

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 buildings less than 10 square metres in building area that do not create a hazard, on the condition that the building is sited in accordance with the Regional District Zoning Bylaw;
- accessory and agricultural buildings located in rural zones, are less than 55 m² in size, are no higher than one storey (6 metres) in height, do not contain plumbing and meet the requirements of the Regional District Zoning Bylaw;
- accessory and agricultural buildings located in rural zones within Electoral Areas “D” or “E”, are between 55 m² and 185 m² in size, are no higher than one storey (6 metres) in height, do not contain plumbing and meet the requirements of the Regional District Zoning Bylaw;
- retaining structures 1.2 metres in height or less.

Procedure for obtaining a 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 Planning Department 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 ¼” = 1’-0” scale including:
 - Floor Plan
 - Foundation Plan
 - Elevations
 - Cross Section

See Drawings Examples Guide

- **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 Authorization” from the HPO and again these forms must be provided to the building official before the building permit may be issued.

**Contact HPO: 1-800-407-7757 or
www.hpo.bc.ca**

- **Evidence of Sewage Disposal** shall be submitted with an application for a building or structure prior to building permit issuance in the

form of written confirmation from a Community Sanitary Sewage System utility, Record of Sewerage stamped by Interior Health or an issued Holding Tank Permit as outlined in Section 608 of Building Bylaw No. 2670, 2015.

Contact Interior Health: (250) 549-5714 or 1440 14th 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 as outlined in Section 607 of Building Bylaw No. 2670, 2015.
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 Inspection department a minimum of two working 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 inspection requests may be called in at (250) 550-3730.

Building Location Surveys

Building location surveys are required for most building constructed within 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 Technical Safety BC Office (formerly BC Safety Authority)

Contact Technical Safety BC: 1-866-566-7233 or www.technicalsaftybc.ca

Workers' Compensation Board of BC

If you hire people to work in or around your home, you may need to register with the WCB.

Contact WCB: 1-888-922-2768

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. The Building Department only accepts complete application packages.

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, Section 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.

Access Permit or approvals are required prior to Building Permit issuance.

**Contact MoTI: (250) 503-3664
4791 23rd Street, Vernon**

For More Information

Building Permit application forms are available at the Regional District of North Okanagan office as well as on the website at 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.

Please direct any further inquiries to:

Regional District of North Okanagan
Building Department
9848 Aberdeen Road, Coldstream, B.C. V1B 2K9
Phone: (250) 550-3700
Fax: (250) 550-3701
Website: www.rdno.ca