



Addresses and Telephone Numbers

For All Electoral Areas

For existing Sewage Systems

First Nations Health Authority
Building 10 #7, 7201 Vedder Road
Chilliwack, V2R 4G5
P. 604-824-2604

For new Sewage Systems

find and contact an authorized person by going online or calling
P. 604-585-2788
www.owrp.asttbc.org

Gas & Electrical Permits

BC Safety Authority
P. 1-866-566-7233
www.safetyauthority.ca

Natural Gas and Propane: Abbotsford Office: #104 34143 Marshall Rd
P. 604-851-7012

Electrical Chilliwack Office: 45467 Yale Road West
P. 604-795-8415

Ministry of Transportation and Infrastructure

45890 Victoria Avenue, Chilliwack
P. 604-795-8211

Homeowner Protection Office

P. 1-800-407-7757
www.hpo.bc.ca

Notes:

Building Permits



This brochure has been prepared for your convenience. It is neither a law nor a legal document. For more detailed requirements, please refer to the current Subdivision, Development and Servicing Law and the B.C. Building Code.

(The Law is available online at www.saylandsoffice.ca.)

When is a building permit required?

The Subdivision, Development and Servicing Law specifies when a building permit is required. Please contact the SAY Lands Office before starting any construction which you think may require a permit. Examples of projects which may require a building permit include:

- Constructing, altering renovating or changing the use of any building or part of a building.
- Finishing previously unfinished areas such as basements or enclosing a carport or porch area.
- Demolishing all or a portion of any building or structure.
- Moving any building, structure or mobile home into or within the First Nation.
- Placing on any land a manufactured or factory-built home or any housing component or modular structure.
- Installing solid fuel or oil burning appliances and chimneys.
- Installing or altering any plumbing works or services.
- Installing or altering a swimming pool enclosure/fence.
- Constructing or altering a retaining wall 1.2 metres (47 inches) or more above finished grade measured at any point within 1.2 metres (47 inches) from the face of the wall or structure.
- Erecting any permanent sign which has an overall dimension in any direction of more than 6 feet.

When should I apply for my Permit?



You are advised to apply well in advance of your proposed start date as processing time varies depending on the complexity of the project and completeness of the application.

Specific Construction which does not require a building permit

The Subdivision, Development and Servicing Law specifies when a building permit is required. Please contact the SAY Lands Office before starting any construction which you think may require a permit. Examples of projects which **DO NOT** require a building permit include:



- Re-covering existing roofs;
- Re-siding exterior walls;
- Repainting;
- Replacing existing bathroom, kitchen or laundry fixtures and fittings;
- Recovering existing floors;
- Replacing windows and doors in existing openings;
- Installation or replacement of gas or electric powered space or water heating fixtures or appliances;
- Installation of a well;
- Replacement or repair of existing sewage disposal facilities;
- Temporary “for sale” signs and election signs;
- A retaining wall or structure less than 1.2 metres (47 inches) above the finished grade measured at any point within 1.2 metres (47 inches) from the face of the wall or structure;
- Fences up to a maximum of 2.4 metres (8 feet) high measured on any face.

The following projects are also exempt from the requirement to obtain a building permit but may still have planning requirements (Development Permits, etc) which the Planning Department will be happy to discuss:

1. A **new single storey detached residential accessory building or structure** which is not intended to be used for any “residential occupancy” (as defined in the BC Building Code) and which has a floor area **not exceeding 20 sq. metres (215 sq.ft.)**.
2. An **addition to an existing single storey detached residential accessory building or structure** which is not intended to be used for any “residential occupancy” (as defined in the BC Building Code) and which results in a **total floor area not exceeding 20 sq. metres (215 sq.ft.) after the addition is constructed**.
3. A **new deck or an addition to an existing deck** which is to be used in association with a single family residence and where the **total area of the deck does not exceed 20 sq. metres (215 sq.ft.) after the new construction**.
4. A **new building or structure or an addition to an existing building or structure which is intended to be used as a farm building of “low human occupancy”** as defined in the National Farm Building Code of Canada and where the **total floor area after the new construction or addition does not exceed 30 square metres (323 sq.ft.)**.

When do I call for inspections?

It is the responsibility of the permit holder to call the Building Department at certain stages of construction. In response to a request, the Building Official will visit the property and review those stages of construction.

When you receive a Building Permit the Building Official will provide a checklist of required inspections. If the Building Official intends to rely upon inspections carried out by a Registered Professional or a Land Surveyor, it will be noted in the checklist.

For scheduling reasons it is necessary to provide advance notice of at least one full business day for all inspections.

