

A GUIDE TO BUILDING PERMITS

Development Services Division

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This guide is not a bylaw. It is a guide prepared to assist you in understanding the process for obtaining a building permit in the City of Pitt Meadows. For details and legal documents, you must consult relevant bylaws and provincial legislation.

Introduction

This information handout provides a general overview of the minimum requirements for building permits and should be used in conjunction with the current British Columbia Building Code (Building Code) and applicable municipal regulations such as the Building Bylaw No. 2131 and the Land Use Bylaw No. 1250.

Responsibility of Owner

“Neither the granting of a building permit nor the approval of the relevant drawings and specifications nor inspections made by the authority having jurisdiction shall in any way relieve the owner of such building from full responsibility for carrying out the work or having the work carried out in full accordance with the requirements of the British Columbia Building Code.”

Building Code, Article 1.1.2.4(1)

When Do I Need a Building Permit?

A building permit IS required in order to:

- build any kind of structure larger than 10 m² (100 sq ft);
- make alterations, renovations and repairs to existing buildings or structures;
- construct a swimming pool;
- finish a previously unfinished area (i.e. basement);
- enclose a carport to create a garage or living space;
- demolish a building, all or portion of it;
- move any building, structure or mobile home;
- place a manufactured or factory built building on any land;
- install a new wood stove or chimney;
- repair a building damaged by fire, flood, earthquake or other causes;
- construct a retaining wall which retains more than 1.5 m of fill; and
- change a use or occupancy of a building.

A building permit IS NOT required for non-structural, minor modifications such as cabinets, painting, siding, re-roofing, landscaping, and sidewalks. Although the above work does not require permits, homeowners should ensure that the construction conforms to the requirements of the Building Code and applicable City of Pitt Meadows bylaws.

What do I Need to Know Before I Submit an Application?

No matter how big or small a project is the property owner should consider the following when planning a project:

Zoning of Property – determine the existing zone of the property to ensure the intended use is permitted. Also, confirm that the project is within the required setbacks and lot coverage. Please refer to the Land Use Bylaw No. 1250 for these regulations. Contact Planning staff for assistance.

Location of Services – determine the location and depth of services (i.e. water, storm, and sanitary sewer). Locations of these services may be found online under Online Services – Meadows Mapview. Contact Engineering staff for assistance.

Registered Legal Documents – determine if there are any covenants, easements or right-of-ways registered on title for your property. Some of these are available online in Mapview. For a complete list of documents registered on your property, request a title search at the Land Titles Office.

Problems that can occur may involve:

Third Party Approval – a building scheme registered on title of your property may require the approval of your proposed design by a third party such as a Strata Council.

Registered Covenants – a covenant registered on title may stipulate certain design guidelines or construction requirements or even restrict a use.

Siting of Building/Structure – the proposed siting of a building may conflict with the required zoning setbacks or with a registered easement / right-of-way.

Floodplain – your property may be located within a designated floodplain and may affect the design of the building.

Types of Buildings

Complex Buildings – are any buildings used for assembly, care, detention or high hazard industrial occupancy, and buildings that are greater than 600 m² in area or taller than three storeys.

Standard Buildings – are buildings 600 m² or less in area and three storeys or less, and are not used for assembly, care, detention, or high hazard industrial occupancy.

Application Requirements

The following requirements are for both Complex and Standard Buildings unless otherwise noted.

- Completed **application form*** signed by the property owner;
- Application **fee**
- Signed copy of the **Owner's Acknowledgement of Responsibility form***;
- Signed copy of the **Owner's Acknowledgement of Professional Design and Review form*** (complex buildings only);
- Certificate(s) of Title** within thirty (30) days of application;
- Two (2) **sets of plans** drawn to scale (see sample drawings attached) that illustrate the following:
 - Site Plan
 - Elevations
 - Foundation/Basement Plan
 - Floor Plans
 - Cross Sections
- Copies of **approvals** relating to health or safety where applicable (i.e. sewage disposal compliance with Fraser Health Authority, highway access permits, Strata Council approvals, etc.); and
- Letters of Assurance** from the Building Code signed by the registered professional(s)

** Forms available online within the Schedules of the Building Bylaw No. 2131.*

Items that may be required depending on the application are the following:

- Registration form** from the Homeowner Protection Office (HPO) for new houses.
- Site servicing drawings** that detail off-site services at the property line and are prepared and sealed by a registered professional;
- A **site section** showing grades, buildings, parking areas and driveways;
- Geotechnical Report** prepared by a professional engineer. Please refer to the *Geotechnical Report Guidelines Policy* for details
- Additional information** may be required to establish compliance with the Building Code and municipal bylaws.

Timing

It is recommended that you apply for a building permit a minimum of two (2) weeks before the start of the project. You will be contacted immediately when your permit is ready.

Permit Expiration and Termination

Every permit is issued upon the condition that the permit shall expire and the rights of the owner under the permit shall terminate if:

- The work authorized by the permit is not commenced within six (6) months from the date of the permit issuance;
- The work is discontinued for a period of twelve (12) months.

