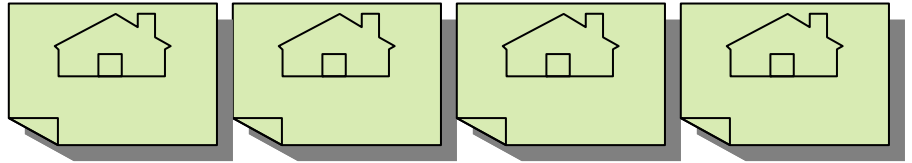




Development Services Department

This guide has been prepared to assist you in understanding the regulations and requirements that apply when making an application for a residential building permit.

This guide is not a bylaw. It is a guide prepared for your information and convenience only. For details and legal documents, you must consult relevant municipal bylaws (such as the building and zoning bylaw) or the B.C. Building Code.



A GUIDE TO RESIDENTIAL BUILDING PERMITS FOR NEW CONSTRUCTION

You will need a permit when you wish to:

- Build any kind of structure larger than 10 sq. meters (100 sq.ft.)
- Make alterations, renovations, and repairs to existing buildings/structures
- Construct a swimming pool
- Finish a previously unfinished area (i.e. basement)
- Close in a carport to a garage or living space
- Demolish all or portion of a building or structure
- To move any building, structure or mobile home
- To place on any land a manufactured or factory-built home
- Install a new wood stove
- Change a use or occupancy of a building
- Repair a building damaged by fire, flood, earthquake or other cause
- Retaining walls which retain more than 1.5 meters of fill

Permits are not required for non-structural minor modifications such as:

- Re-roofing
- Cabinets
- Siding/Painting
- Landscaping
- Sidewalks

Note: Although the above work does not require permits, homeowners should ensure that the construction conforms to the requirements of the Provincial Building code and other applicable City of Pitt Meadows Bylaws

Things you should know when planning a project:

- Check the Planning Department for the zoning of the property to ensure the intended use is permitted.
- Check the required setbacks from the property lines and the maximum site coverage permitted.
- Check with the Engineering Department for location and depth of services, i.e., water, storm, and sanitary sewer.
- Check for easements or right-of-ways on your property (some of these can be obtained at the City of Pitt Meadows website at www.pittmeadows.bc.ca/online_services/mapguide)

Problems that can occur:

- A building scheme registered on title of your property may require the approval of your proposed design by a third party
- A covenant registered on the title may stipulate certain construction requirements or even restrict a use
- The proposed siting of you building may conflict with zoning setbacks requirements
- The proposed siting of you building may conflict with a registered easement or right-of-way
- Your property may be located within a designated floodplain

Questions pertaining to a building site may be answered by contracting the following Departments:

Building Department:

Phone: 604-465-2428

Engineering Department:

Municipal Services, Culverts and Road
604-465-2426

Planning Department:

Zoning, Land Use
604-465-2427

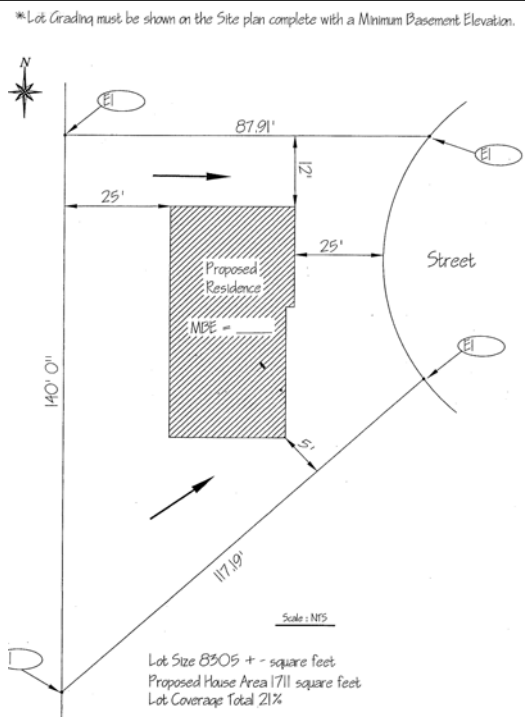
An application for a building permit shall be:

- Signed by the owner, or a signing officer if the owner is a corporation
- Accompanied by the owner's acknowledgement of responsibility signed by the owner, or a signing officer if the owner is a corporation
- Accompanied by the owner's acknowledgement of professional design and review signed by the owner, or a signing officer if the owner is a corporation, when professional design is required
- Accompanied by the Home Owner Protection Office registration form for new homes
- If required a copy of a sewage disposal system permit to install from the Fraser Health Authority

An application for a building permit shall include:

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

- North direction indicated
- The bearing and dimensions of the parcel
- The legal description and civic address of the parcel
- The location and dimensions of all statutory rights of way, easements and setback requirements
- The location and dimensions of all existing and proposed buildings and structures on the parcel
- 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
- The existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system or top of slab
- The location, dimension and gradient of parking and driveway access



- Two copies of construction drawings (see pages 3 & 4 for samples), drawn to scale, showing sufficient detail so that compliance with the BC Building Code and all other relevant bylaws and regulations may be assessed. A foundation design prepared by a registered professional accompanied by letters of assurance is required for new single family dwellings.

- For manufactured homes and other factory built structures, two copies of foundation plans will be required, showing details of the anchoring system and service connections; the manufactures name, date of manufacture, model and size of unit.

Building permit cost:

- Building permit fees are based on the total value of construction and are calculated in accordance with the Schedule "I" of the building bylaw.

Electrical and Plumbing permits:

- For electrical and gas permits and inspections please contact the Safety Engineering Services.
www.safetyauthority.ca
- Gas: 604-851-7012
- Electrical: 604-927-2041

List of Inspections Required:

The list of inspections required may vary for any particular project and will be confirmed by the Building Inspector when a permit is issued. The list may include:

- Forms prior to pouring concrete
- The Installation of perimeter foundation drain piping and foundation dampproofing prior to backfilling
- Rough in Drain, Waste and Vent Pipes
- Water supply, tubs and traps
- The Framing
- The insulation and vapour barrier
- Occupancy inspection

2006 BC Building Code:

- There are some significant changes to the 2006 BC Building Code which will affect how a structure is designed and constructed. The building permit application submitted for permit needs to comply with all the new requirements set out in the 2006 BC Building code.

Contacts:

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Chantal Gemperle

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e-mail: cgemperle@pittmeadows.bc.ca

City of Pitt Meadows

Pitt Meadows, B.C., V3Y 2B5
T: 604-465-5454
F: 604-465-2404
Website: www.pittmeadows.bc.ca

City Hall Hours: 8:30am – 4:30pm Monday to Friday
Closed on Statutory Holidays

Fraser Health Authority

11940 Haney Place, Maple Ridge
F: 604-476-7000