



A HOMEOWNER'S GUIDE TO BUILDING PERMITS

*A Brief Overview of the Building Permit
Application Process*



Town of Sidney

Please note: This guide is prepared for informational purposes only. Please refer to the BC Building Code, Town of Sidney Bylaws, and Town staff for complete information.

IMPORTANT CONTACT INFORMATION

Town of Sidney Municipal Hall - www.sidney.ca

2440 Sidney Avenue, Sidney, BC V8L 1Y7

Tel: 250-656-1184

Fax: 250-655-4508

E-mail: admin@sidney.ca

Development Services

Tel: 250-656-1725

E-mail: developmentservices@sidney.ca

Engineering Services

Tel: 250-656-4502

Fax: 250-655-4508

E-mail: engineeringservices@sidney.ca

Regular Business Hours: Monday to Friday, 8:30 a.m. to 4:00 p.m.
(excluding Statutory Holidays)

ADDITIONAL REFERENCES

Worksafe BC - www.worksafebc.com

4514 Chatterton Way, Victoria, B.C.

Health & Safety (Prevention):

Tel: 250-881-3418

Toll-free in B.C.: 1-800-663-7593

Fax: 250-881-3482

Gas & Electrical Permits

Technical Safety BC - www.technicalsafetybc.ca

1-866-566-7233

BC Hydro - www.bchydro.com

1-800-224-9376

Fortis BC - www.fortisbc.com

Natural Gas: 1-888-224-2710

Electricity: 1-866-436-7847

Ministry of Forests, Lands and Natural Resource Operations

BC Archaeology Branch - www.for.gov.bc.ca/archaeology

Tel: 250-953-3334

Fax: 250-953-3340

A HOMEOWNER'S GUIDE

HAVE AN IDEA?

If you are planning an addition, secondary suite, or any other type of home improvements, this guide will provide you with the information required to apply for a Building Permit.

WHY GET A BUILDING PERMIT?

Building Permits are required, by Provincial law, prior to undertaking any construction and therefore the Town advises all homeowners to ensure that a permit has been issued prior to starting any work. Building Permits are necessary to ensure that zoning requirements, fire and structural safety standards, and other building standards are met, primarily for safety reasons. The Town of Sidney's Development Services staff are committed to providing assistance throughout the Building Permit process.

YOUR ROLE AS A HOMEOWNER

Whether you do the work yourself or hire a contractor, it is the homeowner's responsibility to ensure compliance and obtain approvals that are required by the Town. These can include, but are not limited to, Building Permits, Plumbing Permits, Right-of-Way Permits, and Development Permits when required. Homeowner's are expected to ensure that the required inspections are called for and any infractions are corrected. It is also the homeowner's responsibility to ensure that provincial requirements are met and that permits such as Archaeology Permits, Electrical and Gas Permits, and Hazardous materials (Hazmat) Permits are obtained when required.

WHEN IS A BUILDING PERMIT REQUIRED?

The Town of Sidney Building Bylaw No. 2016 and the BC Building Code require that a Building Permit is necessary for, but not limited to, the following:

Exterior

- Constructing a new building
- Building a deck, porch, sunroom, gazebo or a covered structure
- Building an addition
- Building a garage/carport (either attached or detached)
- Sheds larger than 10m² (107 ft²)
- Replacement of brick veneer/installation of exterior cladding
- Altering any building interior or exterior
- Demolishing or moving a building
- Adding or altering a seawall or exterior stairs
- Building a fence

Interior

- Finishing a basement
- Creating a secondary suite (or to legalize an existing secondary suite)
- Constructing dormers or finishing attic space
- Adding new or enlarging existing windows and doors
- Interior structural alterations (incl. adding and removing walls)
- Installing new heating system/major duct work
- Adding or altering a chimney, wood-stove or fireplace
- Adding a kitchen or bathroom
- Change of use (i.e. establishing a home occupation, bed and breakfast, etc.)

PLUMBING PERMITS

The Town of Sidney Building Bylaw No. 2016 requires that a Plumbing Permit is necessary when a plumbing system is constructed, installed, extended, altered, renewed or repaired, or connected to a municipal sewer, drain or water service. This includes, but is not limited to, the following:

- Installation of new fixtures, such as a sink or shower
- Removing a fixture or part of a plumbing system
- Installation, extension, or repair of a storm or sanitary sewer and water service
- Installation or alteration of a fire sprinkler system or standpipe system
- Installation or alteration of a footing drain or storm drain system
- Installation of any back-flow prevention devices
- Installation of a lawn irrigation system

A Plumbing Permit would not be required for minor modifications such as: when a valve, faucet, fixture or service water heater is repaired, a stoppage cleared or a leak repaired if no change to the piping is required.

