



Residential Building Permit Guide

For the Electoral Areas of the Capital Region

The purpose of this booklet is to:

- advise you about the applicable regulations within the Capital Regional District Electoral Areas (Juan de Fuca, Salt Spring and Southern Gulf Islands) regarding construction, repairs, alterations or additions to residential buildings and structures;
- and assist you with the preparation of your building permit application.

This booklet is intended as a guide only and does not replace current bylaws and regulations. Complete copies of applicable CRD bylaws may be obtained from your local Building Inspection office (see page 3).

Design and construction of buildings and structures in the Capital Region Electoral Areas are governed by the following:

- British Columbia Building Code
- Current Capital Regional District Building Bylaw
- Current Capital Regional District Mobile Home Bylaw
- applicable CRD or Islands Trust zoning bylaws

July 2022

CRD

Making a difference...together

PLEASE NOTE:

The building owner is responsible for carrying out the work or having the work carried out in full accordance with the requirements of the British Columbia Building Code and other applicable regulations. Neither the granting of a building permit, nor the approval of the relevant drawings and specifications, nor inspections made by CRD Building Inspection shall in any way relieve the owner of such building from this responsibility.



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Building Permits

This section has been prepared to assist applicants in obtaining building permits for building projects carried out within the electoral areas of the Capital Regional District. It is intended that by following this guide, applicants can complete the building permit process in an efficient manner and avoid unnecessary delays and expense. Should you find that this guide does not answer your specific questions, or for information concerning commercial projects, please contact the Building Inspection office for your area as noted in this guidebook.



What work requires a building permit?

You will need a building permit when you wish to do the following:

- construct any new building
- construct a new accessory building
- construct or locate a temporary building
- make alterations, renovations or repairs to an existing building or structure
- complete a previously unfinished area in an existing building (e.g. a recreation room or bathroom)
- demolish or relocate a building or structure
- locate or relocate a manufactured home in a park or on a lot
- remodel or construct a deck
- construct a swimming pool
- install or alter plumbing within a structure or on a property
- connect to a sewer system, storm drain or water system
- install a new chimney or fireplace
- install a wood stove, fireplace insert or other wood burning appliance
- change the occupancy type of a building
- install an irrigation or sprinkler system

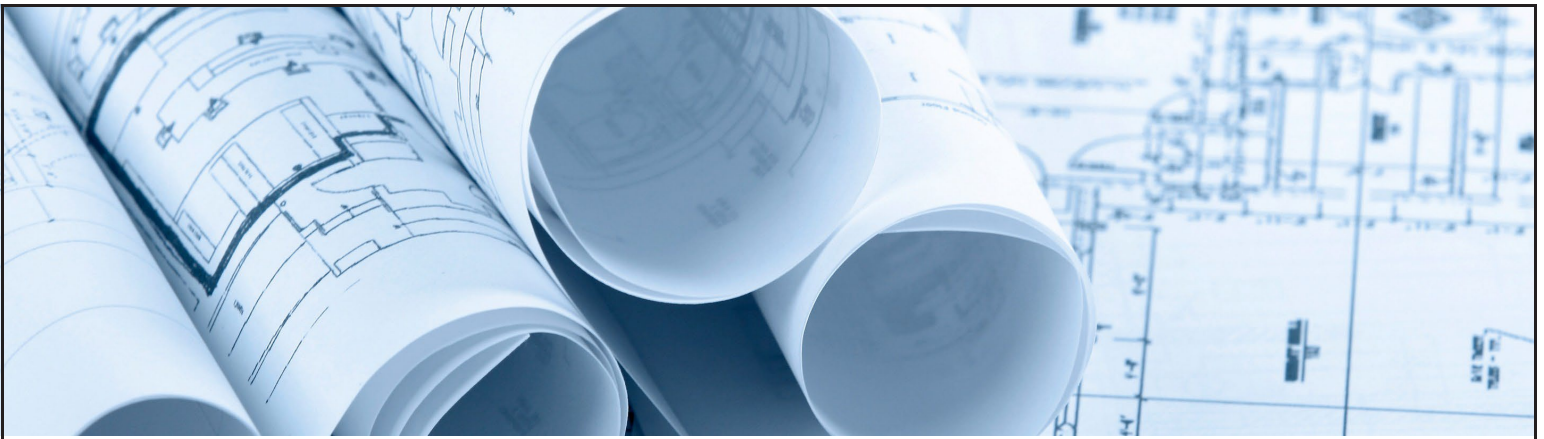
You may not start any stage of a project, including demolition or excavation, until a building permit has been obtained

What work does not require building permit?

