit Issue

**Schedule A (continued)
Without Quinsam Drainage**

Land Use	Transportation	Water	Sewage	Parkland Acquisition	Parkland Development	Total Development Cost Charge	When Payable
Detached Dwelling	2,000.33	1,261.30	3,500.34	907.42	227.72	\$7,897.11 per lot	Subdivision Approval
Downtown Multiple Dwelling	0.11	3.49	15.41	5.26	1.32	\$25.59 per m ² of total floor area	Building Permit Issue
Attached Dwelling (Townhouse)	10.32	8.26	22.93	5.94	1.49	\$48.94 per m ² of total floor area	Building Permit Issue
Clustered Housing	10.32	8.26	22.93	5.94	1.49	\$48.94 per m ² of total floor area	Building Permit Issue
Manufactured Home Park	1,032.00	826.00	2,293.00	594.00	149.00	\$4,894.00 per manufactured home site	The earlier of Subdivision Approval or Building Permit Issue
Multiple Dwelling (Apartment)	13.78	7.66	21.25	5.51	1.38	\$49.58 per m ² of total floor area	Building Permit Issue
Commercial	27.46 ²	4.50	12.50	2.92	0.73	\$48.11 per m ² of total floor area	Building Permit Issue
Industrial	5.49	2.70	7.50	1.46	0.37	\$17.52 per m ² of site area	Building Permit Issue
Institutional	35.30	4.96	13.75	3.56	0.89	\$58.46 per m ² of total floor area	Building Permit Issue

NOTICE TO ALL BUILDERS

Please submit:

1. Mechanical Ventilation Checklist
(Prior to Insulation Vapour Barrier
Inspection)

Please note:

No Inspections for Insulation/Vapor Barrier
unless all exterior siding is complete.

2. BC Land Surveyor's Actual Building
Location Certificate
(Prior to commencement of framing)
3. Sub-trade List to be submitted or on site
prior to Final Inspection