ELECTRICAL PERMITS & GAS PERMITS

The Development Services Department does not issue electrical permits or carry out electrical inspections. Please contact Technical Safety BC for information at 1-866-566-7233 or www.technicalsaftybc.ca.

GETTING STARTED

PLANNING YOUR PROJECT

If you have a good working knowledge of home construction and design you can consider designing your own project. A variety of guides are available at libraries, book stores, lumber dealerships, and online that may assist you. If you are not comfortable undertaking the project yourself, the Town recommends that you retain the services of a qualified designer to prepare your plans and specifications. For more complicated projects an Architect or Professional Engineer may be required. All work indicated on the plans must conform to the BC Building Code, Town of Sidney Bylaws, and all other relevant laws. If your proposal does not comply with the Town of Sidney's bylaws the Town recommends discussing your options, such as requesting a variance, with Town staff.

VISIT THE TOWN HALL FOR PRELIMINARY INFORMATION

The best way to determine whether or not a Building Permit or any other permits are required is to stop by the Town Hall and discuss your proposed project with our Development Services staff. While not required, the Town recommends that you bring the following to your initial visit:

- A basic site plan showing the location of all existing and proposed structures and additions on the property and their dimensions from the property lines. A sample site plan follows later in this guide.
- A rough floor plan of your proposed project

During this preliminary visit Town staff can advise what further information is required in order to provide staff with an acceptable application package for Building Permit. It may also be determined at this time that additional permits, such as a Development Permit, Development Variance Permit, Plumbing Permit, etc, may be required prior to issuance of a Building Permit. Town staff will be able to assist you further if additional permits are required.

Depending on the complexity and nature of your proposal and the information and drawings you provide at the time of your preliminary visit, it may be possible to submit your application at this time.

SUBMITTING YOUR APPLICATION FOR BUILDING PERMIT

REQUIREMENTS

The following items are required in order to submit your proposal for review:

- ☑ A **completed** permit application form
- ☑ Two sets of building plans drawn to a recognized scale
- ☑ Two copies of a site plan (attached to building plan set) drawn to a recognized scale or survey of your property showing the location and size of all existing structures and indicating the location and size of your proposed addition, garage, shed, deck, etc. and the dimensions from property lines (see sample site plan later in this guide)
- ☑ Digital copies of all plans submitted
- ☑ Completed archaeological site data request with response from Ministry of Forests, Lands and Natural Resource Operations (*if applicable*)
- ☑ Homeowner's authorization for contractor to work on property
- ☑ Hazmat survey (if existing house pre-dates 1990)
- ☑ Homeowners Protection Office (HPO) authorization for your specific project.
- ☑ A damage deposit may be required depending on the type of project

Please note: the above list of requirements is not an exhaustive list. Additional items may be required depending on the type of project, please consult the Development Services department for a complete list of requirements.

INCOMPLETE APPLICATIONS OR PLANS WILL NOT BE ACCEPTED.

Upon submission of your application, staff will ensure that everything is in order. If the submission is considered complete staff will accept the application. You will be notified when the permit is approved and ready to be paid for and picked up or if any additional items are required during the review process.

WHAT DRAWINGS ARE REQUIRED?

Please note: the table below is only for reference. Additional drawings may be required depending on the proposed project type. Please consult the Development Services Department for more information on the required drawings and other requirements for your project.

Project Type	Site Plan	Foundation Plan	Floor Plans	Elevations	Sections
Single- and Two-Family Dwellings	☒	☒	☒	☒	☒
Secondary Suite	☒	For addition	☒	For addition	☒
Addition	☒	☒	☒	☒	☒
Interior Renovation	N/A	N/A	☒	Varies	Varies
Decks	☒	☒	☒	Varies	☒
Tenant Improvements	See staff	See staff	See staff	See staff	See staff
Accessory Buildings	☒	☒	☒	☒	☒
Fences	☒	N/A	N/A	Varies	N/A

SCHEDULE OF FEES

Please note: the below fees are not an exhaustive list. Permits may be subject to additional fees depending on the type of project, please consult the Development Services Department and the Town of Sidney Fee Schedule, which is available at the Town Hall or online at www.sidney.ca for a complete list of fees.