Non-structural or minor modifications do not require a permit, including:

- installing cupboards
- painting
- roofing repairs or replacements (providing that no structural changes are made)
- landscaping or sidewalks
- fences
- constructing a storage shed less than 10 m² in size (e.g. pump- house) as long as it is sited correctly
- buildings or construction less than \$100 value

If you are unsure whether your project will require a building permit, call the Building Inspection office for your area as noted in this guidebook. Although the above work does not require a building permit, homeowners should ensure that the work conforms to the requirements of the BC Building Code, zoning bylaws and other applicable regulations.



How do I obtain a building permit?

Building permits are only issued when:

- your property is correctly zoned for your intended use
- your property is registered at the Land Title Office
- your property is accessible by an approved access
- your building plans conform to the building bylaw, zoning bylaw, the development permit or approved variances to the bylaw
- your application form is completed, all other requirements are met and permit fees are paid in full

For further information on obtaining a building permit, please visit the CRD website at www.crd.bc.ca

Where do I obtain a building permit?

Apply to the CRD Building Inspection office applicable to your property:

Galiano & Saturna Islands (including smaller surrounding islands) and **Malahat & Willis Point**

625 Fisgard Street, P.O. Box 1000
Victoria, BC V8W 2S6
Tel: 250.360.3230 Fax: 250.360.3232
Toll free: 1.866.475.1581
E-mail: binspection@crd.bc.ca
8:30 am to 4:30 pm, Monday to Friday

Pender & Mayne Islands (including smaller surrounding islands)

30 - 4605 Bedwell Harbour Road, P.O. Box 113
Pender Island, BC V0N 2M0
Tel: 250.629.3424
E-mail: bipender@crd.bc.ca
Office hours by appointment only

Salt Spring Island Electoral Area (including smaller surrounding islands)

206 - 118 Fulford-Ganges Road
Salt Spring Island, BC V8K 2S4
Tel: 250.537.2711 Fax: 250.537.9633
E-mail: bisaltspring@crd.bc.ca
8:30 am to 4:00 pm, Monday to Friday

Juan de Fuca Electoral Area (not including the District of Sooke)

3 - 7450 Butler Road
Sooke, BC V9Z 1N1
Tel: 250.642.8109 Fax: 250.642.5274
E-mail: bjjdf@crd.bc.ca
8:30 am to 12:30 pm, Monday to Friday



What drawings must I submit with my permit application?

In addition to an application form completed and signed by the property owner or representative, applicants must submit fully detailed sets of plans drawn to scale (**two sets**) with the following information depending on the type of work to be done:

Single Family Dwelling and Two Family Dwelling

- Site Plan
- Foundation Plan
- Flashing and Rainscreen Details
- Floor Plan
- Cross Section (showing all structural details and finishes)
- All Elevations (all sides of the buildings)

Attached Garage

- Site Plan
- Foundation Plan
- Floor Plan
- Cross Section (showing all structural details and finishes)
- All Elevations (all sides of the buildings)

Additions

- Site Plan
- Foundation Plan
- Floor Plan
- Cross Section (showing all structural details and finishes)
- Applicable Elevations
- Differentiation between new and existing construction

Detached Garage and Sheds

- Site Plan
- Foundation Plan
- Floor Plan
- Cross Section (showing all structural details and finishes)
- All Elevations (all sides of the buildings)
- Front and Side Elevation
- Structural Details

Carports

- Site Plan
- Foundation Plan
- Cross Section (showing all structural details and finishes)
- All Elevations (all sides of the buildings)

Finishing Basement

- Site Plan (when required)
- Floor Plan (existing and proposed)
- All Elevations (all sides of the buildings)

Applicants may draw the required plans themselves; however, if you have difficulty in this area you should seek the help of a qualified person. Plans must be drawn to scale, be clear and legible and indicate the nature and extent of the work. As a guide, please refer to the sample drawings provided in this guide for examples of typical plans (see Pages 11-16). Please consult with your Building Inspector.

It is the responsibility of the applicant, property owner or his agent to ascertain whether there are any restrictive covenants, easements or rights of way registered against the property. If an easement or right of way exists they must be identified on the site plan. If a covenant exists it must be disclosed and copies may be required. For more information, contact the Land Title office (see Page 17).



What other documentation may be required?

