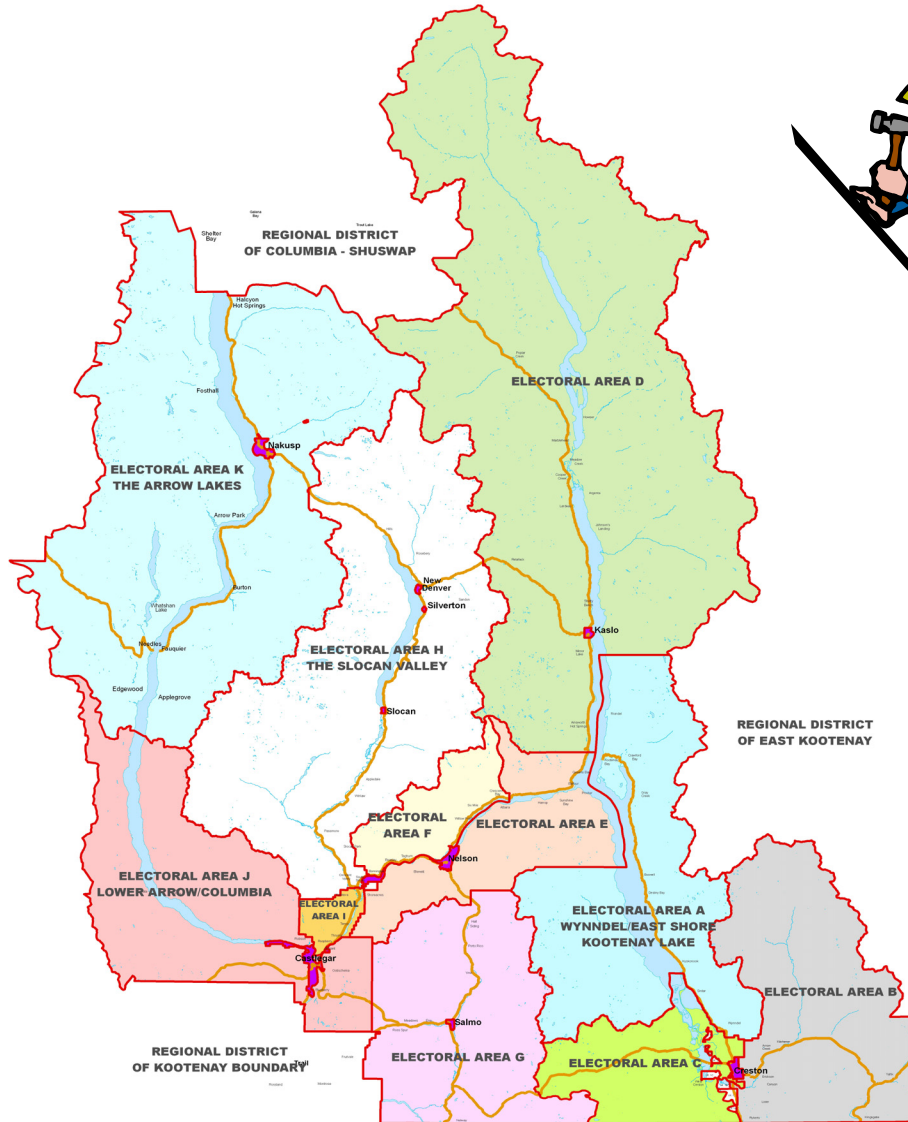


BUILDING BROCHURE



BUILDING PERMIT REQUIREMENTS



To ALTER, ADD TO, MOVE or CONSTRUCT NEW HOME, CARPORT, GARAGE, SUNDECK, or other Building or Structure within the Regional District of Central Kootenay.

WHY THERE IS A BUILDING BYLAW

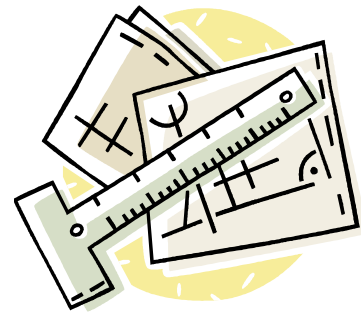
A Building Bylaw is designed to help ensure that development meets health, fire, structural, and general safety requirements for the protection of the individual, the consumer, and the community as a whole. The Regional District Building Official is available to provide additional information regarding bylaw requirements to anyone building a structure.

