



TOWN OF SIDNEY

Residential 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 at www.sidney.ca.

The purpose of this guide is to:

- Advise potential applicants as to applicable regulations within the Town of Sidney regarding construction, repairs, alterations or additions to residential buildings and structures; and
- Assist potential applicants with the preparation of Building Permit applications.

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 1791;
- Town of Sidney Zoning Bylaw 1660; 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 BC 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 potential 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.

When is a Building Permit Required?

The Town of Sidney Building Bylaw and the BC Building Code requires that a Building Permit is necessary for any one or more of the following:

- construction of a new building;
- an alteration of any building interior or exterior;
- an addition to any building;
- the demolition of any building;
- the reconstruction of any building that has been damaged by fire, earthquake or other cause;
- the correction of an unsafe condition in or about any building;
- all parts of any building affected by a change in occupancy;
- the installation, replacement, or alteration of materials or equipment regulated by the BC Building Code;
- the moving of a building;
- the deconstruction of a building;
- building a fence;
- building an accessory building 10 square metres or greater; and
- building a deck, gazebo or a covered structure.

NOTE: Potential applicants shall not initiate any stage of a project, including demolition or excavation, until a Building Permit has been obtained.

What work does not require a Building Permit?

Non-structural or minor modifications do not require a permit, such as:

- installing cupboards;
- painting;
- roofing repairs or replacements (providing that no structural changes are made); and
- construction of a storage shed less than 10 square metres in size.

If you are unsure whether your project will require a Building Permit, contact the Town of Sidney, Development Services Department at 250-656-1725. Although the above work does not require a Building Permit, homeowners should ensure that the work conforms to the requirements of the BC Building Code, Zoning Bylaw No. 1660 and other applicable regulations.

REQUIREMENTS FOR BUILDING PERMIT APPLICATIONS

SINGLE FAMILY / TWO FAMILY RESIDENTIAL, AS GOVERNED BY THE BC BUILDING CODE PART 9

The Town of Sidney will require the following prior to the application being accepted as per Division C Part 2 of the BC Building Code. In addition to an application form completed and signed by the property owner or representative, two (2) sets of plans submitted for the building permit application are required to be "designer" quality. The following information details the specific plan requirements for your application:

Site Plan

The following information shall be shown on the site plan:

- drawing scale not less than $\frac{1}{4}'' = 1'-0''$ (1:50);
- size and location of proposed new construction and existing structures, including decks and out buildings;
- all setbacks to all existing and new buildings, decks, projections and cantilevers measured perpendicular to the property lines;
- existing and finished grades at all corners of all buildings and property corners;
- landscaping plan with existing trees 4" in diameter or greater and trees within the building envelope; and
- north arrow.

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.

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

Municipal Road Allowance, Right of Way and Easements

No work shall be carried out in the Municipal Road Allowance or Right of Way without a Permit. Applications for Permit, including all requirements of the permit, shall be submitted for approval a minimum of five business days prior to start of work. Please visit or contact the Town of Sidney, Engineering Department at (250) 656-4502 for the permit application.

Prior to starting any excavations on private property, the owner or their representative shall identify the Road Right of Way boundary and all on site easements. Under no circumstances shall any excavations occur in the Road Right of Way or Municipal Easement without a permit. Please contact Town of Sidney's, Manager of Operations at (250) 656-4502 for Municipal service locates prior to any excavations within two meters of a Municipal Right of Way or Easement.

Foundation, Floor, and Roof Plans Shall Include the Following:

A floor plan is an above view of each floor. A foundation plan is similar to a floor plan but also shows the footings and foundations as if they were exposed. Drawings shall show the following:

- drawing scale of not less than $\frac{1}{4}'' = 1'-0''$ (1:50);
- complete dimensions to all construction, outside dimensions of building, room sizes etc;
- foundation plan to indicate complete foundation/strip footing layout, footings for columns, size and spacing;
- all rooms labeled for intended use;
- location and size of doors and windows, including egress operable sizes;
- location, size and spacing of beams, columns, footings, joists and roof framing indicating lumber grade and species - clearly identifying all loads carried to foundation/footing;
- locate all attic and crawlspace accesses;
- show interconnected smoke alarm locations;
- stairs showing direction of travel and dimensions;
- plumbing fixtures, appliances, fireplaces, and heating/venting systems; and
- mechanical ventilation details, such as principal, bathroom and kitchen fans.