Building Permit: (Bylaw No. 2016)

A plan processing fee, due at the time of application, shall accompany an application made for a Building Permit as follows:

- Building or structure with a construction value of less than \$100,000:..... \$50.00
- Building or structure with a construction value greater than \$100,000: \$100.00
- Commercial or multi-family buildings of new construction: \$200.00
- Alterations, additions or repairs to existing commercial buildings and structures: \$100.00

The total fee for Building Permits, shall be based on the valuation of construction and the fee shall be calculated in accordance with the Town of Sidney Fee Schedule and is payable at the time of pickup.

Plumbing Permit: (Bylaw No. 2016)

- Minimum Plumbing Permit fee: \$50.00

For the installation of each Plumbing Fixture:

- For each fixture 1 to 10 inclusive: \$15.00
- For each additional fixture over 10: \$10.00

All fees for Plumbing Permits shall be based on the Town of Sidney Fee Schedule.

THE APPROVAL PROCESS

Your application will be reviewed in order of submission. The approximate time to process your Building Permit application is 2-3 weeks. You will be notified when your Building Permit is available for pickup. Building Permit fees are collected at the time of pickup. The accepted forms of payment are cash, cheque, and debit.

During this review process staff may identify deficiencies on the drawings or determine that additional information is required. In these cases the designer and/or applicant will be notified and no further processing will occur until the requested information is received. Any delays on the applicant's part will affect the permit processing time.

FOLLOWING BUILDING PERMIT APPROVAL

PICKING UP YOUR PERMIT

When your Building Permit has been approved you will be notified by staff that it is available for pickup. The Building Permit package will not be released until all fees are paid in full. This package will contain a set of plans, stamped by the Town of Sidney, and a list of required inspections. Please review the conditions noted on your permit and drawings. Once you have paid for and picked up your permit you may begin construction. The permit and attachments must be available on-site at all times.

Construction must be in compliance with the approved plans and documents issued with your permit.

Any deviation from the approved drawings must be reported to the Development Services Department prior to the changes being made. Major revisions may require you to apply for a new permit or an amendment to your existing permit (additional fees may be required).

INSPECTIONS

A list of the required inspections will be included with the Building Permit package. Inspections do not happen automatically. It is the home-owner's responsibility to ensure that you or your contractor book an inspection through the Development Services Department. Failure to have inspections performed may result in having to uncover, remove, and/or expose work for inspection at your cost. Please note that framing inspections cannot be scheduled or conducted until a foundation survey has been received, checked, and approved by Town staff.

To book your inspection, please call 250-656-1725. If booked 24 hours in advance, the inspection typically can be done the next business day.

The Building Official will undertake an inspection and leave a field report on site afterwards. If deficiencies are noted, these items must be corrected and a re-inspection booked to ensure that the deficiencies have been corrected to the satisfaction of the Building Official. Once all mandatory inspections have been passed and the final inspection completed, the permit will be considered complete.

