



# Thompson-Nicola Regional District

## A GUIDE TO BUILDING PERMITS

### THIS BROCHURE EXPLAINS:

- When a Building Permit is required
- Building Application Procedure
- TNRD Review of the Permit Application
- Additional Permits (Plumbing, Demolition and Solid Fuel Burning Appliances and Chimneys)
- Types of Inspections
- Additional Agencies
- Bylaw Infractions/Penalties for not obtaining a Building Permit
- Satellite Offices Contact Information

### WHEN A BUILDING PERMIT IS REQUIRED:

- Construct a new home;
- Construct a new accessory building such as a garage or storage shed greater than 20 square metres (215 square feet) in size;
- Construct a new accessory building greater than 55 square metres (592 square feet) within AF-1, RL-1, SH-1 or CR-1 zones;
- Construct an addition to an existing building or manufactured home;
- Construct a commercial, industrial or public use building;
- Undertake any interior work such as partitions, etc.;
- Construct a sundeck;
- Enclose a porch or roof over a sundeck;
- Construct a retaining wall more than 1.2 metres (4 feet) in height;
- Move a building;
- Locate a manufactured home;
- Demolish a building;
- Change of occupancy or use of a building or part thereof.

This brochure is meant for guidance only and should not be construed by anyone as a right to a development approval if the steps indicated are followed. Please consult the *Local Government Act* and its regulations, the Thompson-Nicola Regional District Building Bylaw, and the Thompson-Nicola Regional District Zoning Bylaw for definitive requirements, procedures and policies.

**#300 – 465 Victoria Street  
Kamloops BC V2C 2A9  
Phone: 250-377-8673 Toll free in BC: 1-877-377-8673 Fax: 250-372-5048  
Website: [www.tnrd.ca](http://www.tnrd.ca)**

## **BUILDING PERMIT APPLICATION PROCEDURES:**

To apply for a Building Permit, two (2) sets of building plans are to be submitted with a completed Building Permit Application and applicable fee. These plans shall show all details necessary to complete the project including, but are not limited to, the following:

### ***SITE PLAN:***

- Lot dimensions and adjoining public roads
- Physical features (i.e. creek, lake, embankment)
- Location of existing and proposed buildings (dimensions, setbacks)
- Location of domestic water source
- Location, size and number of parking spaces
- Location and dimension of access to public road
- Centerline of public road
- Site servicing
- Garbage bin location
- Easements, right-of-ways
- North arrow and scale
- Elevations at the corners of the property

### ***FOUNDATION PLAN:***

- Showing exterior/interior footings/pads including landing/deck pads

### ***BASEMENT FLOOR PLAN:***

- Show use of all rooms
- Location of all plumbing fixtures
- Location and swing of all doors
- Location and size of all windows (including unfinished areas)

### ***FLOOR PLAN:***

- Show use and size of all rooms
- Location of all plumbing fixtures
- Location, size and swing of all doors
- Location and size of all windows
- Location at which all sectional details required in ***Cross Section*** are taken

### ***CROSS SECTION:***

- Sectional details including cross sections of the building taken at sufficient locations to adequately illustrate all structural details
- Details showing foundations, walls, floors, joists, beams, columns, rafters or trusses
- Stair detail

### ***SPECIFICATION DETAILS:***

- Details relating to the building which will designate all materials to be used
- Roof and wall sheathing sizes
- Roofing/Siding materials
- Insulation/Vapour Barrier details
- Sub-Flooring material
- Interior finishing materials
- Size of beams, joists, rafters, manufactured trusses, including the grade and species of the materials being used.

### ***ELEVATION PLANS:***

- Building height
- Finished grades, including road elevation
- Exterior finishes

### ***ADDITIONAL INFORMATION MAY BE REQUIRED FOR COMMERCIAL BUILDINGS:***

- Mechanical drawings
- Truss shop drawings

### ***COPY OF CURRENT STATE OF TITLE FOR THE PROPERTY***

**NOTE:** If, in the opinion of the Building Inspector, specialized technical knowledge is required to ensure that the proposed works will be structurally sound or based upon good engineering practice, then it may be necessary that an architect or professional engineer prepare and seal the drawings, specifications, and carry out supervision of the project.

