

Includes Single Family, Single Family Dwelling (SFD) with Suite, Duplex, Renovations, Plumbing, Conversions, and Ancillary Buildings

BUILDING PERMIT PROCESS

A comprehensive step by step process to guide your project from start to finish.

The City of Campbell River has prepared this package to assist you in understanding the City's Building Permit and Inspection Process. Legal requirements for these applications are specified in the *Local Government Act* and various City bylaws. This document is for general guidance only and it does not replace bylaws or other legal documents.

The primary purpose for the issuance of a Building Permit is to ensure that all buildings comply with safety, health, building and zoning requirements of the City of Campbell River and the Province of British Columbia.

This package does not contain the forms necessary to make an application for a building permit. All application forms can be obtained in person at City Hall or be found on the City's website under Planning, Building and Development or: www.campbellriver.ca/Applications-Forms-Guidelines

You will need a SFD Building Permit for:

- **New- Single Family, Single Family with a Suite and Duplex Dwellings- Application for a SFD Building Permit- New! Excavation and Foundation Approval**
- **Renovations/ Additions (Decks) (Plumbing), Conversions and Ancillary Buildings**
- **Making structural changes** (renovations) to the interior or exterior of the building including a deck; For –Deck alterations, additions and repairs, please reference information sheets on the City of Campbell River Website.
- **Changing occupancy use;** or changing the “footprint” of a building;
- **Construction of an ancillary building**(including a carport) larger than 10 square metres (107 square feet);
- **Enlarging windows** and/or door sizes
- **Plumbing-** addition or removal of any plumbing fixtures, addition of a bathroom or an addition of a sprinkler system
- **A Driveway Access Permit** is required for access to your property.

During the Building Permit process, subsequent permits or approvals maybe be required;

- **A Culvert Permit** is required if extending access to your property (in areas with open ditches only). Engineering Works & Services Agreement Related to installing new or upgraded services to the property.
- **A Storm Sewer Permit** is required when adding new or additional access to your property.
- **A Sanitary Permit** is required when connecting to the sanitary

STEP 1 – SUBMIT THE APPLICATION PACKAGE

Bring a completed application form and required documents and information to the City and staff will do a brief review of your application package to ensure it is complete. A plan review fee will be charged at the time of submission. The fee is not refundable and is credited against the building permit fee when the building permit is issued. An incomplete application will not be ready for review and therefore may be handed back to the applicant.

Plan Review Fees:	
Single Family	\$100.00
Duplex and Triplex (Less than 4 self-contained dwelling units)	\$100.00
Renovation or Alteration	\$100.00
Ancillary building	\$50.00
Plumbing	\$50.00
Excavation and Foundation Approval	\$300 SFD \$450 Duplex

The SFD Building Permit Application must include the following:

- Homeowner Protection Office Licensing** - The Homeowner Protection Act provides for the licensing of residential builders and makes third-party warranties mandatory on new home construction throughout the province. The licensing and warranty systems work together to ensure that builders meet the minimum standards and consumers are protected with a strong, third-party warranty should a construction defect occur. Owner-builders are now required by HPO to pass an exam which can be located on their website below.
(Available from their website www.hpo.bc.ca) Not required for Ancillary Buildings and for a guideline of less than 75% of newly reconstructed homes.
- Owner’s Acknowledgement of Responsibility** (included in application package)
- City Repair Agreement** (included in application package)
 - Current State of Title** – current within 14 days of the date of application. (Obtainable through LTSA online or City Hall for a charge of \$15)
 - Ownership Transfer papers** *(if lot recently purchased).*
 - Copies of Registered Covenants**
 - Statutory Rights-of-Way on Title**
- Driveway Permit Application** (if applicable):
- Copies of approved Development Variance Permits**, Board of Variance decisions if applicable.
- Proposed Site Survey**- prepared by a registered BC Land Surveyor (BCLS) including the following information;
 - Location of Proposed Dwelling;
 - Percentage of Lot covered by Buildings;
 - Bounding streets and setbacks;
 - Location of any existing structures;
 - Area of Building Footprint;
 - Lot Area;
 - NEW!** Required for all sloped lots: Lot grading front, mid-point and rear lot lines and building corners which specifies existing (natural) and finished grade levels to an established datum, **including locations of retaining walls.**
 - Building Height; see the City’s [Zoning Bylaw 3250](#) for definition of building height.

