



TOWN OF SIDNEY

Multi-Family, Commercial, Industrial and Institutional Building Permit Guide

The information provided is intended as a guide only and does not replace current bylaws and regulations. Complete copies of applicable Town of Sidney bylaws may be obtained from the Town of Sidney website: www.sidney.ca

Design and construction of buildings and structures in the Town of Sidney are governed by the following:

- British Columbia Building Code;
- Town of Sidney Building Bylaw 2016;
- Town of Sidney Zoning Bylaw 2015; and
- Town of Sidney Official Community Plan Bylaw 1920.

PLEASE NOTE:

The building owner is responsible for carrying out the work or having the work carried out in full accordance with the requirements of the British Columbia Building Code and all other applicable regulations. Neither the granting of a Building Permit, nor the approval of relevant drawings and specifications, nor inspections made by the Town of Sidney shall in any way relieve the owner of such building from this responsibility.

BUILDING PERMITS

This guide has been prepared to assist applicants in obtaining Building Permits for building projects carried out within the Town of Sidney. It is intended that by following this guide, applicants can complete the Building Permit process in an efficient manner and avoid unnecessary delays and expense. Should you find that this guide does not answer your specific questions, or for information concerning commercial projects, please contact the Town of Sidney, Development Services Department at 250-656-1725.

REQUIREMENTS FOR BUILDING PERMIT APPLICATIONS

MULTI-FAMILY, COMMERCIAL, INDUSTRIAL, AS GOVERNED BY THE BC BUILDING CODE PART 3

Sufficient information shall be provided to show that the proposed work will conform to the BC Building Code and whether or not it may affect adjacent property. Plans shall be drawn to scale, and shall indicate the nature and extent of the work proposed. When completed, the work and the proposed occupancy will conform to the BC Building Code and Town of Sidney Zoning Bylaw 2015.

Letters of Assurance

The BC Building Code details the requirements for a professional to design, supervise and approve certain aspects of the project. **All plans shall be signed and sealed by all professionals involved.**

- The applicant shall retain a Coordinating Registered Professional (as per BC Building Code) if applicable; and

- The applicant shall deliver to the Town of Sidney with the application; Engineered Stamped plans and Schedules A and B, completed in full by all registered professionals for each of the following Architectural, Electrical, Structural, Mechanical and Building Envelope.

General Information to be shown on Plans:

- applicable edition of the code;
- whether the building is designed under Part 3 or Part 4;
- the major occupancy classification(s) of the building;
- the building area and building height as defined by Code;
- the number of streets the building faces;
- the accessible entrances, work area(s) and washrooms; and
- the accessible facilities particular to the occupancy(s).

Site Plan

The site plan shall be referenced to an up-to-date survey. When required to prove compliance with the Building Code, a copy of the survey shall be provided. The survey plan shall include the following:

- by dimensions from property lines, the location of the proposed building and existing buildings;
- existing and finished ground levels to an established datum at or adjacent to the site;
- the access routes for fire fighting; and
- the accessible paths of travel from the street to the building.

Site Servicing Plan

A site-servicing plan shall be submitted with the building permit application. Site servicing plans are not required for those Building Permit applications to alter or add to an existing building where such work will not affect the building's use, servicing or access requirements. The site servicing plan shall detail all existing and proposed works for the full frontage of the development site, including, but not limited to, the following:

- curbs, sidewalks, road works and boulevard trees;
- all existing and proposed utilities and services;
- proposed and redundant driveway crossings including driveway widths, grades and offsets from property lines;
- sewer and drain services, including required service sizes;
- water services (domestic and/or fire), including required service sizes;
- hydro electric services (overhead and underground);
- telephone service (overhead and underground); and
- gas services.

Please note: all Site Servicing Plans are to be completed/signed and sealed by a registered professional Civil Engineer.

Dimensions showing locations, including depths and elevations of underground services where applicable are required for all the above items. Drawing scale shall be metric 1:200.

Architectural Plans Shall Include the Following:

- clearly identify division of building by firewalls;
- dimensions, heights and intended use of all rooms;
- clear and legible details demonstrating environmental separations;
- exterior wall details to include cladding system, air barrier and vapor barrier, window and penetration details, flashing, drainage cavity details, trim or systems used to restrict the ingress of precipitation into the wall assembly;
- location and fire resistance rating of all required fire separations;

- degree of fire separations of storey's, shafts and special rooms or areas, including location and rating of closures in fire separations;
- provide listings of tested fire separations;
- location of exits;
- cross section of shaft construction;
- cross section of stair design; and
- demonstration of the coordinated fire and life safety systems.

Mechanical (Fire Suppression) Plans Shall Include the Following:

- identify specific penetrations and provide the source of information and listing giving F and FT rating (ULC or WH listing number);
- suppression system including standpipe, Siamese and hydrant locations;
- size and continuity of all pipes, ducts, shafts, flues and fire dampers;
- large scale fire damper detailed installation;
- location, size, capacity and type of all principal units of equipment;
- identify all plenums locations; and
- demonstration of the coordinated fire and life safety systems.

