



MOUNTAINS OF OPPORTUNITY

CRANBROOK

Building Permit Application Guide

The latest edition of the *BC Building Code (2012)* has significant changes to how buildings are to be constructed in BC. Revisions include changes to insulation, ventilation, radon gas mitigation, door and window construction and new standards for energy efficiency. A copy of the 2012 *BC Building Code* is available at the Cranbrook Public Library, and a Building Inspector is available to assist with questions and interpretation of the *BC Building Code*.

WHEN DO YOU NEED A BUILDING PERMIT?

The City of Cranbrook Building Bylaw No. 3725, 2013 requires property owners to obtain a building permit when one of the following items listed is undertaken:

- Construction of any new building or structure over 10m² (108 ft²),
- Repairs, alterations or additions to an existing building or structure,
- Installing, altering, or adding a new system or altering an existing plumbing system,
- Retaining walls over 1.5 metres (5 feet) in height above grade,
- Moving, adding or removing interior structural walls,
- Enclosing decks, carports or porches,
- Installing a woodstove or other wood burning appliance,
- Siting a mobile or modular home,
- Placing a temporary building on any property (i.e. construction office),
- Demolition of a building (demolition permit),
- Changing the occupancy classification of building,
- Moving a building on to a different foundation or property,
- Installing swimming pools.

WHEN IS A BUILDING PERMIT NOT REQUIRED?

Many minor projects will not require a Building Permit. However, some of the exempt activities listed below may require a Development Permit if they occur within Development Permit Areas. Please contact the City Planner at 250-489-0230 to confirm if your project requires a Development Permit.

Projects that do not require a building permit include:

- Painting and exterior finish upgrades (other than multi-family buildings),
- Non-structural roof repairs (i.e. re-roofing-**caution** a permit is recommended if changing type of roofing material as this can affect the structural capacity of the roof),
- Cabinets, flooring and interior finish replacement,
- Plumbing fixture replacement only (no relocations permitted),
- Same size window or door replacement (call to determine if unsure).

**If you are unsure if you require a Building Permit,
please contact a Building Inspector at 250-489-0229 or 250-489-0236**

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WHAT TO INCLUDE IN YOUR BUILDING PERMIT APPLICATION

Use the checklist below to ensure you are submitting a complete application package. A complete package will ensure your application will be processed promptly.

- **Application form** including the owner's name, contractor's name, all applicable contact information, cost of construction and all other information as per the application form. Unsigned applications will not be accepted.
- **Current Title Certificate** (Within last 10 days of the application date).
- **Two sets of drawings** including but not limited to the following:
 - **Plot Plan**- showing the location, dimensions, and areas of existing and proposed structures in relation to all property lines and the stated use of the proposed building. A legal survey may be required with your application.

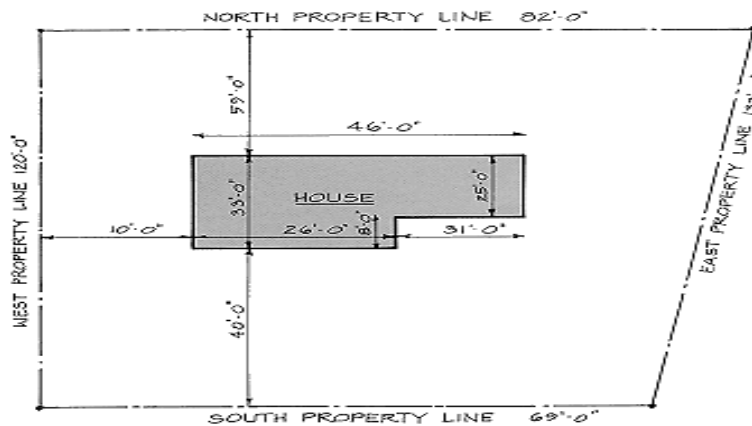
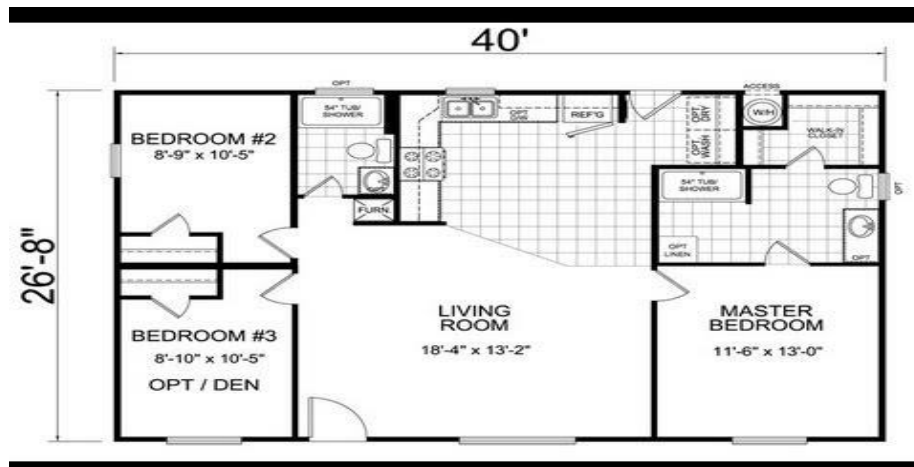


Figure 1. Plot plan showing property lines and location of house inside the boundaries.