Where do I get Electrical & Gas Permits?

For electrical and gas permits and inspections, please contact the BC Safety Authority at 1-866-566-SAFE (7233).

Inspections

Essential inspections are required before concealing or burying any building component. Typical times for inspections are prior to:

- Placing concrete for foundations (completion of concrete framework for footings);
- Backfilling any foundation or services;
- Concealing any framing, plumbing, vapour barrier; and
- Occupying any building.

All work being inspected must be complete and ready prior to inspection. Work must not proceed past any of the stages listed above without prior clearance.

Inspections may be requested during normal working hours by calling 604-465-2428. Please leave a message clearly indicating the address of job site and required inspection. Inspections will not be scheduled unless formally requested by the owner or his/her agent with at least one full working day in advance.

The street address must be posted on the lot.
Approved plans must remain on site.

When is a Building Permit Considered Complete?

A building permit is complete when all aspects of the plan submitted for the permit have been completed. In the case of a new building, an Occupancy Permit will be issued when all inspections are satisfactorily complete, and once all survey certificates, engineer reports (if applicable) and list of sub-trades (for business license compliance) are submitted.

Application Fees *(subject to change)*

Type	Fee
Minimum Building Permit Fee	\$50.00
Commercial, Industrial, Institutional	1.0% of construction value
Residential (including garages, carports, patios)	1.0 % of construction value
Farm Buildings	0.7% of construction value
Mobile/Modular Home Single-wide	\$100.00
Double-wide	\$200.00
New Wood Burning Appliance	\$100.00
Move a Building	\$100.00
Change of Occupancy	\$100.00 + 0.7% of construction value
Multiple or Off-Hour Inspections	\$100.00

*all plumbing & fire sprinkler work is included in permit fee

Contact Information

Building Inspectors

Dave Bruce 604-465-2430
Chantal Gemperle 604-465-2460

Development Services

Ph: 604-465-2428 Fax: 604-465-2404

Homeowner Protection Office

Toll Free 1-800-407-7757
Switchboard 604-646-7050
www.hpo.bc.ca

BC Safety Authority

Toll Free 1-866-566-SAFE (7233)
Coquitlam office 604-927-2041
www.safetyauthority.ca or www.thinkpermit.ca

Land Titles Office

New Westminster office 604-660-2595
www.ltsa.ca

Fraser Health Authority

Maple Ridge office 604-476-7000

Sample Drawings

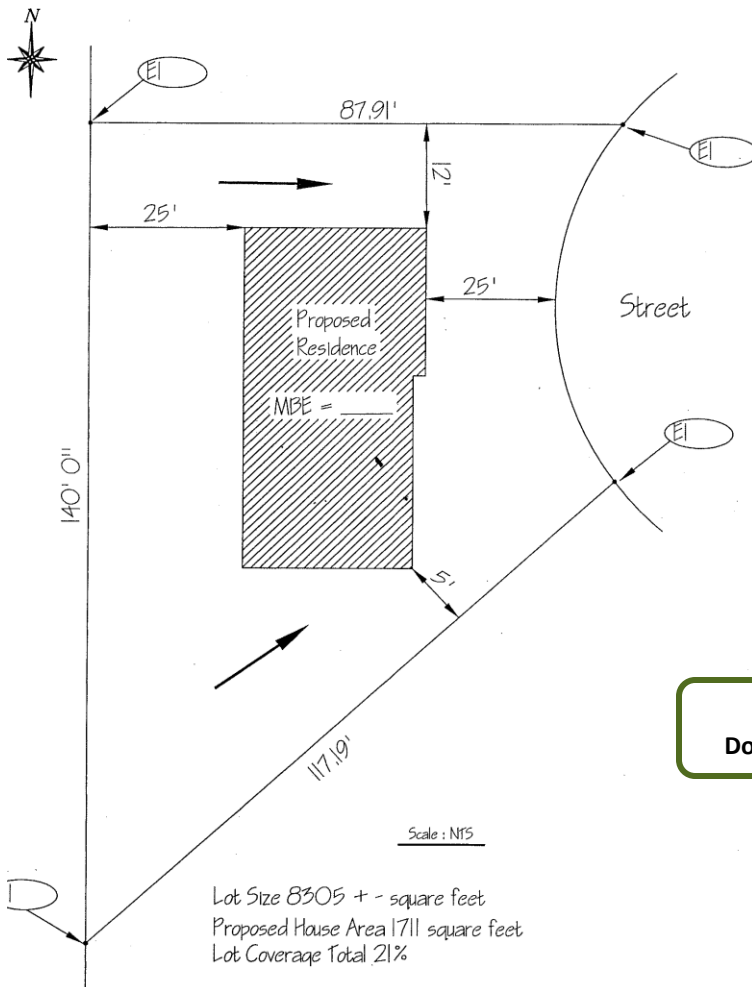
The following information is required for each of the drawings.