EXAMPLE DRAWINGS - SITE PLAN

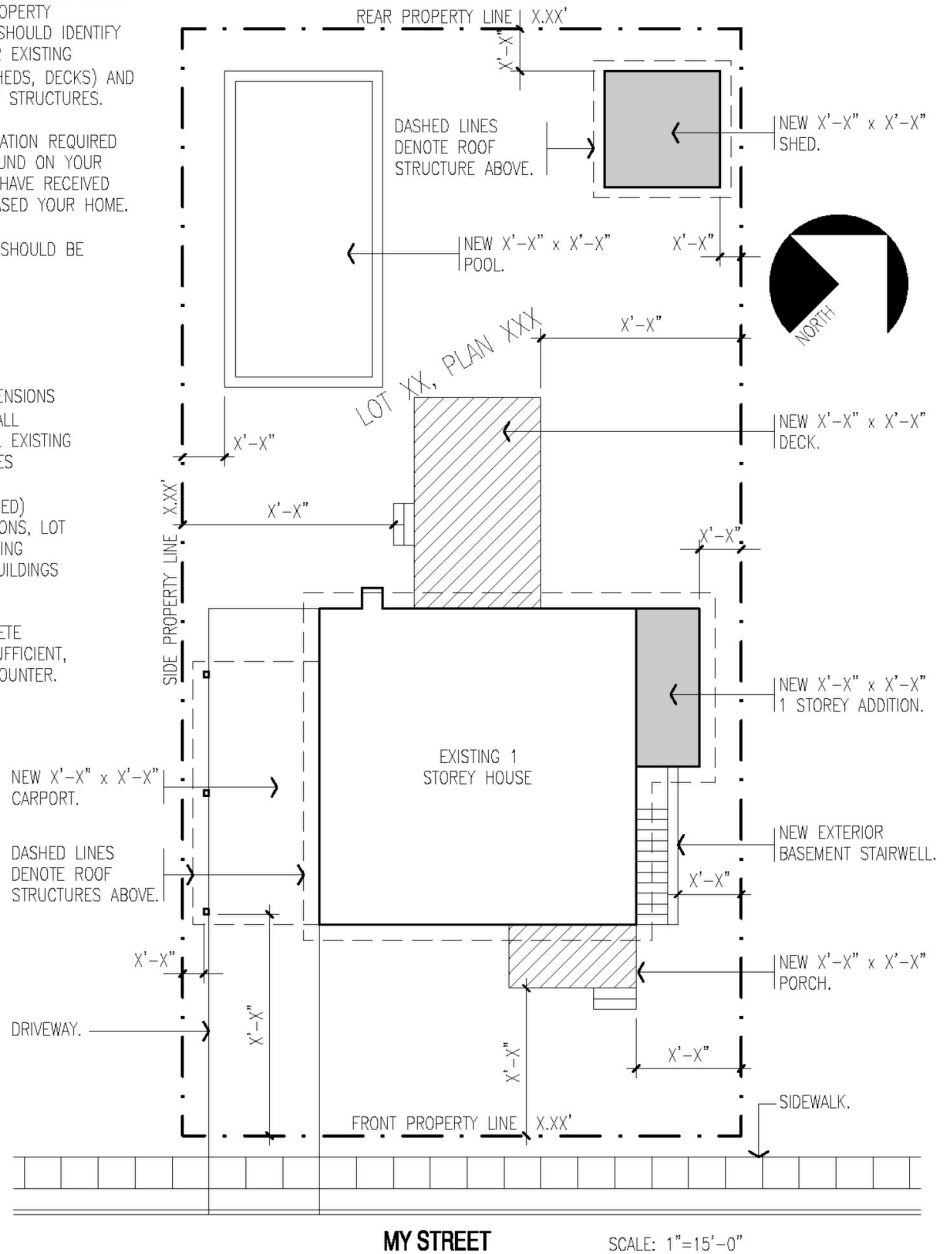
A SITE PLAN IDENTIFIES BUILDINGS AND OTHER FEATURES IN RELATION TO PROPERTY BOUNDARIES. THE SITE PLAN SHOULD IDENTIFY YOUR EXISTING HOUSE, OTHER EXISTING STRUCTURES (IE. GARAGES, SHEDS, DECKS) AND PROPOSED ADDITIONS OR NEW STRUCTURES.

MOST OR ALL OF THE INFORMATION REQUIRED FOR A SITE PLAN CAN BE FOUND ON YOUR PROPERTY SURVEY. YOU MAY HAVE RECEIVED A SURVEY WHEN YOU PURCHASED YOUR HOME.

THE FOLLOWING INFORMATION SHOULD BE SHOWN ON A SITE PLAN:

- TITLE AND SCALE
- LEGAL DESCRIPTION
- STREET NAME
- NORTH ARROW
- PROPERTY LINES WITH DIMENSIONS
- SETBACKS (DISTANCE) TO ALL PROPERTY LINES FROM ALL EXISTING AND PROPOSED STRUCTURES
- PROPOSED CONSTRUCTION (SHADED OR CROSS HATCHED)
- OVERALL BUILDING DIMENSIONS, LOT COVERAGE, NEW AND EXISTING BUILDING AREAS OF ALL BUILDINGS
- RIGHT-OF-WAY EASEMENTS

IN SOME INSTANCES A COMPLETE PROPERTY SURVEY MAY BE SUFFICIENT, CHECK WITH STAFF AT OUR COUNTER.



