



Regional District of  
North Okanagan

# Building

## Application Procedures

Version 1 June 2008

# A Guide to Building Permits

## What is a Building Permit?

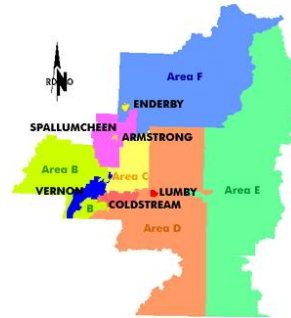
A building permit (BP) is a permit approved by the Building Officials staff of the Regional District of North Okanagan. The purpose of Building Permits is to regulate construction in the general public interest and providing a limited spot check, for health, safety and the protection of persons and property and to enforce the regulations of the *B.C. Building Code*.

Building Permits are required prior to the commencement of constructive work or demolition work and prior to the installation of manufactured buildings.

## When Do I Need a Building Permit?

A building permit is required for most types of construction, with a few exceptions. For example these exceptions include, accessory residential buildings less than 10 square metres in building area that are sited in accordance with the Zoning Bylaw and retaining structures 1.2 metres in height or less.

An approval process called "Authorization to Construct" may be available in Electoral Areas D & E for single family dwelling and accessory buildings (without plumbing) and with a floor area less than 185m<sup>2</sup> or in Electoral Area F, for the installation of a manufactured home. Participating Member Municipalities may allow for "Authorizations to Construct", where Registered Professional involvement is included. **Note:** No inspections will be conducted by RDNO Building Inspectors.



## Procedure for obtaining a Building Permit

1. RDNO zoning bylaws regulate the types and sizes of various structures that may be constructed within the Regional District. These Bylaws also specify the minimum zoning setbacks to the property lines. NOTE: In some cases, the BC Building Code setbacks may be more restrictive. Property Owners discuss details of the application with Development Services staff to determine the OCP designation, zoning, etc. of the subject property.
2. Building Permit application and application fee is submitted to the Regional District office.
3. An application is made by submitting all required plans and documentation, as described in detail on the building permit application form, to the Building Inspection Department. These requirements may vary based on the type of building proposed to be constructed, but generally include:
  - A scalable site plan.
  - Construction Plans at 1/4" = 1'-0" scale including:
    - Floor Plan
    - Foundation Plan
    - Elevations
    - Cross Section



See attached Drawings Example Sheet

building inspection requests may be called in at (250) 550-3730.



- **Homeowner Protection Act** documents. If you are building a new home, it will have to be registered with the Homeowner Protection Office (HPO). If a builder is constructing your new home, he will register the new home with the HPO and provide a building warranty. The contractor must provide the building official with the signed and sealed HPO registration forms, provided by HPO, before the building permit may be issued. If a homeowner is planning on acting as his or her own general contractor, they must first obtain an “Owner Builder Exemption” from the HPO and again these forms must be provided to the building official before the building permit may be issued. **See the attached Information Bulletin for Owner Builders.**

Contact H.P.O.: 1-800-407-7757 or [www.hpo.bc.ca](http://www.hpo.bc.ca)

- **Record of Sewerage System** document shall be submitted with an application for a building or structure, *except for additions or alterations to an existing residential building or structure served by an existing sewage disposal system* prior to building permit issuance. For information regarding community sewer system connections within a member municipality, you may contact the Public Works Dept. at that municipality.

Contact Interior Health Authority:  
250-549-5714; 1440 14<sup>th</sup> Ave, Vernon

- **Evidence of Potable Water Supply** shall be submitted with an application for a permit for a building or structure where the occupancy of which requires a supply of potable water. This is provided usually as a water license from the Provincial Authority, a record of water well capacity test conducted by a Qualified Well Driller, a Registered Professional’s report or written confirmation from the Community Water System utility.

4. Building Inspection staff will review the application.
5. Building Inspection staff will then either issue the building permit or contact the applicant for further information.
6. Once the Building Permit is issued, construction commences and the applicant/builder will call the Building Inspections department a minimum of two days prior to the date required for inspection. A detailed list of when and how to call for an inspection will be included with the Building Permit. **After hours telephone**

## Building Location Surveys

Building location surveys are required for most building constructed with the Regional District. A Building Official may waive this requirement when the building is constructed at least 200% of the minimum side yard setback and 125% of the minimum front and rear yard setback requirements on the Zoning Bylaw.