Cross Sections of Footing/Foundation Shall Include the Following:

Cross section drawings are cut views of the foundation and footings. Drawings shall show the following:

- drawing scale of not less than $\frac{1}{4}'' = 1'-0''$ (1:50);
- all footings dimensioned and dimension finished grade to top of slab as well as to top of foundation wall;
- concrete strength;
- interior and exterior damp proofing;
- insulation details on foundation (and slab if applicable);
- sill plate protection and anchorage;
- perimeter drainage systems; and
- if slab on ground, detail concrete strength, damp proofing and granular material.

Cross Sections and Construction Details Shall Include the Following:

Cross section drawings are cut views of the building. They can be described as the side view you would see if you were to cut through your building and pull it apart at that point. Drawings shall show the following:

- drawing scale of not less than $\frac{1}{4}'' = 1'-0''$ (1:50);
- floor, deck, ceiling, roof and wall assemblies;
- structural details;
- completely dimensioned including floor to ceiling height of all habitable rooms and crawl spaces;
- all construction materials;
- show stair design, rise/run, guard design, and graspable handrail section; and
- rain screen details wall, windows and soffit intersections etc, at a scale of no less than $\frac{1}{4}'' = 1'-0''$ (1:50).

Elevations Shall Include the Following:

Elevations are views of your building as seen from the ground facing your building. For example, an east elevation would be the view of the east side of the building as you look west toward it. Drawings shall show the following:

- drawing scale of not less than $1/4" = 1'-0"$ (1:50);
- full elevations of all building faces (show existing and new) clearly demonstrating the site grading;
- indicate exterior finish material(s) and all flashing intersections;
- existing and finished grades at building corners and clearance from grade to bottom of siding or stucco;
- chimney height and distance to roof;
- elevations at each finished floor, uppermost ceiling and mid-point of roof;
- window and door locations and sizes; and
- spatial separation calculations.

Applicants may draw the required plans themselves; however, if you have difficulty in this area you should seek the help of a qualified professional. Plans must be drawn to scale, be clear, durable and indicate the nature and extent of the work.

At time of application, Development Services may request a Registered Professional A, B1, B2, Letter of Assurance for some or all components of the proposed development.

What other documentation may be required?

The following additional information may be required to be submitted with your application. Please consult with your Building Official for the specific requirements of your project.

- Regarding Building Permits related to strata lots; written approval is required from the Strata Council. If the Building Permit affects multiple strata units, approval is required from each of the strata owners. .
- When a new home is being constructed, submit with your application the appropriate documents obtained from the Homeowner Protection Office. Their contact information located at the bottom of this guide.
- New home construction or additions require a survey certificate from a registered BC Land Surveyor.
- You need an additional permit from the Development Services Department when you install, modify or alter an oil burner or furnace or a wood burning appliance. All stoves need to be installed according to applicable standards and manufacturer's instructions.
- If, in the opinion of the Building Official, specialized technical knowledge is required to ensure that the proposed work will be structurally sound or comply with the Building Code, it will be necessary that an architect or professional engineer prepare drawings, specifications or reports.
- You require an electrical permit to install or alter electrical wiring within and coming into a building. This is issued through the BC Safety Authority. Their contact information is located at the bottom of this guide.
- You require a gas permit to install or alter gas services to a property.

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

How long does it take to process my Building Permit?

Your application will be reviewed to ensure that the proposed work complies with the Building Code and Zoning Bylaw and that all collateral approvals from applicable agencies have been received (e.g., Homeowner Protection office). A “turn-around time” of between 14 to 21 days for applications is normally maintained. This allows for the natural fluctuations that occur in the rate of applications received. You must obtain the Building Permit prior to commencing construction.

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 pay the permit fee and pick up your Building Permit package. This package contains a set of plans (stamped by the Town of Sidney) and list of required inspections.

At this point, you may begin construction. To make any changes to the approved plans, approval of the Building Official is first required. Major changes may require you to apply for a new permit or an amendment to your existing permit.

What inspections are required?

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.

Frame 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.

Plumbing and Drainage Inspection

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

Sanitary Sewer Inspection

When all piping is installed to the municipal sewage system with the appropriate test applied.

Water Service Inspection

When the water service piping is installed and connected to the supply.

Insulation and Vapor Barrier Inspection

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

Chimney Inspection

One inspection is required at the first flue liner above a fireplace throat and another is required when the chimney is completed.

Wood Burning Appliance Inspection

When the appliance is installed into an approved chimney flue. Ensure the chimney has been approved to accept a wood burning appliance prior to installation.

Lath and Stucco Inspection

An inspection is required after the lath is completed and prior to the application of the stucco. Inspections are also required after the application of each coat of stucco.

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. If the building is occupied, please ensure someone is on the premises at the time of the 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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