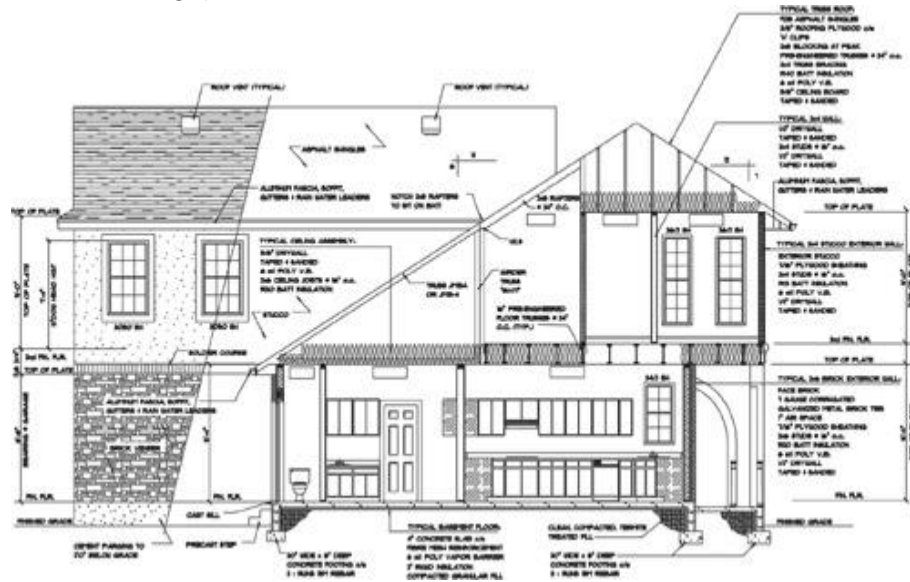
- **Floor Plans**- showing the name or usage of each room, including dimensions, window/door sizes/locations, plumbing/electrical/HVAC fixtures, and floor area calculations of each floor.



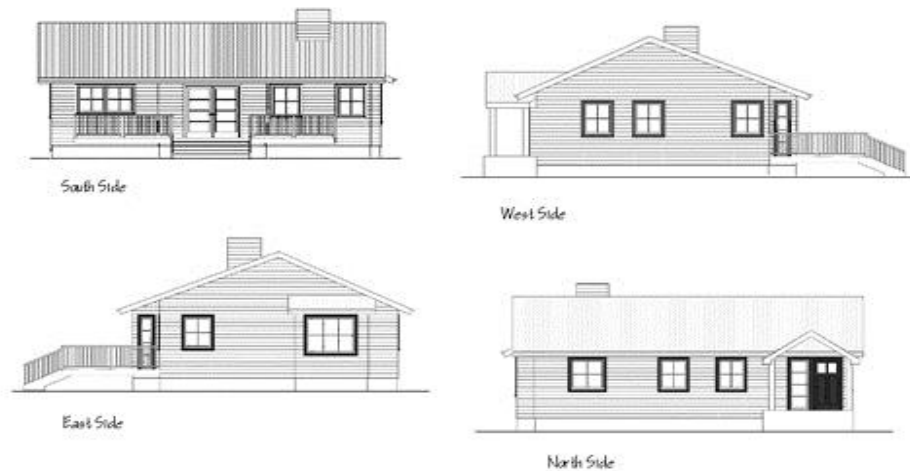
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- **Structural Details-** Showing structural components, including footings, foundations, posts, and floor/roof constructions.
- **Cross-Sectional Drawing-** showing dimensions of all construction members and foundation type, size, and depth; include heights from grade to all horizontal constructions (floors, ceilings, and roof ridge).



- **Elevation Drawings-** showing four faces of the building (new & additions). Include the overall height of the building.



- **HPO Certified New Home Registration Form- Owner Builder Authorization Form or Licensed Builder Authorization Form** (new residential construction or substantial renovation only) www.hpo.bc.ca
- **Erosion and Sediment Control Best Practices (Schedule B)-** if excavating.



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VARIANCES

If the proposed construction does not comply with the requirements set out in the Zoning Bylaw (e.g. building height or property setbacks), a separate application may be submitted to request a variance or relaxation from the zoning requirements. A variance may be granted if there is undue hardship and the proposal will not defeat the intent of the Zoning Bylaw or substantially affect adjacent properties. For more information contact the Engineering Clerk at 250-489- 0207.

OTHER PERMITS AND FORMS

- **Electrical and Gas Permits** at www.safetyauthority.ca
- **Development Permits** – Commercial properties and areas within Development Permit Areas must apply for a Development Permit. Contact the City Planners at 250-489-0230 for more information.
- **Application for New/Replacement Water or Sewer** - Contact the Construction Compliance Technologist if you require a connection to City services at 250-489-0230.
- **Water “on” or “off”**- Contact the Engineering & Development Services Secretary to request that your water services be turned on or off at 250-489-0230.

REQUIRED INSPECTIONS

As any construction project proceeds, it is the responsibility of the owner or their authorized agent to request and arrange for inspections with the Building Inspector.

Stages of inspection will be noted on the building permit and may include:

- Footing forms & reinforcing (prior to concrete)
- Foundation prior to backfill inspection
- Under slab plumbing inspection
- Rough-in plumbing inspection (require submission of plumbing test certificate)
- Framing inspection (requires submission of all roof and floor documents)
- Wood burning appliance inspection
- Insulation and vapor barrier inspection
- Occupancy Inspection
- Final inspection/ Final plumbing inspection

BUILDING PERMIT FEES (Building permit fees are based on the value of construction)

All Projects - non-refundable application fee \$50.00

Value of Construction:	Fee
\$0 to \$1,000.	\$50.00
\$1,001. to \$40,000.	\$50.00 plus \$9.00/\$1,000. or part thereof over \$1,000.
\$40,001. and over	\$50.00 plus \$9.00/\$1,000. or part thereof over \$1,000. plus \$7.00 /\$1,000. or part thereof over \$40,000.

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