**Please give 24 hours notice & call 604-702-5016
or toll free 1-800-528-0061**



Types of Inspections:

The list of inspections required may vary for any particular project and this will be confirmed by the Building Official when a permit is issued. A schedule of inspections is issued with every building permit. The list may include:

*Footings
Elevation
Rockpit
Water System Tests
Insulation
Masonry fireplace
Occupancy and/or Final*

*Siting
Rainwater/Drain tile & Dampproofing
Under Slab Plumbing and/or Above Slab Plumbing
Framing and/or Sheathing
Vapour Barrier
Woodstove & Chimney*

Regional District Offices: Hours of Operation

CHILLIWACK: 8:30am to 4:30pm, Monday to Friday
45950 Cheam Avenue, Chilliwack, B.C., V2P 1N6,
604-702-5000, 1-800-528-0061, Fax: 792-9684

Is it that easy?

Not always! The information provided with your Building Permit application is reviewed in an effort to determine the requirements for safe construction on your property and to ensure that the proposed construction meets minimum building standards as detailed in the B.C. Building Code. On the reserve, most sites are unique and unforeseen problems can mean a delay in the building permit process. Sometimes it is obvious that complications are going to arise. Your property may be located in a Development Permit Area and obtaining a Development Permit (a separate process) is a pre-requisite to obtaining a Building Permit. There may be other problems, however, which may not always be apparent when you first submit your application.

Step 2: Planning Review and Site Inspection

When your application is received, any information relevant to your property which the Regional District has on file will be reviewed.



A title search and a site inspection will also be carried out.

Staff will then be able to advise you what other information, if any, will be required to complete your application.

The new information submitted may necessitate revision of some of the documentation you initially provided.

Examples of issues that may have to be resolved include:

- **Building Schemes**—a building scheme registered on the title of your property may require the approval of your proposed design by a third party - you may have to get that approval;
- **Covenants**—a covenant registered on the title may stipulate certain construction requirements or even restrict a use - you may have to amend your proposal;
- **Natural Hazards**—information on file or a site inspection may identify a natural hazard which could adversely affect your property - you may have to provide a report from a suitably qualified engineer which certifies that the land is safe for the use intended;
- **Conditions of Use**—the above report may specify conditions for the safe use of the proposed building - if so, the Community Charter may require you to register a covenant on the title of the land;
- **DVP**—the proposed siting of your building may conflict with zoning bylaw setback requirements - you may have to amend your proposal or apply for a Development Variance Permit (DVP);
- **Easements & Right-of-ways**—the proposed siting of your building may conflict with a registered easement or right of way - you may have to amend your proposal;
- **Floodplain**—your property may be located within a designated floodplain— a flood construction elevation may have to be determined.

Step 3: Plan Checking

Once your application is completed, the Building Official will carry out a detailed plan check. This might reveal Building Code deficiencies or a conflict with any of the development restrictions referred to above. It can be frustrating to discover these conflicts when you think you are about to start construction. *You are encouraged, therefore, to learn as much about your property and any potential development restrictions well in advance of submitting your Building Permit application.* Regional District staff are always willing to help in this regard.

What do I need for a building permit application?

Step 1: Making Application

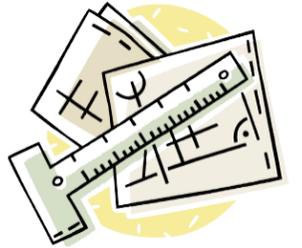
Application Form—1 page form signed by all registered owners of the property (application form available online at www.saylandsoffice.ca)

Site Plan—3 copies of a site plan (see page 4 for a sample), drawn to scale showing the location of all existing and proposed structures and all other site features.

Construction Drawings—Three copies of construction drawings (see pages 4-5 for samples), drawn to scale, showing sufficient detail so that compliance with the B.C. Building Code and all other relevant laws and regulations may be assessed prior to commencement of work. In some cases the drawings will have to be signed and sealed by a Registered Professional. However, for most single family residential and some commercial construction, an architect or engineer is not required.

A typical set of construction drawings shall include:

- A foundation or basement plan;
- A floor plan for each level or storey;
- Elevation drawings (all sides);
- Detailed cross sections;
- Details of specific construction i.e. truss layout, structural connections, etc.; and
- General specifications, including use of the proposed structure



Manufactured Homes—and other factory built structures, three copies of foundation plans will be required, showing details of the anchoring system and service connections; the manufacturer's name, date of manufacture, model and size of the unit, B.C. Mobile Home Registry Number and CSA/Z240 certification number. For site built additions (e.g. decks and carports) see the requirements listed above for drawings.