Engineered Drawings (2 sets):

- Copy of Engineer’s Insurance:**
- Schedule B** to include a geo-technical report suitable for foundation support.
- Geo-Technical Report** – If the building is in an area identified as risk slope area based on the City’s mapping you are required to submit a Geotechnical Report in conjunction with the Building Permit application. Please see the [Official Community Plan](#), Bylaw 3475, Section 23: Hazard Conditions Development Permit Area

Additional details required:

- List of Coordinating Registered Professionals** - If you have more than one professional working on a project, please provide contact information for the Coordinating Registered Professionals.
- Effective Thermal Resistance Assemblies (ETR) for walls, roof, floors, ceilings etc**
- Campbell River is in a Climate Zone 5. The required ETR ratings from the BCBC for Zone 5 and table is included in the SFD Building Permit application. Additional information can be obtained from the BCBC 9.36 or the [Canadian Wood Council](#).
- Method of Heating and Ventilation** – Please include Product specification sheets ensuring SEER and ERR ratings are shown. Also include Principal Fan and Water Heater product info sheet (form in application).
- Copies of approved Development Variance Permits, Board of Variance decisions (if applicable)**
- Spatial Separation- If Side Yard Setback is less than 3 m** – provide area of exposed building face and total area of unprotected openings (windows & doors with glazing).

To be included on the drawings:

- Floor Areas** – separate calculations for each floor level, garage, decks and/or suites.
 - Room sizes
 - Total finished floor area
- Total unfinished floor area**
- Cross-Sections**
 - Height of each floor
 - Height of the entire building
 - Stair details
- Roof venting**
- Elevations-**
 - Walk-out basement detail
 - Chimney height
 - Exterior wall heights
 - Framing clearance from finished grade
 - Height of Building
- Original and final grades** on cross sections and elevations.
- Attic Access**
- Truss Layout** with all point loads marked to be included with the plan.
- Solar Domestic Hot Water Ready System (for new construction of a single family or a single family with a suite permits only) :**
- Highlight the location of the solar collector** on the drawings; and
- Highlight the location of the building's primary service water heater.**

- Structural members in location of solar collector** designed for anticipated load or 0.2 KPa in addition to BC Building Code design load (for Solar Hot Water Ready, if applicable).
- Construction details and Fire Resistance Rating of Suite Separation** (if applicable).

STEP 2 – ISSUANCE OF BUILDING PERMIT

The Building Official reviews the application package and once satisfied, a Building Permit is issued. The applicant will be contacted to pick up and pay for the permit package. The building permit fee is based upon the value of construction of the project – see Permit Fees below. Fees for service connections, vehicle crossings, damage deposits, development cost charges, works and services, bonding etc., will also be charged at this time. The issuance of the Building Permit allows the applicant to start construction and move into the inspection process.

PERMIT FEES

Prior to issuing a permit, a Building Inspector may require the applicant to provide the City with an appraisal of the value of the proposed construction, at the applicant's expense. In such case, the building permit fee must be based on the appraised value of the construction in accordance with fee schedules in the Building Bylaw.

All fees will be increased by 50% for new residential dwellings where the builder is not licenced by the Home Owner Protection Office.

VALUE OF CONSTRUCTION	FEE- \$100 minimum
Not exceeding \$5,000.00	- \$50.00
Over \$5,000.00 but less than \$100,000.00	- \$50.00 for the first \$5,000.00 - Plus \$8.00 for each additional \$1,000.00
Over \$100,000.00 but less than \$400,000.00	- \$50.00 for the first \$5,000.00 - Plus \$8.00 for each additional \$1,000.00 up to \$100,000.00 - Plus \$7.00 for each additional \$1,000.00 up to \$400,000.00
Over \$400,000.00	- \$50.00 for the first \$5,000.00 - Plus \$8.00 for each additional \$1,000.00 up to \$100,000.00 - Plus \$7.00 for each additional \$1,000.00 up to \$400,000.00 - \$6.00 for each additional \$1,000.00 for more than \$400,000.00
Building Permit Bond Fee	- \$750

If during the course of construction, there are any changes made to the plumbing, interior or exterior walls, it is the responsibility of the applicant to submit the proposed changes to the City of Campbell River Community Planning and Development Services Department for an amendment prior to the changes being made. If unapproved changes appear to have the effect of a change in use or any structural questionability, then an amended plan, stamped by a professional engineer, will need to be submitted for review and approval.