## REVIEW OF A BUILDING PERMIT APPLICATION:

The Building Permit Application is reviewed in the following manner:

1. The applicant meets with the Building Inspector who ensures that the appropriate number and type of plans and fees accompany the Building Permit Application.
2. The application is reviewed for compliance with the Zoning Bylaw. Items reviewed include but are not limited to the following:
  - proposed use
  - building height
  - floor space ratio
  - off-street parking
  - land use contracts
  - setbacks for watercourses
  - applicable development cost charges
  - density
  - building setbacks
  - site coverage
  - off-street loading
  - accessory buildings
  - lot consolidation
  - landscaping, screening and fencing
3. The Building Inspector performs a technical review of the plans for compliance with the BC Building Code.

Any deficiencies noted during the application review will be conveyed to the applicant in as timely a manner as possible. Incomplete applications could negatively impact processing time. The applicant is required to address and correct all deficiencies prior to issuance of a building permit.

### ADDITIONAL PERMITS:

**Plumbing Permit** – A plumbing permit is required for the installation or relocation of any plumbing fixtures. With the exception of a homeowner doing his own plumbing work and the acceptance of a plumbing schematic drawing, plumbing permits will only be issued to qualified tradesmen.

**Demolition Permit** – A demolition permit is required for the demolition of any buildings within the Regional District. Permit approval is required prior to any demolition being undertaken. The permit requires the Demolition Permit applicant to provide authorized verification that all appropriate utilities have been disconnected prior to demolition.

**Solid Fuel Permit** – This includes wood stoves, pellet stoves, factory built chimneys, factory built fireplaces, masonry chimneys and fireplaces.

# INSPECTIONS

It will be the **responsibility** of the **owner/contractor** to give minimum **24 hours** notice to Building Inspection Services for booking an inspection request. The Permit Number must be quoted when requesting an inspection, and the owner/contractor is to ensure that the TNRD Building Permit Placard is posted in a conspicuous place on the property such as the driveway entrance.

## **1. SITING AND FORMWORK**

When the forms for footings are complete, but prior to placing of any concrete therein.

## **2. UNDERSLAB PLUMBING**

When the rough-in plumbing system, including interior water supply and drain waste and vent piping are complete, but before any such plumbing is covered.

## **3. UNDERSLAB DAMPPROOFING/SOIL GAS CONTROL**

When concrete slab dampproofing or soil gas control measures have been installed, but prior to pouring a concrete slab.

## **4. PRE-BACKFILL**

When foundation concrete dampproofing, waterproofing and perimeter drains are complete, or after framing of a preserved wood foundation wall and floor assembly and application of dampproofing, but prior to any backfill being placed.

## **5. FRAMING**

When framing and sheathing of the building are complete, including the installation of roof membrane, all exterior doors and windows, fire-stopping, bracing, chimneys, duct work, plumbing, gas venting and wiring, but before any insulation, drywall or other interior or exterior finish is applied which would conceal such work.

## **6. ABOVESLAB PLUMBING**

When the rough-in plumbing system, including interior water supply and drain waste and vent piping are complete, but before any such plumbing is covered.

## **7. STUCCO LATH**

When exterior stucco wire and flashing is complete but prior to placement of any scratch coat thereon.

## **8. INSULATION**

When insulation and vapour barrier are complete but prior to placement of any finish thereon.

## **9. MASONRY FIREPLACE/CHIMNEY**

During the **construction** of any masonry fireplace, when cantilevered hearth forms are in place but prior to pouring concrete; at the smoke chamber stage; for a free-standing masonry chimney, at the thimble stage; before any factory-built or site constructed fireplace or chimney is enclosed by combustible material; and before the chimney cap is placed on a masonry chimney.

## **10. FINAL INSPECTION**

When all work is completed but prior to occupancy.

IF AN INSPECTION IS REQUESTED AND INCOMPLETE, A \$50.00 RE-INSPECTION FEE WILL BE REQUIRED BEFORE A RE-INSPECTION WILL BE DONE.

## **ADDITIONAL AGENCY INFORMATION**

### **HOMEOWNER PROTECTION OFFICE**

The *Homeowner Protection Act* may govern application for new construction. Please contact their office to obtain regulations and information.

- Branch of BC Housing  
650 – 4789 Kingsway  
Burnaby, BC V5H 0A3

Telephone: (604) 646-7050  
Fax: (604) 646-7051  
Toll Free in BC: 1-800-407-7757

E-Mail: [hpo@hpo.bc.ca](mailto:hpo@hpo.bc.ca)

Website: [www.hpo.bc.ca](http://www.hpo.bc.ca)

### **INTERIOR HEALTH AUTHORITY**

Approval is required from the Interior Health Authority for the installation of a sewage disposal system where sanitary facilities are not available. Approval is also required from the Interior Health Authority when additional bedrooms and/or floor area are being added to an existing dwelling.