## Gas & Electrical Permits

If you are constructing a building that is to have natural gas or propane appliances or furnaces, you will require a permit from the Provincial Gas Inspector. Electrical Permits are required before any wiring is installed in your building. If you have licensed gas fitters or electricians doing the work, they will obtain the required permits. The gas and electrical inspectors can be contacted at the local Service BC Office.

Contact Service B.C. Office: 250-549-5511  
3201 30<sup>th</sup> Street Vernon

## Workers' Compensation Board of BC

If you hire people to work in or around your home, you may need to register with the WCB. **See attached sheet for more information.**

Contact W.C.B.: 1-888-922-2768

## Building Permit

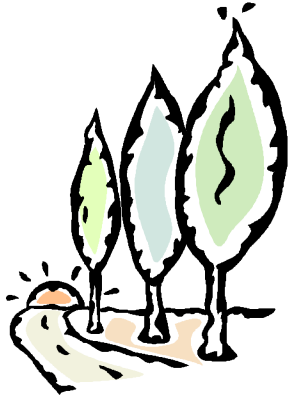
# Timing

The building permit application process normally takes three to four weeks to complete. The time frame, however, depends upon the completeness of the application and the current workload of staff and the need for additional information from the applicant during the process. Complete applications have priority over incomplete applications.

## Ministry of Transportation

If your project is located on a previously undeveloped lot, you will likely require a driveway. Single family residential driveways located on side roads outside municipal boundaries, do not require an access permit: however the RDNO Zoning Bylaw 1888, 2003, 310 Building Site regulates private driveway width, slope and angles and the Ministry have provided guidelines for location and construction of these types of driveways. Note: If your new driveway will access your property from a numbered highway, an access permit is required from the Ministry of Transportation and their approval is required from the Ministry of Transportation and their approval is required prior to building permit issuance. For information and access within a member municipality, you may contact the Public Works Dept. of that municipality.

**Contact M.O.T.H.: 250-503-3664  
4791 23<sup>rd</sup> Street, Vernon**



## Information, application forms and questions

Building Permit application forms are available at the Regional District of North Okanagan office as well as on the website at [www.rdno.ca](http://www.rdno.ca). Building Inspection staff are available to answer questions, and to provide clarification on building permit process as it applies to a specific property or application.

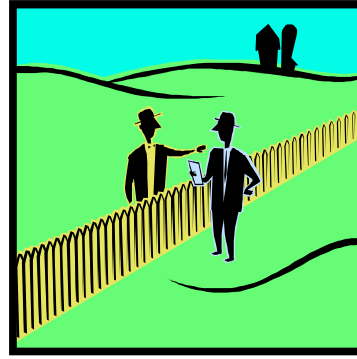
### For More

# Information

Please direct any further inquiries to:

Regional District of North Okanagan  
**Building Inspections Department**

9848 Aberdeen Road  
Coldstream, B.C. V1B 2K9  
Phone: (250) 550-3730  
Fax: (250) 550-3701  
Website: [www.rdno.ca](http://www.rdno.ca)



## Member Municipalities Contact Information:

### City of Armstrong

3570 Bridge Street  
Armstrong, B.C. V0E 1B0  
Phone: (250) 546.3023  
Fax: (250) 546.3710  
Website: [www.cityofarmstrong.bc.ca](http://www.cityofarmstrong.bc.ca)

### Village of Lumby

1775 Glencaird Street  
Lumby, B.C. V0E 2G0  
Phone: (250) 547.2171  
Fax: (250) 547.6894  
Website: [www.lumby.ca](http://www.lumby.ca)

### City of Enderby

619 Cliff Avenue  
Enderby, B.C. V0E 1V0  
Phone: (250) 838.7230  
Fax: (250) 838.6007  
Website: [www.enderby.com](http://www.enderby.com)

### Township of Spallumcheen

4144 Spallumcheen Way  
Spallumcheen, B.C. V0E 1B6  
Phone: (250) 546.3013  
Toll Free: 1.866.546.3013  
Fax: (250) 546.8878  
Website: [www.spallumcheen.bc.ca](http://www.spallumcheen.bc.ca)