PLUMBING FEES

1 or 2 plumbing fixtures	\$50.00 (base fee)
3 or more plumbing fixtures	\$6.00 per fixture plus base fee of \$50.00
Inspection of water or sewer lines on private property	\$10.00
Inspection of fire sprinkler system	\$0.60 per sprinkler head
Inspection of residential or commercial lawn sprinkler	\$25.00 per zone
Inspection of commercial irrigation system	\$100.00 per diameter inch of supply
Inspection of fire protection system	\$25.00 per standpipe hydrant or hose connection
Inspection of connection to, or alteration of, sanitary or storm sewer	\$30.00
Inspection of septic tank after connection to sewer or demolition	\$20.00 (pump out receipt required)
Inspection of maintenance holes, interceptors and catch basins	\$30.00
Inspection of pump station	\$30.00
Construction without a valid permit	Double Fee
Callback inspection	\$50.00
Demolition	\$50.00
Permit to move a building	\$1/2 of fees for new construction
Construction without a valid permit	Double Fee
Re-inspection	\$50.00
Building Permit refund if no inspection done	70%
Building Permit for existing float home	\$50.00
Building Permit for new float home	\$0.25 per sq. ft. of gross area
Building file review	\$50.00

STEP 3 – INSPECTION PROCESS

The applicant is responsible for scheduling the required inspections as listed on the Building Permit. Once the Building Official has completed an inspection, a “Notice of Building Inspection” will be left at the job site. All deficient or incomplete items noted must be completed before scheduling a re-inspection the next inspection. Here are some guidelines to follow when scheduling inspections. **Please note: Inspections will not be done if the civic address is not posted and clearly visible on the property.**

Required Inspections:

- Service connections** (hook up of sanitary, storm & water to City services) – before backfilling
- Site and formwork** (if applicable) – before concrete is poured.
- Installation of perimeter drain, rain water leaders, and damp-proofing** – before backfilling.
- Sheathing; sealing of all penetrations** - before being covered.
- Duct work, roughed-in plumbing or gas venting;** - after testing and before being covered.
- Framing** - before being covered. **Before scheduling a Framing Inspection, we must have received an Actual BCLS Location Certificate, prepared by a BC Land Surveyor.**
- Insulation and vapour barrier** – before being covered.

Inspections for Spray Foam Insulation

When spray foam insulation is used to insulate a structure, 24 hours is required to pass before we will inspect. Please keep this in mind when calling to request your insulation inspection. If the Inspector arrives to do an inspection where spray foam insulation has been used and 24 hours has not passed, the inspection will fail and a new inspection will need to be scheduled.

STEP 4 – OCCUPANCY & FINAL APPROVAL OF BUILDING PERMIT

Approval to occupy a newly constructed building will not be issued until all inspections have been completed and the work complies with the applicable codes, regulations and bylaws.

Final approval is conditional on the completion of all outstanding inspection items being completed. Once the project is complete, the Building Official will issue a final approval and your applicable deposits will be refunded.

- Occupancy** - *when the building or structure is substantially completed and ready for occupancy; all works shall be completed for health & safety, and all required documents shall be submitted;*
 - Sub- Contractors List** (*this form is included with application*)
 - Mechanical Ventilation Checklist** (*this form is included with application*).
 - Schedule C-B including Field Reports** - prepared by Engineer
 - Electrical Final** from Safety Authority of BC
 - Safety Authority Gas Permit**
- Final** – when all work is completed.

GENERAL INFORMATION

BUILDING BOND

The Building Bond will be used to rectify damage caused to City of Campbell River infrastructure. This includes roadway, sidewalks, curbs, inspection chamber service boxes, manholes and catch basins, street light standards, boulevard grading etc., on or adjacent to the subject property. All of these should be inspected and photographed by the applicant prior to applying for a building permit. All damage to City infrastructure prior to building permit issuance is required to be documented in writing and provided to the Community Planning and Development Department prior to building permit issuance. Any damage found by City Officials after the permit has been issued will be deemed to be the responsibility of the permit holder.