Electrical Plans Shall Include the Following:

- fire detection and alarm systems;
- identify specific penetrations and provide the source of information and listings giving F and FT rating (ULC and WH listing numbers);
- emergency lighting layout;
- audibility of fire alarm system for particular occupancy;
- identify where plenum rating wiring is required;
- anchorage and seismic restraint of electrical components;
- fire protection of wiring for emergency systems; and
- demonstration of coordinated fire and life safety issues.

Structural Plans Shall Include the Following:

- the date of issue of the code and standards to which the design conforms;
- the dimensions, location and size of all structural members in sufficient detail to enable the design to be checked;
- sufficient detail to enable the dead loads to be determined; and
- all effects and loads, other than dead loads, used for the design of the structural members and exterior cladding back to plan list.

Foundation Plans Shall Include the Following:

- type and condition of the soil and rock, as well as the ground water conditions, as determined by the subsurface investigation;
- allowable bearing pressures on the soil or rock, the allowable loads when applicable and the design loads applied to the foundation units; and
- the earth pressures and other loads applied to the supporting structures of supported excavations.

Home Owner/ Builder Protection Documents must be signed, notarized and submitted at time of application.

Development Services does not accept responsibility for delays in processing your application, if you fail to provide all necessary information required with your application. Incomplete applications will not be processed.

What happens when my Building Permit is approved?

When your permit is approved, you will be contacted to pick up your Building Permit package and pay the applicable permit fees and deposits. This package contains a set of plans (stamped by the Town of Sidney) and a list of required inspections.

All service connections fees, offsite fees, and offsite deposits, shall be paid in full before a Building Permit will be issued.

At this point, you may begin construction. To make changes to the plans requires the prior approval of the Building Official. Major changes may require you to apply for a new permit or an amendment to your existing Development or Building Permit. All construction and landscape details must conform with the Development Permit, as approved by Town of Sidney Council and registered at Land Titles.

What inspections are required?

When a registered professional provides letters of assurance in accordance with Building Bylaw 2016, the Town of Sidney will rely solely on field reviews undertaken by the registered professional and the letters of assurance submitted, as assurance that the construction substantially conforms to the design, and that the construction substantially complies with the Building Code, and other applicable enactments respecting safety.

Notwithstanding the above, a Building Official may attend the site from time to time during the course of construction to ascertain that the field reviews are taking place and to monitor the field reviews undertaken by the registered professionals.

The following inspections may be required for the addition, alteration or repair of a Multi-Family, Commercial or Industrial Building Permit.

Footing and Form Inspection

On completion of form work, prior to placing of concrete.

Foundation and Drain Inspection

When foundation is damp proofed and drain tile is completed, before covering with drain rock.

First Vapor Barrier Inspection

Before pouring slab on grade floor, an inspection of under slab, plumbing, vapor barrier and insulation is required. A ground seal is required in crawl space areas. This can be either two inches of concrete or vapor barrier protected by a clean granular fill of four inches. A floor drain connected to perimeter drainage system must protect crawl space. All ground seals must be located higher than the top of the drain tile.

Plumbing and Drainage Inspection

A rough plumbing inspection is required when all drains, vents and water piping are completed with an appropriate test applied.

Framing Inspection

When framing is completed and prior to application of insulation and exterior cladding. All interior work that may alter the quality of the framing such as plumbing, electrical and duct work must be completed before requesting the frame inspection.

Site Services Inspection

When all underground piping (water, storm, sewer) is installed to the municipal systems with the appropriate test applied.

Insulation and Vapor Barrier Inspection

When all thermal insulation and vapor barriers are completed and prior to the application of the interior wall finish.

Final Plumbing Inspection

When the appropriate inspections listed above have been approved and all plumbing fixtures have been installed.

Final Inspection

When all construction is completed and prior to occupancy of any portion of the structure. A Certificate of Occupancy must be obtained prior to the occupancy of the building. The Building Inspection division will not issue a Certificate of Occupancy if deficiencies are recorded in the structure by other inspection authorities.

NOTE: Remember electrical and gas require separate permits and inspections. Contact the appropriate agency listed at the end of this guide.

How do I obtain inspections?

A telephone call to the Development Services office is required to request an inspection. It is the responsibility of the owner or their agent to ensure that the required inspections are requested. Generally, requests for inspections must be received 24 hours in advance of the desired inspection date. When calling for an inspection please have the following information available:

- address of construction;
- type of inspection requested; and
- day inspection is requested.

In order to avoid unnecessary delays:

- Ensure work to be inspected is completed and ready for inspection;
- Ensure that the inspector is able to obtain reasonable access to the building for inspection; and
- Ensure that construction work does not proceed beyond the stages indicated for each inspection without prior approval from the Building Official.

Occupancy of the building must not occur prior to the issuance of a Certificate of Occupancy or Conditional Certificate of Occupancy.

Contact Information:

<p>Home Warranty Program Homeowner Protection Office 2270 – 1055 West Georgia Street PO Box 11132, Royal Centre Vancouver BC V6E 3P3 TEL: 604-646-7055 FAX: 604-646-7051 TOLL FREE: 1-800-407-7757 WEB: www.hpo.bc.ca</p>	<p>Electrical and Gas Permits BC Safety Authority Gateway Village 310 – 771 Vernon Avenue Victoria, BC V8X 5A7 TEL: 250-952-4444 FAX: 250-952-4458 TOLL FREE: 1-866-566-7233 WEB: www.safetyauthority.ca</p>
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