



Building Permit Applications in the RDBN

What is the Regional District's Building Inspection Service?

The Regional District is authorized by the *Local Government Act* to regulate the construction, alteration, repair or demolition of buildings and structures for the health, safety and protection of persons. Under the *Act* the Regional District has adopted Building Bylaw No. 1318, 2005 which provides for the regulation of building and the requirement for a permit as a condition precedent to building within the building regulation service area.

The Regional District operates the Building Regulation service in all of the electoral areas within the Regional District. The Regional District also provides building inspection service for the Village of Burns Lake, Village of Fraser Lake and the District of Vanderhoof.

The Building Inspectors provide a variety of services including answering questions of residents and builders, providing information and statistics on previous building permits, and assisting in enforcing Regional District Bylaws.



When are Building Permits required?

Permits are required to ensure compliance with the current BC Building Code standards. Anyone constructing, altering, repairing, moving or demolishing a building within the defined building regulation

service area is required to first obtain a permit from the Building Inspectors. To find out if your property is within the building regulation area, please contact the Building Inspectors or the Planning Department.

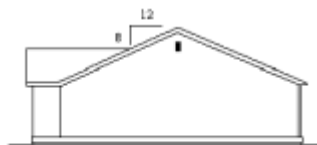
Building permits are required for:

- New construction
- Demolition
- Renovations
- Wood heating installations
- Installing a manufactured home
- Decks

Building permits are not required if the property is not within the service area or if the proposed building is smaller than 25 square meters (269.1 ft²) in size. Accessory buildings for farm use on properties that are assessed as a farm by BC Assessment also have certain exemptions.



LEFT SIDE ELEVATION



RIGHT SIDE ELEVATION



REAR ELEVATION



FRONT ELEVATION

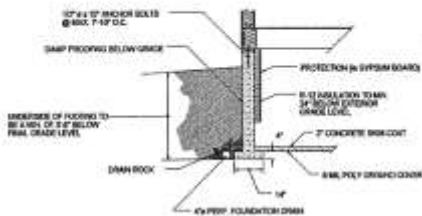
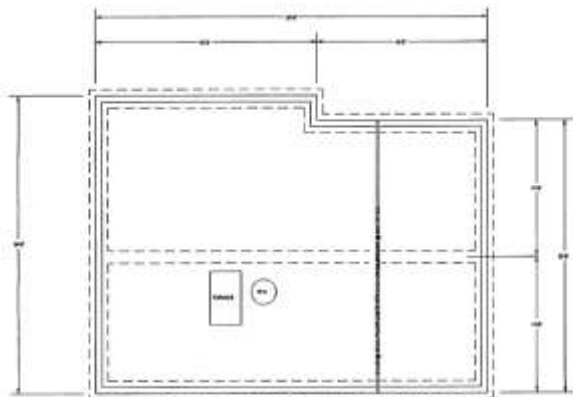
SAMPLE EXTERIOR
ELEVATION PLANS

Application forms and related bylaws as well as other pertinent information are available on the Regional