CHANGES TO PLANS AFTER A BUILDING PERMIT HAS BEEN ISSUED

If, during the course of construction, there are any changes made to the plumbing, or interior or exterior walls, it is the responsibility of the applicant to submit the proposed changes to the City of Campbell River for an amendment to the permit prior to the changes being made to the structure. If unapproved changes appear to have the effect of a change in use or any structural questionability, then an amended plan, stamped by a professional engineer, will need to be submitted for review and approval.

CONSTRUCTION DEBRIS

All adjacent properties are to be kept clean and not used as a storage or dumpsite. Control measures must be taken to ensure that **NO** soil or construction debris is deposited on the roadway, boulevard or sidewalks.

Substances deleterious to aquatic life; including exposed aggregate concrete wash down, paints, and drywall fillers, must *not* be permitted to enter into any water course or storm drain system.

DEVELOPMENT COST CHARGES

Development Cost Charges for duplex buildings will be applicable at building permit issuance as per Clustered Housing rates within the current Development Cost Charges Bylaw. Please see the current bylaw: [Development Cost Charges Bylaw](#) or contact City staff for further information.

DRIVEWAY ACCESS PERMIT

A driveway access permit application is required for installation of new driveways and can be submitted at the same time as an application for a building permit. [Driveway Access Permit](#)

Proposed driveway shall take the following into consideration:

- Maximum width across City boulevard is 6.0m
- Maximum recommended grade on private property is 20%
- Grade from curb/edge of asphalt to property line shall be 2% towards the roadway
- 6.0m Corner clearance
- 1.0m Clearance from hydrants/poles

EXISTING UTILITIES

Arrangements for new connections are to be made directly with the City of Campbell River, BC Hydro, Telus, and if required, Fortis BC Gas and Shaw, prior to starting any construction.

EXPIRY OF A BUILDING PERMIT

A Building Permit will expire and the rights of the owner under the permit shall terminate if:

- the work authorized by the permit is not commenced within 6 months from the date of issuance of the permit; or
- work is discontinued for a period of more than 1 year; or
- the exterior finish of the building is not completed within 18 months from the date of issuance of the permit.

If your building permit expires you will need to reapply (\$150) in order to complete the work and obtain any outstanding approvals.

FENCES AND RETAINING WALLS

Residential fence heights have a maximum height of 1.8 m. Fences within 5.0m of the the front lot line have a maximum height of 1.2. See the City's Zoning Bylaw (Section 4.17)

Retaining walls have a maximum height of 1.5m. Where required retention is greater than 1.5m, multiple retaining elements shall be terraced with 1.5m separation.

For details on requirements on fences near retaining walls, please refer to the City's Zoning Bylaw. See the City's [Zoning Bylaw 3250](#), Section 4.17.

FLOOD PLAIN

If your property is located within the Floodplain Mapping, restrictions may apply to building elevations and setbacks of the construction. See the City's [Interactive Maps](#).

HPO – UNDER THE HOME PROTECTION OFFICE

- A new home is defined as “a building, or portion of a building, that is newly constructed and is intended for residential occupancy, and includes a home that is substantially reconstructed.”
- A home that has been changed so that 25% or less of the original structure above the foundation remains, or 75% or more of the reconstructed home is new, the home is deemed to be substantially reconstructed and, thus, is a new home for the purpose of the Act.

ONSITE SOIL REMOVAL OR DEPOSITION

A Soil Deposition/Removal Permit is required if the existing ground elevations are changed more than 0.6m within the parcel, or modified in any manner at the property line. [Soil Deposition/Removal](#)

If the neighbourhood drainage is affected, corrective measures will be are required and a storm water management plan will be required to be submitted to the Community Planning and Development Services Department.

PARKING REQUIREMENTS

In general the following are parking requirements for single family residential, two family residence, and three family residences;

- 2 parking spaces per dwelling unit
- Parking spaces to be minimum 6.0m long, 2.8m wide
- The setback from the garage/carport to the property line shall be minimum 6.0 meters to allow for adequate parking. Complete details on parking requirements can be found in the City's [Zoning Bylaw 3250](#), Section 4.21.

REMEMBER TO “CALL BEFORE YOU DIG”: It is dangerous and costly if utilities are damaged.

- **BC One:** 1-800-474-6886 This includes: City of Campbell River, Fortis BC BC Hydro & Telus.
- **BC Hdyro:** 1-888-224-9376
- **Shaw:** 250-923-8899

Damage to individual utilities should be reported immediately to the respective utility company.