NOTES:

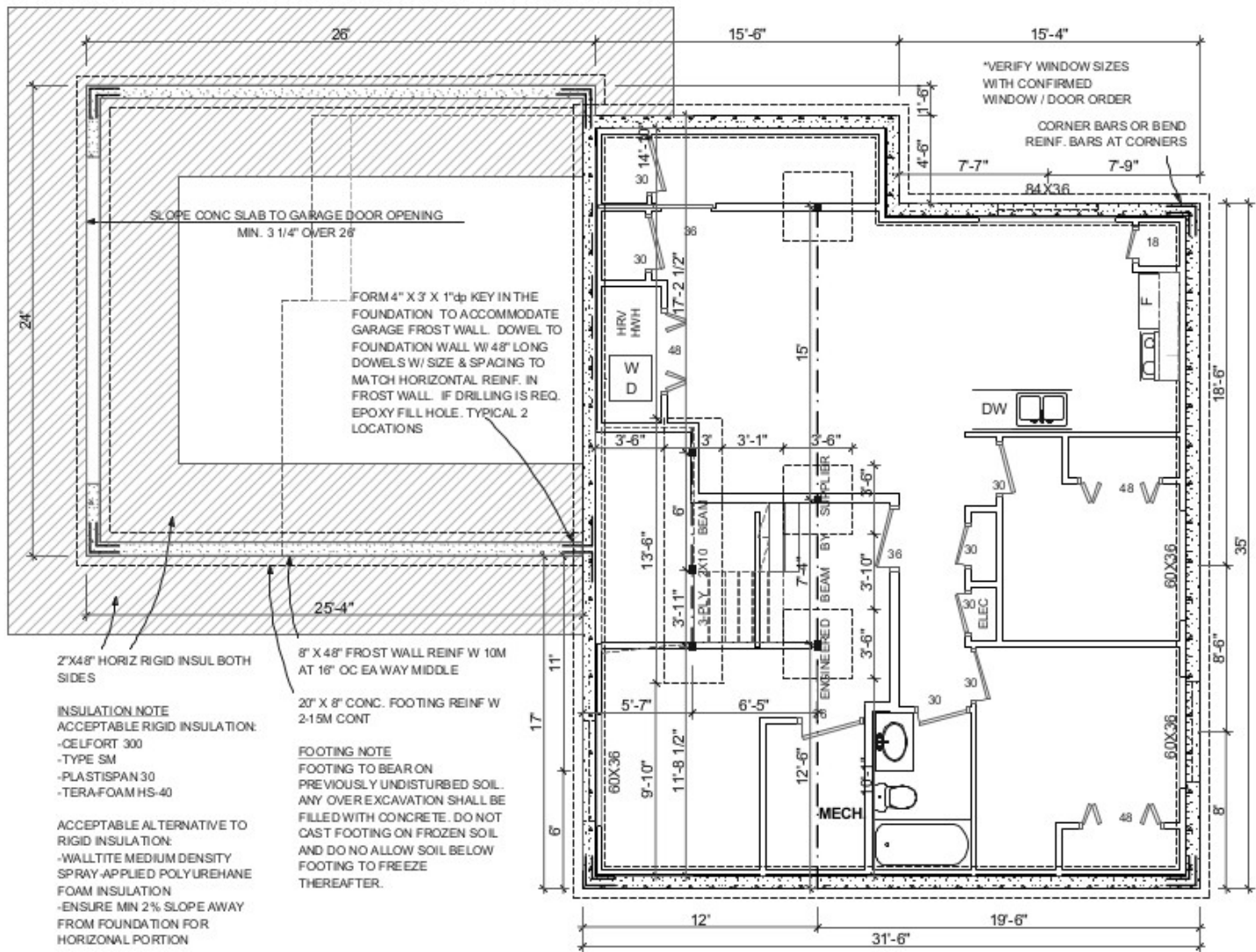
1. DO NOT SUBMIT THIS SAMPLE DRAWING AS PART OF YOUR DRAWING PACKAGE.
2. PLANS SUBMITTED FOR REVIEW ARE TO BE DRAWN AT A RECOGNIZED SCALE. FOR EXAMPLE 1"=10' OR 1:100 (METRIC).

LEGEND:

X'-X", X", X.XX', XX DENOTES INFORMATION THAT IS REQUIRED ON YOUR SITE PLAN. THIS INFORMATION CONSISTS OF SETBACKS, DIMENSIONS AND OTHER ELEMENTS.

