



Why are Building Permits and Inspections Necessary?

There are many important reasons to acquire the necessary building permit(s) and to obtain the required inspections for your construction project.

- **Helps protect property value**

Your home or business is an investment. If your construction project does not comply with the codes adopted by your community, the value of your investment could be reduced.

- **Saves money**

Property insurers may not cover work or damages caused by work done without permits and inspections.

- **Makes selling property easier**

When property is sold through a multiple listing association, the owner is required to disclose any improvements or repairs made and if permits and inspections were obtained. Many financial institutions will not finance a purchase without proof of a final inspection. If you decide to sell a home or building that has had modifications without a permit, this may have an impact on the sale of your home.

- **Improves safety**

Your permit allows the Building Inspector to reduce potential hazards of unsafe construction to provide for public health, safety and welfare. By following code guidelines, your completed project will meet minimum standards of safety and will be less likely to cause injury to you, your family, and your friends or future owners. Mandatory inspections complement the contractor's experience and act as a system of checks and balances resulting in a safer project.

- **It's the law**

Work requiring permits are made such by City Ordinance. Work without a permit may be subject to removal or other costly remedies.

When is a Building Permit Required?

The City of Cranbrook 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 10 m²; which includes pre-built structures that exceed this size
- Insurance repairs
- Additions to an existing building or structure
- Adding any finished area to your basement
- Installing, altering, or adding a new system or altering an existing plumbing system
- Alterations which may also include changing the use of rooms or floor areas
- Retaining walls over 1.5 metres in height above grade
- Moving, adding or removing interior load bearing walls and replacing them with beams
- Enclosing decks, carports or porches
- Installing a wood stove or other wood burning appliance
- Siting a mobile or manufactured home
- Placing a temporary building on any property (i.e.: construction office)
- Demolition of a building (Demolition Permit)
- Changing the occupancy classification of a building



- Moving a building from one location to a new location
- Installing swimming pools

If you are in doubt about the scope of work and whether a permit is required, please contact our Building Inspector.

What to Include In Your Building Permit Application

Below is a checklist to assist you with your 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. Please remember to sign your application.
- **Certificate of Property Title**
- **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.

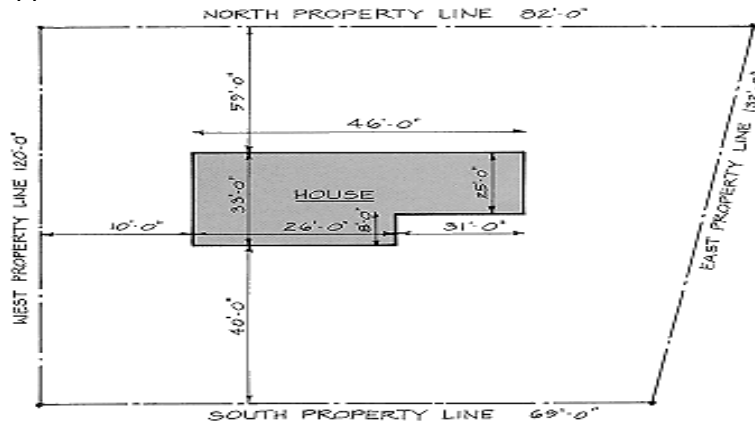
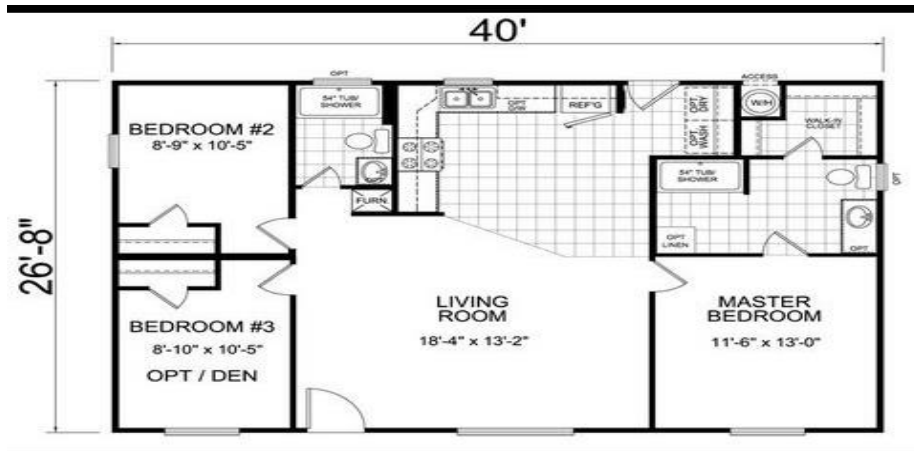


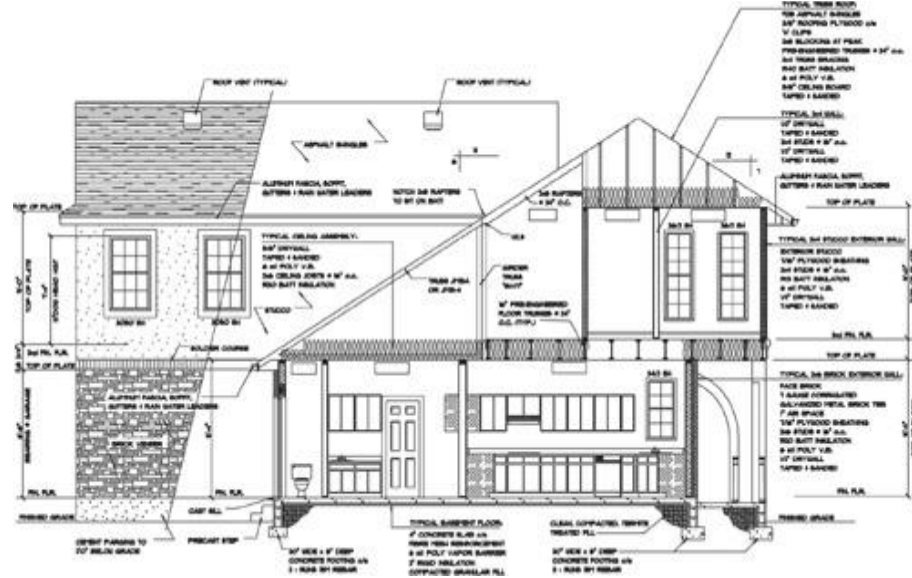
Figure 1. Plot plan showing property lines and location of house inside the boundaries.

- **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.





- **Structural Details-** Showing structural components, including footings, foundations, posts, and floor/roof constructions. Pre-engineered roof/floor layouts to be included with your application.
- **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.





MOUNTAINS OF OPPORTUNITY

CRANBROOK

Building Permit Application Guide

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

VariANCES

If the proposed construction does not entirely 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. Each application is considered separately and specific to the site limitations and may require consensus from your neighbours.

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.