- 519 Columbia Street, Kamloops, BC V2C 2T8  
Telephone: 250-851-7340 Fax: 250-851-7341

Satellite offices are also located in the following communities:

- 700 Ashcroft-Cache Creek Hwy  
Ashcroft BC  
Telephone: 250-453-1940
- 4537 Barriere Town Road  
Barriere BC  
Telephone: 250-672-5515
- 640 Park Drive  
Clearwater BC  
Telephone: 250-674-3141
- 2209 Granite Avenue,  
Merritt BC  
Telephone: 250-378-5164
- 555 Cedar Avenue  
100 Mile House BC  
Telephone: 250-395-7676

### **FISHERIES & OCEANS CANADA**

If construction of any type is being contemplated for a site, which is near any watercourse, the applicant should contact Fisheries & Oceans Canada for regulations and guidelines.

- 985 McGill Place,  
Kamloops BC V2C 6X6  
Telephone: 250-851-4950

### **MINISTRY OF TRANSPORTATION**

An access permit may be required. Please contact your local Ministry of Transportation office to obtain further information.

### **BC SAFETY AUTHORITY (ELECTRICAL & GAS PERMITS)**

An electrical and/or gas permit may be required. Please contact your local BC Safety Authority office to obtain further information.

- 1278A Dalhousie Drive  
Kamloops BC V2C 6G3  
Telephone: 250-314-6000

## THOMPSON-NICOLA REGIONAL DISTRICT

### **Mailing Address:**

Building Inspection Services #300 – 465 Victoria Street Kamloops BC V2C 2A9 Telephone: 250-377-8673 Toll Free in BC: 1-877-377-8673 Fax: 250-372-5048	or visit	4 <sup>th</sup> Floor, 465 Victoria Street Kamloops BC
	or visit	any of the Building Inspection Services Satellite offices

### **BUILDING INSPECTION SATELLITE OFFICES:**

#### **Ashcroft:**

601 Bancroft  
Tuesdays, 10:00 a.m. – 11:00 a.m.  
Phone: 250-453-9161 Fax: 250-453-9964

#### **Chase:**

826 Okanagan Avenue  
Tuesdays/Thursdays, 10:00 a.m. – 11:00 a.m.  
Phone: 250-679-3238 Fax: 250-679-3070

#### **Clinton**

1423 Cariboo Highway  
2<sup>nd</sup>/4<sup>th</sup> Thursdays, 10:30 a.m. – 12:00 noon  
Phone: 250-459-2261 Fax: 250-459-2227

#### **Lytton:**

455 Fraser Street  
1<sup>st</sup>/3<sup>rd</sup> Fridays, 10:30 a.m. – 12:00 noon  
Phone: 250-455-2355 Fax: 250-455-2142

#### **Cache Creek:**

1389 Quartz Road  
Tuesdays, 1:00 p.m. – 2:00 p.m.  
Phone: 250-457-6237 Fax: 250-457-9192

#### **Clearwater:**

132 Clearwater Station Road  
Tuesdays/Thursdays, 11:00 a.m. – 12:00 noon  
Phone: 250-674-2257 Fax: 250-674-2173

#### **Logan Lake:**

1 Opal Drive  
Thursdays 9:30 a.m. – 11:00 a.m.  
Phone: 250-523-6225 Fax: 250-523-6678

#### **Merritt:**

#6 – 1950 Garcia Street (access of Granite)  
Wednesdays, 10:00 a.m. – 11:30 a.m.

### **PENALTIES FOR NOT OBTAINING A BUILDING PERMIT:**

1. Thompson-Nicola Regional District Bylaw No. 2066 states:

“Every person violating any provision of this bylaw commits an offence punishable on summary conviction to a fine of not less than One Hundred Dollars (\$100.00) or more than Ten Thousand Dollars (\$10,000) or to imprisonment of not more than six (6) months for each offence. A separate offence shall be deemed to be committed on each day during or on which a violation occurs or continues.”

Appendix A of Building Bylaw No. 2066 states:

“Where work for which a permit is required by this bylaw has been commenced prior to issuance of a permit, the applicant shall pay to the Regional District double the fee prescribed in this Schedule, provided that the additional fee shall not exceed \$2,000.00.”

2. A Notice in accordance with the provisions of the *Local Government Act* may be filed against a Land Title advising prospective purchasers and lenders that a building violation exists.

3. Any other action court may authorize to seek compliance with Thompson-Nicola Regional District Bylaws.