Please refer to the Town of Sidney Zoning Bylaw No. 2015 for all zoning requirements

EXAMPLE DRAWINGS - FOUNDATION PLAN



FOUNDATION PLAN

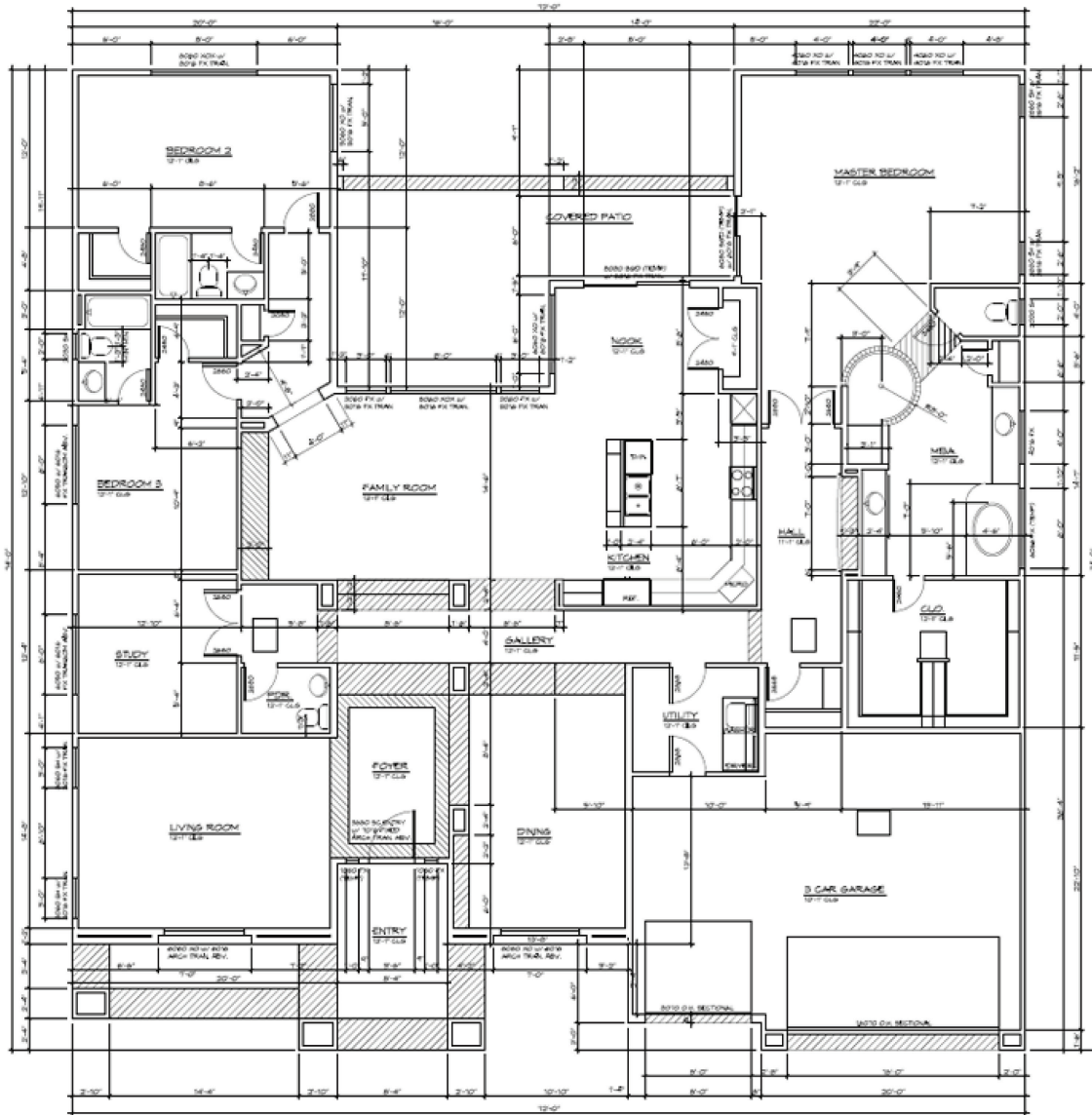
SCALE 1/8" = 1'-0"

Please refer to the BC Building Code for all building code regulations

EXAMPLE DRAWINGS - FLOOR PLANS

The following information should be included on all floor plans:

- Uses & dimensions of all floor areas, floor joists, beams, and roof
- Window sizes and locations
- Smoke alarms, plumbing fixtures, fireplaces, and heating



FLOOR PLAN - 1st FLOOR

1/4" = 1'-0"