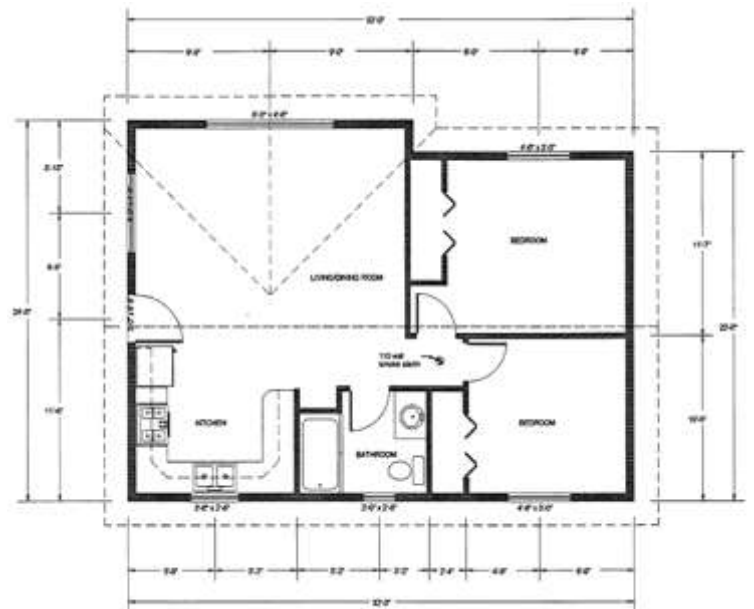
District's website: www.rdbn.bc.ca

Building Permit Application Requirements

- ☑ Copy of the Certificate of Title dated within 30 days of the date of the application as proof of property ownership, or a copy of the tax assessment notice
- ☑ Letter of Authorization signed by all registered property owners if the agent is not the owner
- ☑ Application fee
- ☑ Completed and signed application form
- ☑ **Completed Schedule "D" Owner's Undertaking of Building Foundation**
- ☑ **Completed Schedule "F" Owner's Undertaking of Building Siting**
- ☑ A valid permit to construct a sewage disposal system for the building, or evidence that an Authorized Person has filed plans and specifications pursuant to Section 8 of the *BC Sewage Regulations*; or details of connection to a community sewage disposal system
- ☑ Photographs (optional)
- ☑ Site plan drawn to a scale showing the following:
 - setbacks from property lines
 - location and name of road(s) adjacent to the property
 - size and location of all existing and proposed buildings, structures, and uses on the site
 - existing and proposed parking and driveways
 - topographic features, water bodies and waterways including measurements from all proposed and existing structures to the natural boundary, stream centre line or top of bank, whichever is applicable
 - north arrow and scale
 - other: _____
- ☑ Building plans drawn to a scale showing the following:
 - foundation plan
 - floor plans of each level, including proposed and/or existing uses of all rooms
 - exterior elevations
 - cross sections showing all structural details and finishes
- ☑ **For new residential construction, submit a completed form from the "Homeowner Protection Office"** (Call 1-800-407-7757 or visit www.hpo.bc.ca)