This brochure is to be used only as a guide when applying for a Building Permit. For complete Building Permit requirements, referral to the Regional District Building Bylaw is necessary.

Landowners considering the development of land are also advised to read the Regional District of Central Kootenay's brochure: "Information on Land Development".

A BUILDING PERMIT IS REQUIRED when you wish to:-


- ⇒ Construct a new home
- ⇒ Construct a new accessory building such as a carport, garage or storage shed
- ⇒ Construct a farm building (consult with the Building Official regarding exemptions)
- ⇒ Construct or renovate a commercial, industrial or public use building
- ⇒ Construct a temporary building
- ⇒ Renovate existing buildings
- ⇒ Undertake any structural work such as interior partitions
- ⇒ Enclose a porch or roof over a sun deck
- ⇒ Construct a retaining wall retaining more than 5 feet of soil
- ⇒ Move a building
- ⇒ Locate a manufactured or modular home
- ⇒ Construct an addition to a manufactured or modular home
- ⇒ Install a pool (re. fencing requirements)
- ⇒ Demolish a building
- ⇒ Change the use or occupancy of a building
- ⇒ Renovate your dwelling to create a secondary suite
- ⇒ Install a Fire Alarm System
- ⇒ Install commercial kitchen ventilation equipment



A PLUMBING PERMIT IS REQUIRED when you wish to:

- ⇒ Install a new drainage or water piping system in any building
- ⇒ Alter or remodel a plumbing system
- ⇒ Install a fire suppression system









 NOTE: With the exception of a homeowner doing his own

plumbing work, plumbing permits will only be issued to B.C. Certified Plumbers or holders of the relevant inter provincial certification.

A BUILDING PERMIT IS NOT REQUIRED

when you do non-structural work, such as:

-  Painting
-  Landscaping, sidewalks and driveways
-  Re-roofing
-  Replace kitchen cupboards
-  Fences (fence height must comply with Regional District zoning bylaws where applicable)
-  Build a fireplace, install a woodstove or install a chimney in an existing building



INFORMATION TO BE SUBMITTED

with a Building Permit Application:

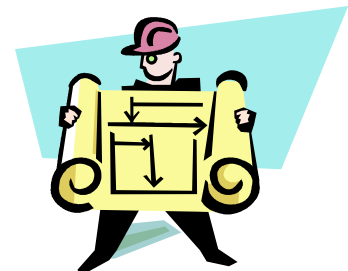
The following items must be supplied along with a completed Building Permit Application BEFORE a Building Permit can be issued. A Building Permit fee based on the value of the building or structure will be calculated by the Building Official.

1) Building Plans

Two sets of detailed building plans. If you find that you cannot draw the necessary building or site plans, then you should obtain the services of a qualified person.