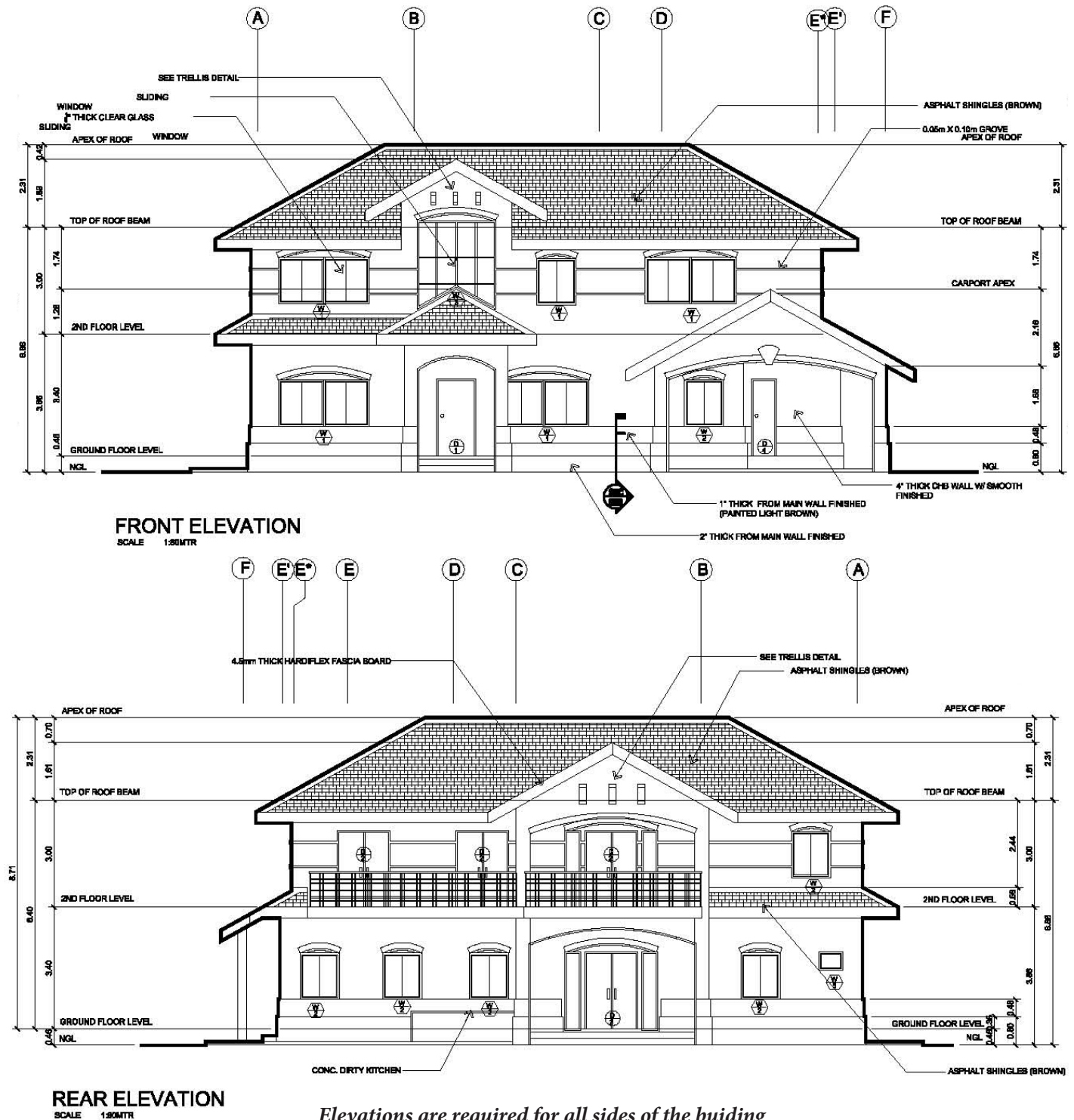
(Include any additional floors)

Please refer to the BC Building Code for all building code regulations

EXAMPLE DRAWINGS - ELEVATIONS

The following information should be included on all elevation drawings:

- Building finishes, materials, and colours
- Natural, finished grade & floor(s), roof and building height
- Exterior finishes and details, windows and doors
- Spatial separation calculations



EXAMPLE DRAWINGS - CROSS SECTION

The following information should be included on all cross section drawings:

- Wall section with details of footing, foundations, slab, exterior wall, floor assemblies, and roof construction
- Building section with dimensions and geodetic elevations