SAMPLE
FOUNDATION
PLAN



LIVING AREA
TABLES ARE FEET

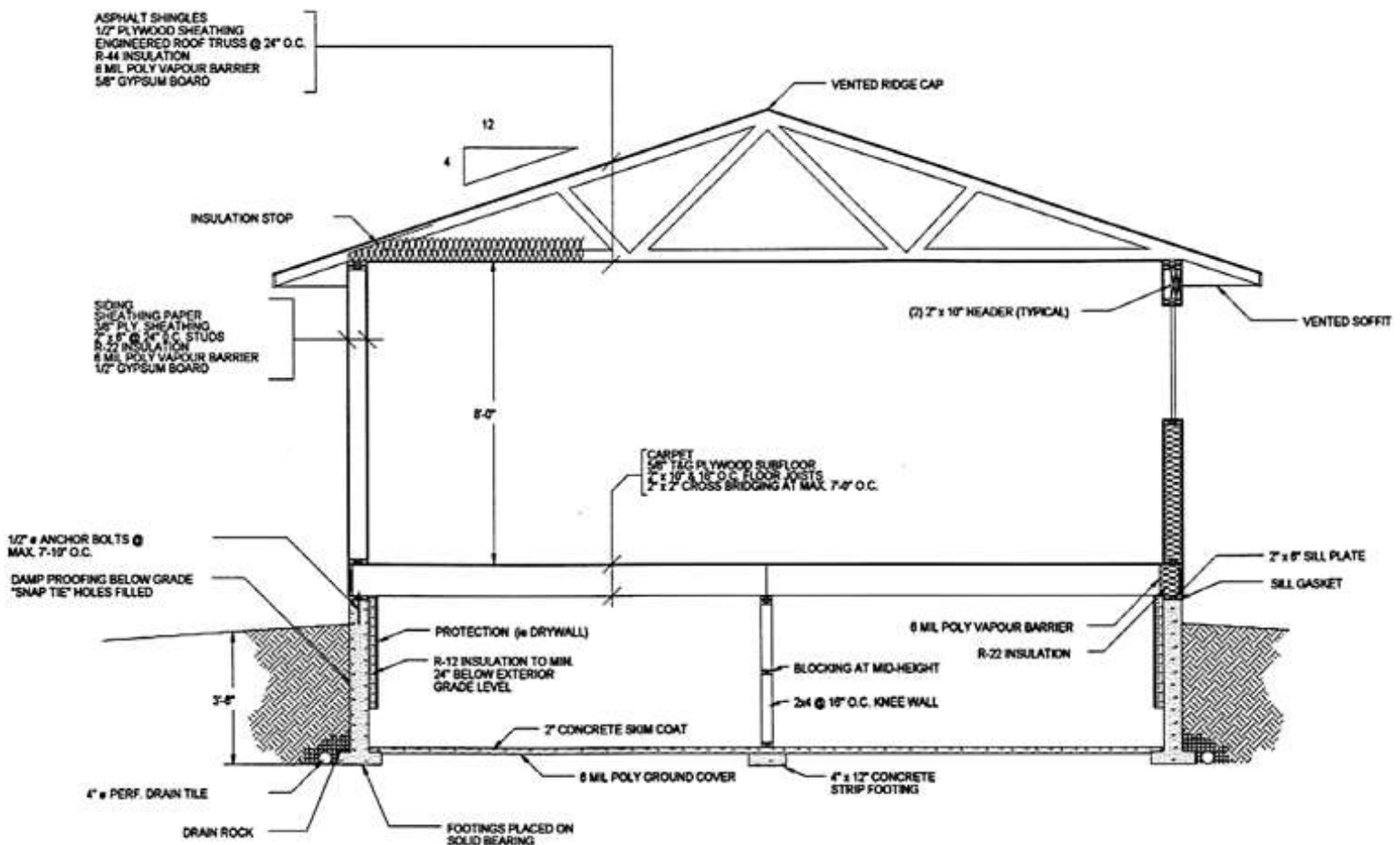
SAMPLE FLOOR PLAN

Inspection Requirements

WHEN TO CALL:

1. After completion of footings (prior to placing concrete);
2. After completion of the foundation, dampproofing, foundation drain tile/drain rock (prior to backfilling);
3. After the framing, sheathing and roofing are complete (including exterior doors and windows, chimneys, ductwork, gas venting, rough-in plumbing and wiring);
4. After insulation and vapour barrier is installed (prior to applying interior finishes);
5. When the building is complete and ready for occupancy; and
6. At any stage requested by the Building Inspector to confirm corrections or special circumstances.

Please note that the Building Inspectors make their own appointments for inspections. Usually at least one of the Building Inspectors performs inspections in the eastern part of the Regional District on Tuesdays and in the western part of the Regional District on Thursdays.