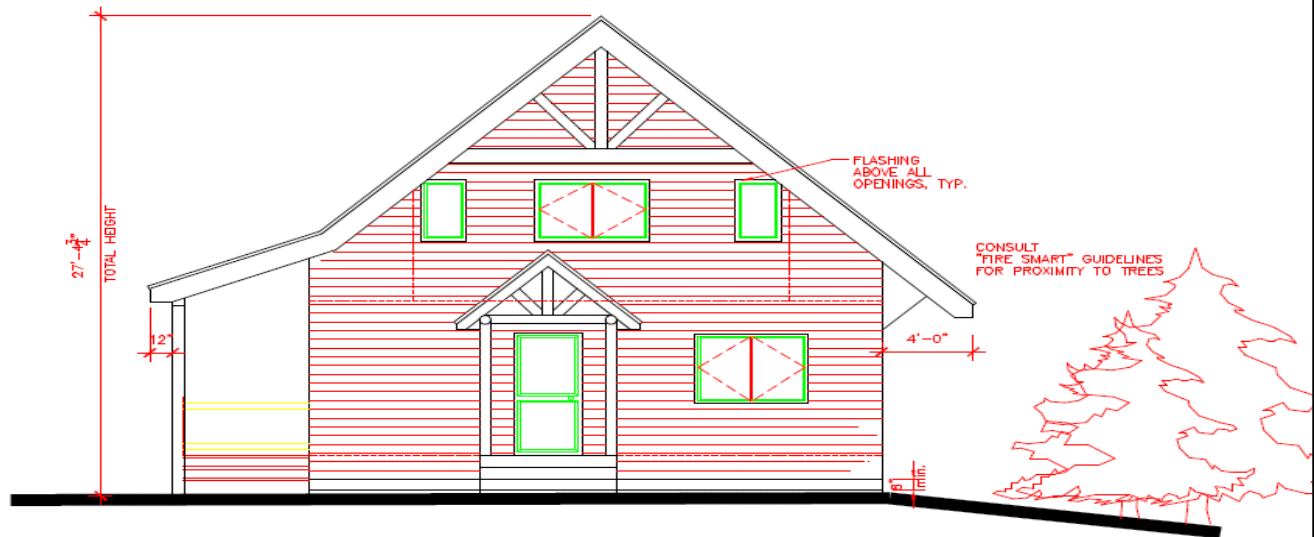
Floor Plans

- ⇒ Scale not less than 1:50 metric ($\frac{1}{4}$ " to 1 foot) and dimensioned (including stair dimensions)
- ⇒ All rooms, size and use of each room
- ⇒ Size and location of windows and doors
- ⇒ Location of all plumbing fixtures
- ⇒ Structural details of foundations, walls, floor and roof framing
- ⇒ Finished and unfinished areas
- ⇒ Location of all flues and solid fuel appliances



Elevation Plans indicating

- ⇒ Building height
- ⇒ Finish grades
- ⇒ Exterior finish



DRAWING TITLE:
ENTRY ELEVATION

SCALE:
1/4" = 1'-0"

DRAWING NO.:

DATE:

DRAWN:

Cross Section Plans

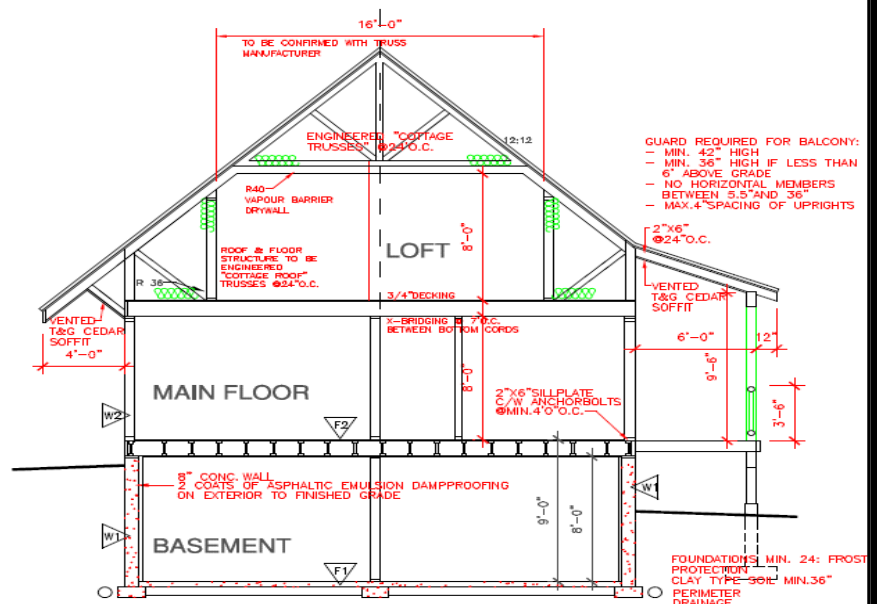
- ⇒ Scale not less than 1:50 metric ($\frac{1}{4}$ " to 1 foot)
- ⇒ Showing method of construction
- ⇒ Showing structural details, i.e. joist size and spacing, size of beams and columns