EXAMPLE OF PROPOSED CONSTRUCTION ASSEMBLIES

FLOOR/CEILING

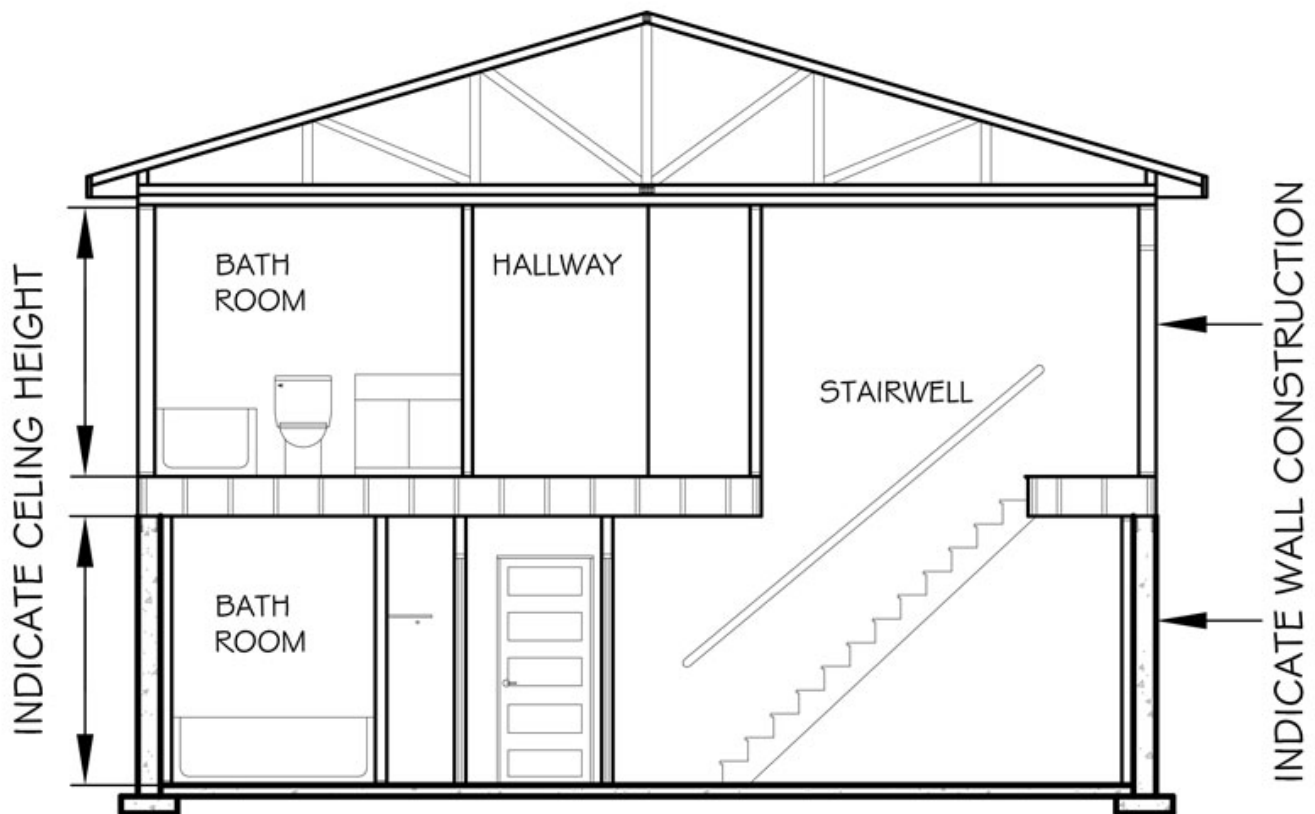
- FINISHED FLOORING
- 3/4" PLYWOOD GLUED & SCREWED
- EXISTING FLOOR SYSTEM
- 1/2" GYPSUM BOARD MUD AND TAPED

INTERIOR WALLS

- 1/2" GYPSUM BOARD MUD AND TAPED
- 2x4" STUDS @ 24" O/C
- 1/2" GYPSUM BOARD MUD AND TAPED

FOUNDATION WALLS

- EXTERIOR DAMP-PROOFING BELOW GRADE
- 8" CONCRETE WALL
- 2x6 STUD @ 24" OC
- R-20 BATT INSULATION
- 6 mil VAPOUR BARRIER
- 1/2" GYPSUM BOARD MUD AND TAPED



Please refer to the BC Building Code for all building code regulations