SITE SURVEY

Site surveys prepared by a British Columbia Land Surveyor (BCLS) are required to be submitted as part of the building permit application.

In accordance with Sec. 10.1.4.4 and 10.1.4.8 of The City of Campbell River [Building Bylaw 3060](#) the Building Official may accept a non-BCLS prepared site survey for properties in the following circumstances with the following conditions:

- Lot size is over 4047 square meters (one acre) in size;

OR:

- buildings shown on a proposed Site Survey as being at least 1.5 m (5 ft) away from all required setbacks if the Building Official believes the Site Survey is not necessary to ensure compliance with setbacks;

OR WHERE:

- a permit sought is for the repair or alteration of an existing building or structure.
- the lot lines are not irregular
- ground elevation data is not needed;

SOLAR HOT WATER READY REGULATION

All building permit applications for **single family dwellings and single family dwellings with suites** are required to have an area identified for solar collectors on the roof, two solar conduits from the area identified on the roof to the area designated within the dwelling, in order to support the future installation of a solar hot water system. Copies of the Solar Hot Water Ready Regulations can be found on the City of Campbell River website, [Solar Hot Water Ready](#) or the [Ministry’s website](#).

STREAMS DITCHES & WATER COURSES (RIPARIAN ASSESSMENT AREA)

If a river, stream, ditch, or watercourse, runs through or within 30 meters of your property, you may be required to obtain an Environmental Development Permit which may include a setbacks requirement as per the City’s [Official Community Plan](#).

Any setback requirements of the Development Permit will be applied to your Building Permit application. The City’s interactive mapping shows the 30 metre as well as 60 metre radius Bald Eagle Nest assessment areas throughout the community.

WATER SERVICE REGULATIONS

Construction of water service to a parcel requires the following;

- Engineered and certified design drawings conforming to the specifications and standards, as per City of Campbell River [Subdivision and Development Servicing Bylaw](#)
- Including a water meter box with a backflow preventer and water meter no deeper than 24", at the curb stop (Drawing CR-W2a).
- An approved Work on City Land Permit prior to start of construction. Condition of the permit will include City observation of construction at applicants cost.

WORK ON CITY LANDS PERMIT

Any construction, maintenance or occupation on City land, including boulevard, requires that a "Permit to Work on City Lands" permit be issued by Community Planning & Development Services Department. [Works on City Lands Permit](#)

Any construction on any Provincial Highway requires a permit from the [Ministry of Transportation and Highways](#).

RESOURCES

Title	Link
Other Applications Forms & Guidelines	www.campbellriver.ca/Applications-Forms-Guidelines
Multi-Residential, Commercial, Industrial, Institutional, Modular/Mobile Home, Floating Building	www.campbellriver.ca/Multi-Residential
Residential Building Permit (Under Applications)	www.campbellriver.ca/Applications-Forms-Guidelines
Decks & Additions (Under Information Sheets)	www.campbellriver.ca/Applications-Forms-Guidelines
Driveway Access Permit	www.campbellriver.ca/Driveway-Permit
Official Community Plan	www.campbellriver.ca/OCP
Zoning Bylaw 3250	www.campbellriver.ca/Zoning
Development Cost Charges Bylaw (Under Relevant Bylaws)	www.campbellriver.ca/Applications-Forms-Guidelines
Interactive Maps	www.campbellriver.ca/maps
Solar Hot Water Ready (Under Information Sheets)	www.campbellriver.ca/Applications-Forms-Guidelines
Subdivision & Development Servicing Bylaw (Under Relevant Bylaws)	www.campbellriver.ca/Applications-Forms-Guidelines
Works on City Lands Permit (Under Other Related City Permits)	www.campbellriver.ca/Applications-Forms-Guidelines
Building Bylaw 3060 (Under Relevant Bylaws)	www.campbellriver.ca/Applications-Forms-Guidelines
Soil Deposition/Removal	www.campbellriver.ca/Soil-Removal-Deposition-Permits

Modular/Mobile Homes: See Modular Homes - [City of Campbell River Building Bylaw 3060, 2010 Sec. 22.0](#)

Relocation of a Building: See Moving Buildings - [City of Campbell River Building Bylaw 3060, 2010, Sec. 25.0](#)