WALL ASSEMBLIES

NO.	DESCRIPTION	DETAIL 1/2" = 1'-0"
▽1	FOUNDATION WALL 2 COATS OF ASPHALTIC EMULSION DAMPROOFING ON EXTERIOR TO FINISHED GRADE SPOLURED CONCRETE WALL 3" POLYURETHANE R-12 BUTT INSULATION 6 MIL. POLY VAPOR BARRIER 1/2" G.S.B., PAINTED.	 PLAN VIEW
▽2	EXTERIOR WALL CEMENT STONE OR BRICK BUILDING WRAP 1/2" EXTERIOR INSULATION SHEATHING 2" OSB STUDS @ 16" O.C. R-25 BUTT INSULATION 6 MIL. POLY VAPOR BARRIER 1/2" G.S.B., PAINTED.	 PLAN VIEW
▽3	INTERIOR BEARING WALL 1/2" G.S.B. PAINTED 2" OSB STUDS @ 16" O.C. 1/2" G.S.B., PAINTED	 PLAN VIEW
▽4	INTERIOR WALL PARTITION 1/2" G.S.B. PAINTED 2" OSB STUDS @ 16" O.C. 1/2" G.S.B., PAINTED	 PLAN VIEW

FLOOR ASSEMBLIES

NO.	DESCRIPTION	DETAIL 1/2" = 1'-0"
▽5	BASEMENT 4" CONCRETE SLAB DRAINAGE WITH VAPOR BARRIER COMPACTED GRAVEL	 SECTION
▽6	MAIN FLOOR FILL FLOORING ON 3/4" T&G SPF FLOOR SHEATHING DIG. T&G JOISTS @ 16" O.C. 1/2" G.S.B.	 SECTION



DRAWING TITLE:
**SECTION A-A /
GENERAL NOTES**

SCALE:
1/4" = 1'-0"

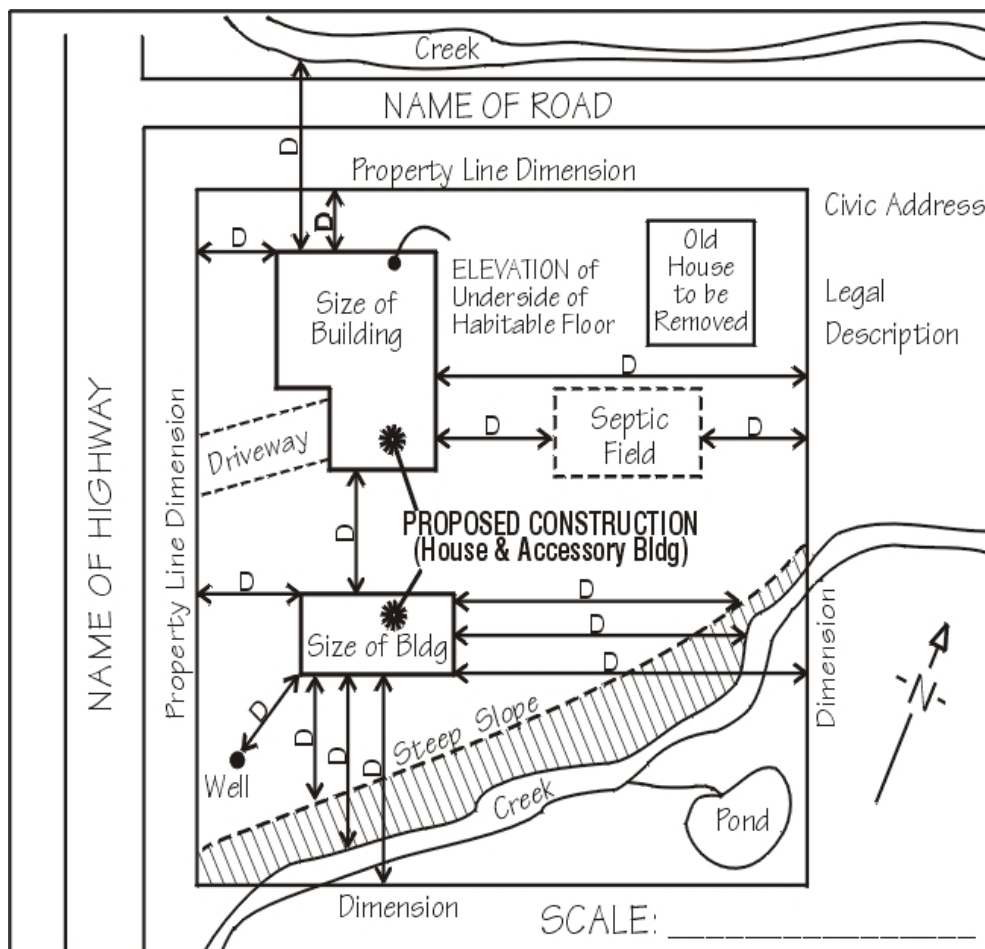
DATE:

DRAWN:

DRAWING NO.:

2) Site Plan, including:

- ⇒ Full legal description of lot, which is: lot number, plan number, District Lot number, and roll number (from your tax notice or title);
- ⇒ Location and uses of existing and proposed buildings and/or additions on lot;
- ⇒ Any existing buildings to be removed, if applicable;
- ⇒ Lot dimensions (frontage and depth);
- ⇒ Distances from all property lines, steep slopes and all watercourses (including name of watercourse) for existing and proposed buildings or additions;
- ⇒ Location of legal road access to the property;
- ⇒ Size, location and number of on-site parking spaces (commercial uses only);
- ⇒ Existing and proposed wells or other water sources;
- ⇒ Location of existing or proposed sewage disposal fields on property;
- ⇒ North Arrow; and scale of site plan, if applicable.



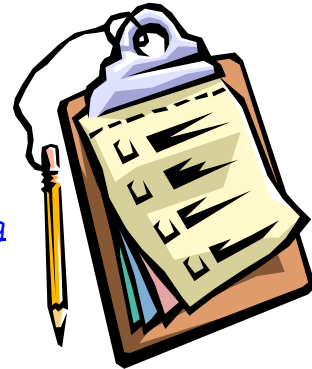
NOTE: D=Distance - Applicant must indicate actual distances in metres (feet)

3) Homeowner Protection Office (HPO) Requirements

If the application for permit is to construct a single family dwelling, the owner must, prior to issuance of the permit, submit either a "New Home Registration Form" that is acquired from the Homeowner Protection Office OR the licensed builder will submit an "HPO Registration Form" which is proof of warranty insurance. Further information may be obtained from the Homeowner Protection Office at 1-800-407-7757, Last Page of this Brochure, or from the Building Inspection Department.

4) Sewage Disposal System

Where a private Sewage Disposal System is to be installed in accordance with the Sewerage System Regulations in British Columbia, contact a Registered Practitioner or Engineer. For a list of contractors in your area visit: <http://owrp.asttbc.org> or email info_owrp@asttbc.org or Phone: 604-585-2788.



5) An Access Permit

If access is from a major Highway, an Access Permit for confirmation of legal access to the property is required from the appropriate Ministry of Transportation District Office (see list on last page). Submit copy with Building Permit Application.

6) Title Search

A current copy of your Title Search is required, dated within 30 days of the date of application and a copy of any and all restrictive covenants. (Tax Assessment Notice does not qualify)

7) Professional Certification

Professional Certification of plans may be required as a condition of the issuance of a Permit.

If, in the opinion of the Building Official, specialized technical knowledge is required to ensure that the proposed works will be structurally sound, then it is necessary that an architect or professional engineer prepare drawings, specifications, and carry out supervision.

If, in the opinion of the Building Official, specialized technical knowledge is required to ensure that the proposed works will comply with setback and height requirements (flood construction level), then it is necessary that a B.C. Land Surveyor prepare a site plan and carry out field work.



Appeals for Variance

Where a proposed building or structure does not comply with the Zoning Bylaw or Rural Land Use Bylaw with respect to size, dimensions, or location on the parcel, the applicant may appeal for a minor variation from the Bylaw requirement. Contact the Building Official or the Planning Department.