SITE PLAN

(scale 1:100 or 1/8" = 1'-0")

- Direction (north arrow, street names);
- The bearing and dimensions of the parcel;
- The legal description and civic address of the parcel;
- Location and dimensions of all existing and proposed buildings and structures on the parcel;
- Distance of all building setbacks measured perpendicular to the property lines;
- Distance between principle building and accessory buildings and structures;
- Location and dimensions of all statutory right-of-ways, easements and setback requirements;
- Setbacks to the natural boundary of any lake, swamp, pond or watercourse where the City of Pitt Meadows' land use regulations establish setback requirements related to flooding; and
- Site statistics such as lot area, lot coverage, gross floor area).

*Lot Grading must be shown on the Site plan



**This sample plan is for reference only!
 Do not copy the numbers on your application.**

Sample Drawings cont'd

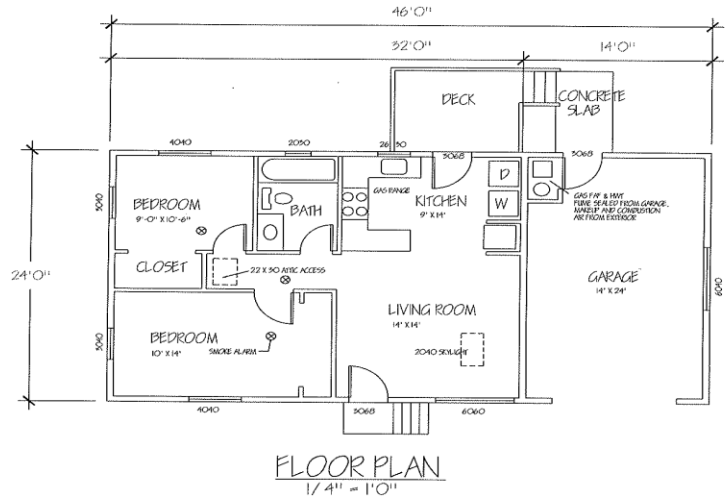
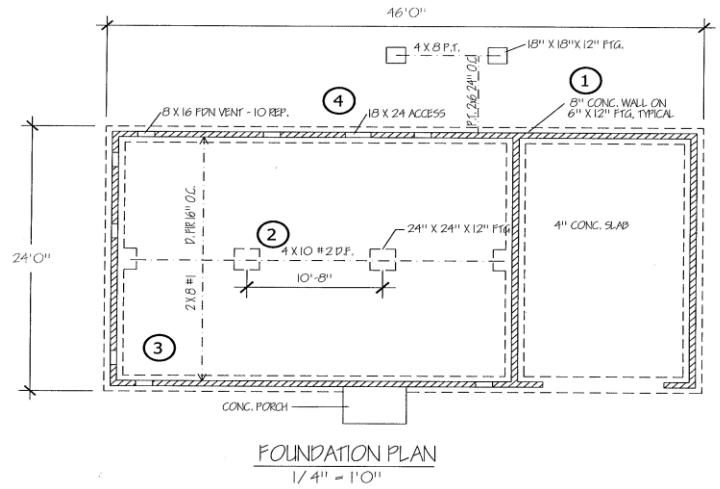
FOUNDATION/FLOOR/ROOF PLANS

(scale 1:50 or 1/4" = 1'-0")

- Dimensions and uses of all areas;
- Location, size and opening/swing of doors and windows;
- Stairs showing travel direction and dimensions;
- Floor, wall and ceiling finishes;
- Plumbing fixtures, appliances, fireplaces, heating/ventilation systems, and smoke alarms (where applicable); and
- Direction and sizes of all floor/ceiling/roof structural elements such as footings, beams, joists and roof slopes.

NOTE: For new homes foundation designs must be prepared by a registered professional and accompanied with Building Code Schedules B-1 and B-2.

**These sample plans are for reference only!
Do not copy the numbers on your application.**

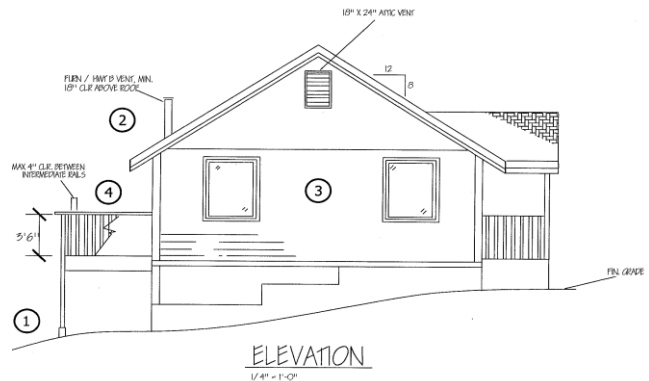


ELEVATIONS

(scale 1:50 or 1/4" = 1'-0")

All sides of the building or structure showing:

- Height
- Finish details
- Windows
- Roof slopes
- Doors
- Existing & finished grades



CROSS SECTIONS

(scale 1:50 or 1/4" = 1'-0")

- Floor to ceiling height of all rooms (including crawspaces);
- One through stairs to show headroom; and
- Floor, ceiling, roof and wall assembly.