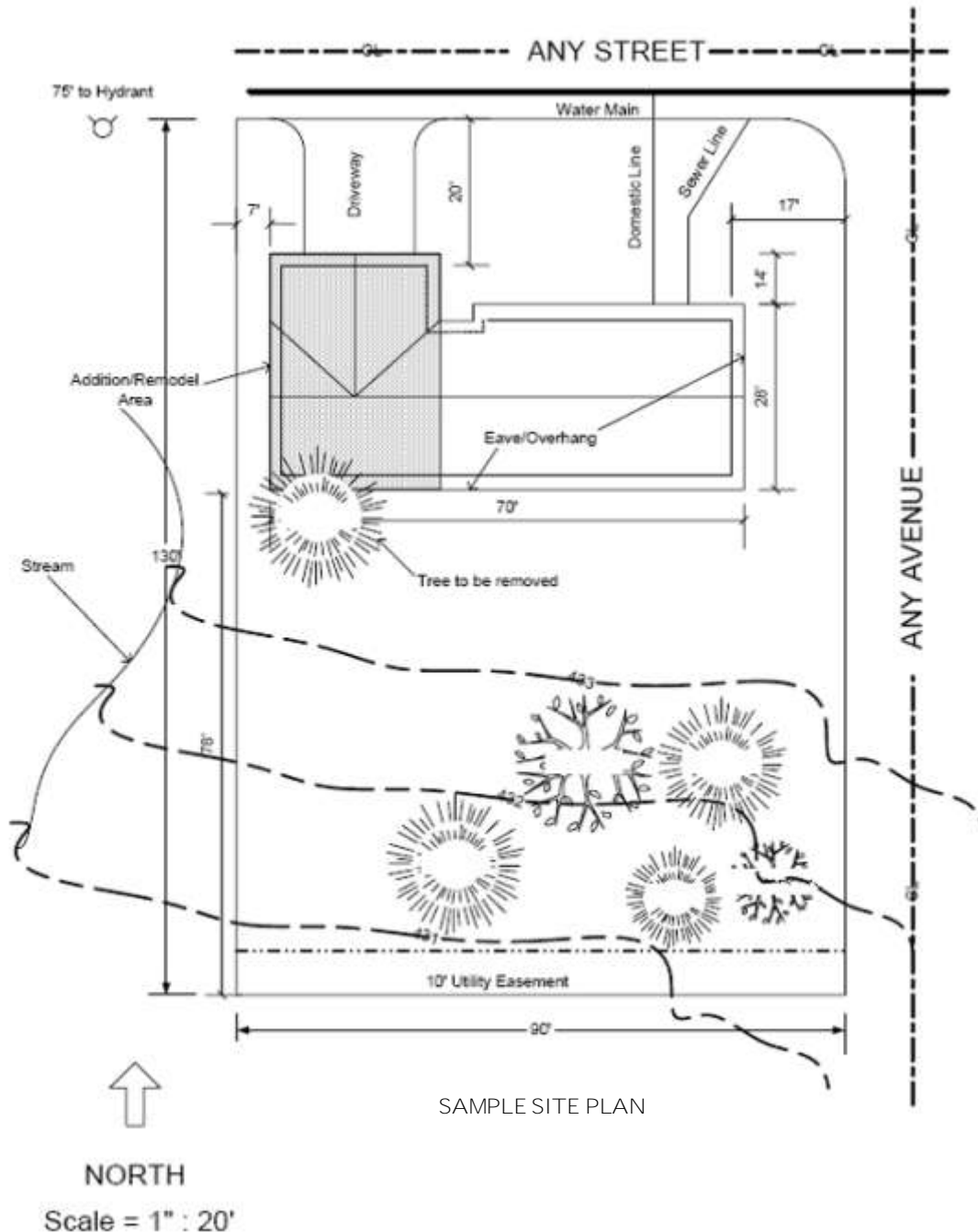


SITE PLANS

A site plan is an important part of your building permit application and must show the following items, drawn to scale:

- Dimensions of the property
- Dimensions of setbacks to all property lines
- Location and dimensions of the proposed and future developments
- Location and dimensions of existing buildings
- Location of power line
- Location of septic tank and disposal field, or lagoon
- Location of well
- Location and description of adjacent roads
- Location of easements or rights-of-way
- Location of significant natural features such as water bodies and steeply sloped areas

If you need a base map of the outline of your property, one can be obtained from the Regional District's Planning Department.



Need More Information?

Come visit the Building Inspectors! We are located at the RDBN Office at 37 3rd Avenue, Burns Lake, BC.

Call us at: (250) 692-3195 or toll free in BC 1-800-320-3339 Fax: (250) 692-1220

Visit our website at: www.rdbn.bc.ca