I HAVE BEEN ISSUED MY BUILDING PERMIT—WHAT'S NEXT?

Give the Building Official at least **72 hours prior notice** of the date upon which an inspection is requested. **Permit number, building site address, owner's name and type of inspection required** must be quoted when requesting inspections.

Post the **property identification notice** at the driveway entrance and ensure a **copy of the accepted building plans** signed by the Building Official **remains available on site**.



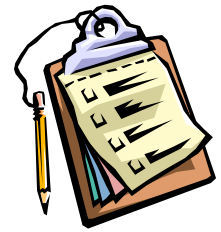
BUILDING INSPECTIONS are required by the Building Official at the following stages of construction for: Single-Family Dwellings, Multiple Residential buildings; Commercial, Industrial and Institutional buildings; and for Additions to any of the above:

- 1) **Siting** After siting of the building and footing formwork is complete, **PRIOR** to placing concrete.
- 2) **Dampproofing and Foundation Perimeter Drainage** Tie holes filled, after the application of foundation damp proofing and the installation of foundation perimeter drainage and drain rock **PRIOR** to backfilling.
- 3) **Plumbing (underslab)** Ground work has been completed, **PRIOR** to covering (testing will be required at this time).
- 4) **Radiant Heat (underslab)** After the placement of all the piping **PRIOR** to pouring concrete. The heat loss sheet showing the numbers of zones and spacing of piping is required for the inspection.
- 5) **Framing and Plumbing** - Rough-in plumbing to be completed and under test;



- Electrical rough-in completed;
 - Framing completed to lock-up stage (windows, exterior doors, stairways etc.);
 - Furnace and chimney installation completed;
 - Mechanical ventilation checklist completed and on site.
- 6) **Flashing and Sheathing Membrane** After sheathing membrane (**first plane**) and all flashings over doors, windows and penetrations have been installed. A **second plane** of protection may be required where applicable. Please check with the Building Official.
 - 7) **Insulation** After all insulation and vapour barriers are installed, **PRIOR** to covering.
 - 8) **Occupancy PRIOR** to occupying a new building. Health and Safety aspects of the building regulations must be completed at this time or a **Conditional Occupancy Permit** will be issued. The conditional items on the Occupancy Permit will be required to be completed within a specified time.
 - 9) **Final Inspection** When a building or portion of new construction has been completed and all previous inspection deficiencies have been corrected.
 - 10) **Other Inspections** As directed by the Building Official.

OTHER PERMITS YOU MAY NEED:



- 1) **Plumbing Permit** is required from the Regional District Building Official to install plumbing services .
- 2) **Installation Permit** for a certified solid fuel burning appliance (wood stoves, etc.) is required for insurance purposes from a certified installer.
- 3) **Electrical and Gas Permits** for all electrical and gas work must be obtained from the local BC Safety Authority officers (see list on last page).
- 4) **Relocation Permit** for the placement of a manufactured home is required from the Government Agent's Office.
- 5) **Building Permit** for the construction of a TEMPORARY BUILDING is required from the Regional District Building Official. A temporary building is defined as a building with no permanent foundation or construction associated with it other than footings. (This includes the placement of manufactured homes).
- 6) **Building Permit for Change of Occupancy** is required from the Regional District Building Official prior to new or changed use of a renovated or new building intended for residential, commercial or industrial use.
- 7) **Agricultural Land Reserve Approval** is required from the Agricultural Land Commission for the non-agricultural use of land or for additional dwellings to be located on a parcel of land within the Agricultural Land Reserve, prior to issuance of a Building Permit. Applications to the Agricultural Land Commission and information on the Agricultural Land Reserve are available from the Regional District Planning Department.
- 8) **Zoning**—Contact the Regional District Planning Department to determine if the land is zoned, and if so, the types of uses, and number of dwellings permitted, setback distances and other regulations which may affect your application.
- 9) **Restrictive Covenants** governing setback distances for buildings from the natural boundary of lakes and streams in areas subject to flooding are sometimes placed on the title of a parcel of land. Check with the Land Title Office in Kamloops to determine if your property has a Restrictive Covenant and include a copy with your Building Permit Application.
- 10) **Contact Fisheries & Oceans Canada** if your development is within 30 metres of a lake or stream foreshore as you may require appropriate approvals prior to doing work. (contact info. On Last Page of this Brochure).
- 11) **Residential Rehabilitation Assistance Program (RRAP)** The Residential Rehabilitation Assistance Program (RRAP) provides loans and grants to low-income homeowners to bring their homes up to the minimum health and safety standards. The program can also assist households occupied by persons with disabilities who require special modifications to improve accessibility to their residence. Contact the RRAP Program Coordinator at the address below:

Residential Rehabilitation Assistance Program

RRAP Program Coordinator, 803 Silica Street, NELSON BC V1L 4N5 Ph. & Fax: 250-352-2300

\$\$ BUILDING PERMIT FEES \$\$

Fee for construction value (declared or assessed) as determined by the Regional District of Central Kootenay for all new construction, additions, extensions, alterations or repair of any building, and the placement of single or double-wide manufactured homes.

Construction Value up to \$1,000\$50.00

Construction Value \$1,001 and over
 \$50.00 basic fee
 plus \$10.50/\$1,000 or portion thereof

Plumbing:
 installation, alteration, site piping and water
 service lines.....\$ 10.50/fixture

(This fee is not required for factory installed
 plumbing in CSA approved manufactured homes)
 Swimming Pool.....\$100.00

Change of Occupancy.....\$100.00

Manufactured Home Set Up

 Single-wide.....\$200.00

 Double-wide.....\$300.00

Demolition (SFD and greater)\$100.00

Moving of any building.....\$100.00

Temporary Building.....\$200.00

Administration charge to remove
 "Notice on Title".....\$750.00

Special Inspection (Re-inspection).....\$ 50.00

Building Permit Renewal (1 year).....\$100.00

Mapping Services Fee.....\$ 25.00

Administrative Fee to prepare and
 register Restrictive Covenant on Title
 (plus Land Title registration fees).....\$200.00

WHERE TO APPLY FOR A BUILDING PERMIT

Regional District of Central Kootenay Building Officials are located in Nelson, Creston, Kaslo and Nakusp. Contact the Official for your area as listed below for a Building Permit Application.

Nelson

Box 590, 202 Lakeside Drive
 NELSON BC V1L 5R4
 Ph: 250-352-8155 Fax: 250-352-9300
 Toll free: 1-800-268-RDCK (7325)
 For INSPECTIONS: 250-352-8155
 Web Page: www.rdck.bc.ca
 E-mail: blddept@rdck.bc.ca
 Office Hrs: Mon—Fri. 8:30 am—4:30 pm

Nakusp

Box 358, 204—6th Ave., NAKUSP BC V0G 1R0
 Ph: 250-265-4111 Fax: 250-265-2203
 E-mail: psouthin@rdck.bc.ca
 Office Hrs: Mon — Fri 9:00 am—1:00 am

New Denver Village Office:

Ph: 250-358-2316
 Office Hrs: Thurs 11:00 am—11:30 am

Kaslo Village Office: 413—4th Street

Ph/Fax: 250-353-9614 or 353-2311
 Office Hrs: Tues. 10:30 am—11:30 am

Creston Office:

531B—16th Ave., South
 CRESTON BC V0B 1G5
 Ph: 250-428-5717 Fax: 250-428-3408
 E-mail: crestonblddept@rdck.bc.ca
 Office Hrs: Mon - Fri 8:00 am — 4:00 pm
 Building Official is in the office Mon, Wed &
 Thurs between 8:00 am and 10:00 am

Castlegar Rec. Complex

Ph: 250-365-3368
 Office Hrs: Tues 9:30 am—10:30 am

Salmo Village Office: Ph: 250-357-9433

Office Hrs: Thurs 11:00 am—12:00 pm

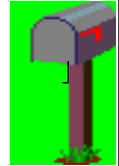
Silverton Offices

Ph: 250-358-2472
 Office Hrs: Thursday 12:00 pm—12:30 pm

Slocan Offices

Ph: 250-35502277
 Office Hrs: Thursday 11:00 am—12:00 pm

Other Government Offices to Contact:



INTERIOR HEALTH AUTHORITY

CASTLEGAR HEALTH UNIT

709—10th Street
CASTLEGAR BC V1N 2H7
Phone: 250-365-7711 Fax: 250-304-1234

(Krestova, Pass Creek, Brilliant, Thrums, Ootischenia, Playmor, Raspberry, Robson, Deer Park, Shoreacres, Glade, Tarrys, Salmo to Nelway, Erie, Meadows & Ross Spur)

NELSON HEALTH UNIT

2nd Floor—333 Victoria Street
NELSON BC V1L 4K3
Phone: 250-505-7200 Fax: 250-505-7211

(Halcyon to Edgewood, Lardeau River Valley, Duncan Lake to Balfour, Proctor/Harrop, West Arm Kootenay Lake, Slocan Valley, Roseberry, Hills & Brouse)

CRESTON HEALTH UNIT

312-15th Avenue North Bag 3000
CRESTON BC V0B 1G0
Phone: 250-428-3873 Fax: 250-428-3880

(Creston Valley, Erickson, Kitchener, Yahk, Kingsgate, Wynndel to Riondel)

ELECTRICAL & GAS SAFETY INSPECTORS

BC Safety Authority -Nelson Office

310 Ward Street
NELSON BC V1L 5S4
Phone: 250-354-6542

(Nelson, Slocan River Valley, West Arm, West Side of Kootenay Lake area, Thrums, Castlegar, Blueberry Creek, Salmo area, Hills, Nakusp & Edgewood area).

Cranbrook Office

100 Cranbrook Street North
CRANBROOK BC V1C 3P9
Phone: 250-426-1277

(East side of Kootenay Lake, Creston, & Yahk area)

BOILER SAFETY INSPECTOR

BC Safety Authority

310 Ward Street
NELSON BC V1L 5S4
Phone: 250-354-6542

(West side of Kootenay Lake, West Arm, Slocan, Lardeau, Salmo, Kootenay and Columbia River Valleys, East side of Kootenay Lake, Creston to Yahk)

FISHERIES & OCEANS CANADA

118 McDonald Dr., Nelson BC V1L 6B9
Ph: 250-352-0891 Fax: 250-352-0916
Website: <http://www.dfo-mpo.gc.ca>

GOVERNMENT AGENT—NELSON

310 Ward Street
NELSON BC V1L 5S4
Phone: 250-354-6104 Fax: 250-354-6102

MINISTRY OF TRANSPORTATION

WEST KOOTENAY DISTRICT OFFICE

4th Floor, 310 Ward Street
NELSON BC V1L 5S4
Phone: 250-354-6400 Fax: 250-354-6547
Toll Free: 1-800-665-2515

GRAND FORKS AREA OFFICE

P O Box 850, 7290 2nd Street
GRAND FORKS BC V0H 1H0
Phone: 250-442-4384 Fax: 250-442-4317
1-800-665-2699

ROCKY MOUNTAIN DISTRICT OFFICE

129—10th Avenue South
CRANBROOK BC V1C 2N1
Phone: 250-426-1500 Fax: 250-426-1523
1-888-613-9993
(Yahk, Kingsgate)

REGISTERED ONSITE WASTEWATER PRACTITIONERS

Web: owrp.asttbc.org

HOMEOWNER PROTECTION OFFICE

PO Box 11132 Royal Centre,
Suite 2270—1055 W. Georgia St.,
VANCOUVER BC V6E 3P3

Phone: 1-800-407-7757
Fax: 1-877-476-6657
email: hpo@hpo.bc.ca
website: www.hpo.bc.ca

LAND TITLE OFFICE

114 — 455 Columbia Street
KAMLOOPS BC V2C 6K4
Phone: 250-828-4455



Please note that Title Searches can be obtained through your local Government Agent's Office