Sewage Disposal System—For any project which involves new construction or alteration of a sewage disposal system, a copy of a Record of Sewerage System Filing Form which has been accepted and date stamped by the First Nations Health Authority. To find an authorized registered professional call Melissa Daniels at 604-824-2604.

Highways Access—Where required by Provincial regulations, a copy of an Access Permit issued by the Ministry of Transportation and Infrastructure in the name of the registered owner.

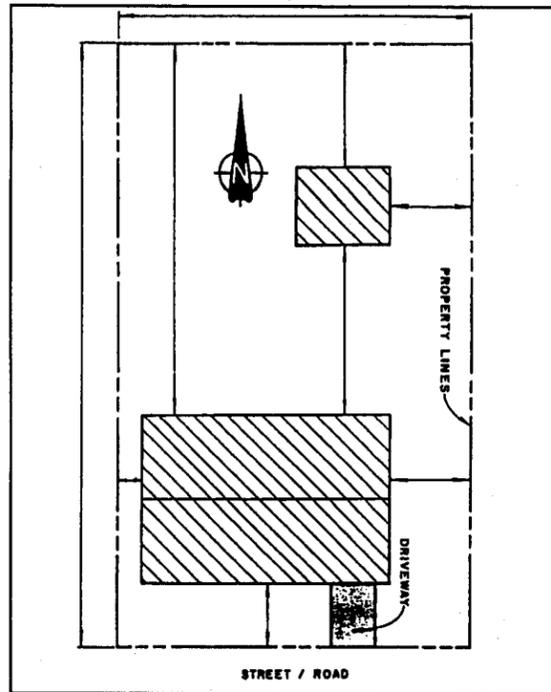
Hazards—When constructing in a known floodplain or other hazard area, details of how specific construction requirements will be met. In some cases, the services of a Registered Professional may be required. Please ask at the Regional District office for further information.

HPO—For new home construction, documentation from the Provincial Home Owner Protection Office is required. The HPO office may be contacted at 1-800-407-7757.

What does a building permit cost?



Building Permit fees and value of construction are calculated by the Building Official when issuing the permit in accordance with the Subdivision, Development and Servicing Law fee schedule. A copy of this schedule is available on request. The schedule forms part of the Subdivision, Development and Servicing Law which can be accessed online at www.saylandsoffice.ca



Site Plans

These should be drawn to Scale (e.g. 1:200 or 1/16" = 1'0") and should include the following information:

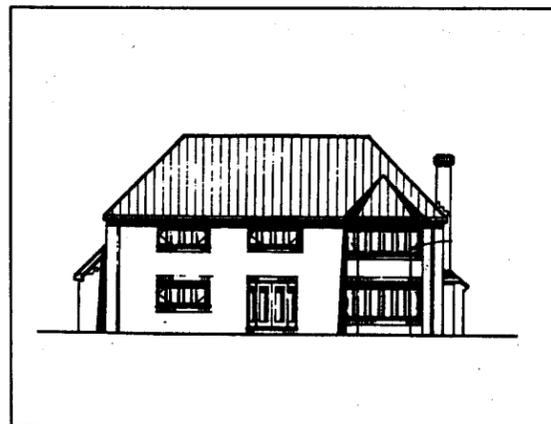
All property lines and a symbol indicating the "North" direction, legal description and civic address;

Location and use of all proposed and existing structures;

Location of watercourses, wells, sewage and storm water disposal systems;

Distance from proposed structure to wells, watercourses, sewage disposal system, existing structures and property boundaries;

Name and location of adjacent streets or roads. The location of any road allowances, right-of-ways and easements affecting the property. Driveway location.



Elevations

These should be drawn to 1:50 or 1/4" = 1'0" scale and should include the following information:

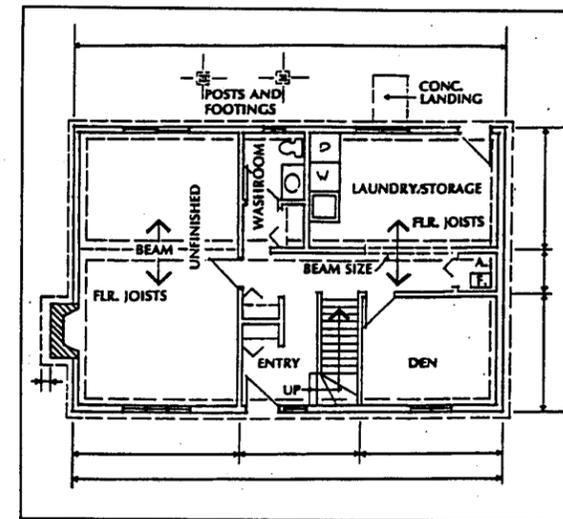
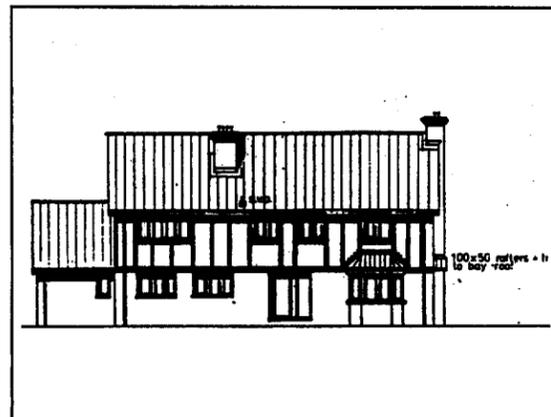
Front, side and rear faces of the building;

Location of doors, windows, decks, finished grade, etc.;

Location and size of building projections (i.e. overhangs, cantilevered floor sections, etc.)

All exterior finishes; and

Roof slope, chimney height, height of finished floors and ceilings, etc.



Foundation/Basement Plans

These should be drawn to 1:50 or 1/4" = 1'0" scale and should include the following information:

Layout of foundation walls, piers and footings;

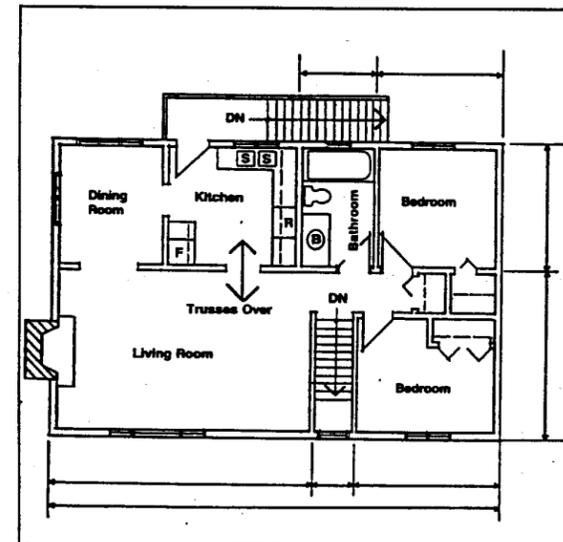
Proposed use for each room or space;

Location of stairs, windows, equipment, plumbing fixtures, etc.;

Size and location of loadbearing walls and beams;

Size and direction of floor joists; and

All room and building dimensions.



Floor Plans

These should be drawn to 1:50 or 1/4" = 1'0" scale and should include the following information:

Location of all walls and partitions;

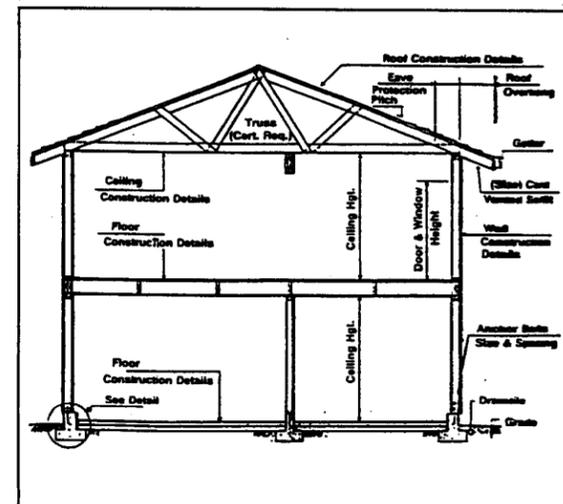
Proposed uses of all rooms and spaces;

Location and sizes of all doors and windows;

Location of stairs, equipment, fixtures, cabinets, fireplaces, attic access, smoke alarms, etc.;

Size and direction of floor joists, ceiling joists or roof trusses; and

All room and building dimensions.



Cross Sections

These should be drawn to 1:50 or 1/4" = 1'0" scale and should include the following information:

All building components (i.e. siding, roofing, insulation, interior finish, flooring, framing, foundation, size and location of loadbearing walls and beams, etc.);

All required dimensions (i.e. height of finished grade, height of ceiling, material sizes, etc.) and

All lumber grades and specifications, etc.

Note: Depending on the complexity of the building, more than one cross section may be required to adequately show the nature of the proposed construction.