The following additional information may need to be submitted with your application. Please consult with your Building Inspector for the specific requirements of your project. **For a detailed Building Permit Application Checklist, see Pages 18-19.**

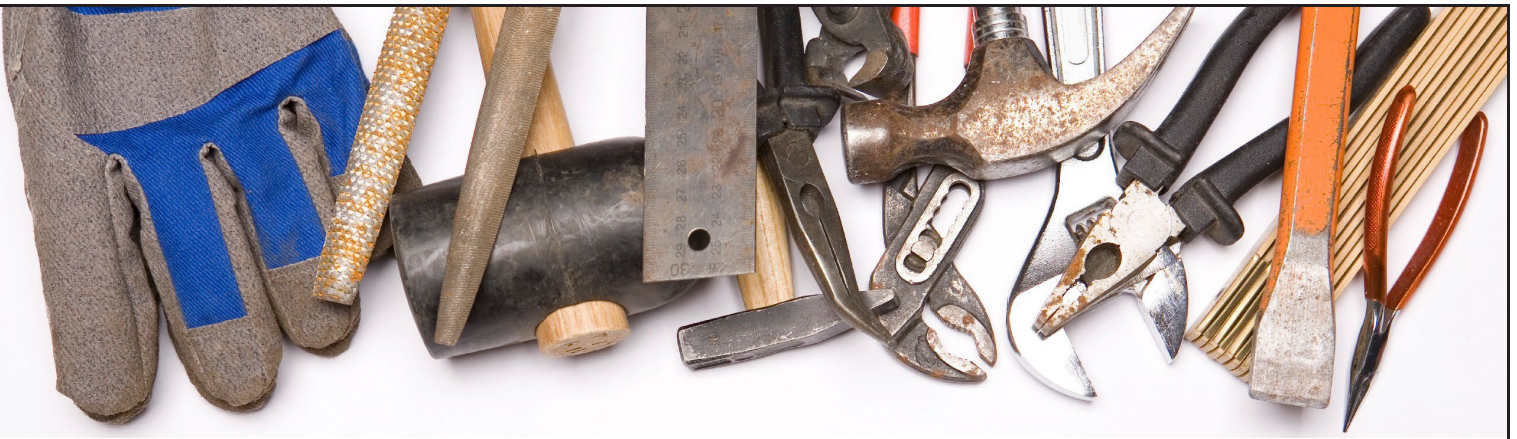
- Building permits related to strata lots: a copy of the company search advising of all registered owners of the strata, a letter from the Board of Directors approving the proposal and a site plan identifying all numbered building sites.
- A copy of the current Property Assessment Notice and Title Search.
- When a new home is being constructed, submit with your application the appropriate documents obtained from the Homeowner Protection office (see Page 17).
- A survey certificate will be required for new homes. Additions and accessory buildings may not require a survey if setbacks can be determined by other means.
- Include in your application to the Building Inspection department proof of filing a letter of certification for the sewerage system to Island Health. An occupancy certificate cannot be issued by the Building Inspector until a final letter of certification of the sewerage system has been issued from Island Health.
- You need a permit from the Building Inspection office when you install, modify or alter an oil burner or furnace or a wood-burning appliance. All stoves need to be installed according to applicable standards and manufacturer's instructions.
- You need evidence of access from the Ministry of Transportation and Infrastructure if your property borders a highway and you require a new driveway access (see Page 17).
- You must have an appropriate house number (address) obtained from the local fire department or from the appropriate CRD Building Inspection Office (see Page 17).
- You require verification of sufficient quality and quantity of potable drinking water on your property.

- When manufactured building products are used (e.g. trusses, engineered floor joists, beams), a certified plan showing engineered construction details is required.
- If, in the opinion of the Building Inspector, specialized technical knowledge is required to ensure that the proposed work will be structurally sound or comply with the Building Code, it will be necessary that an architect or professional engineer prepare drawings, specifications or reports.
- You need an electrical permit to install or alter electrical wiring within and coming into a building (see Page 17).
- You need a gas permit to install or alter gas services to a property (see Page 17)

How long does it take to process my building permit?

Your application will be reviewed to ensure that the proposed work complies with the building code and zoning bylaws, and that all collateral approvals from applicable agencies have been received (e.g., Homeowner Protection office). For current turnaround times, contact your Building Inspection (see Page 3) and **ensure you submit a complete building permit application**, which includes land use and zoning approval, approved septic/sewer, complete Architectural and Engineering schedules and a Work Safe BC Hazard Assessment (when required).

You must not start work until after the building permit is issued.



What will my building permit cost?

Building permit fees are based on the total value of the work proposed. A schedule of the fee calculation is available from your Building Inspection office (see Page 3). The schedule describes the formula used to assess the value of the work, and fees for chimneys, stoves, water/septic connections and installation of plumbing fixtures.

A plan processing fee is also required when you submit your application. The fee will be:

- \$100 when construction value is less than \$50,000
- \$200 when construction value is between \$50,000 & \$200,000
- \$300 when construction value is greater than \$200,00

The plan processing fee is non-refundable and shall be credited against the building permit fee when the permit is issued.

Please consult with your Building Inspector for the specific fees for your permit.

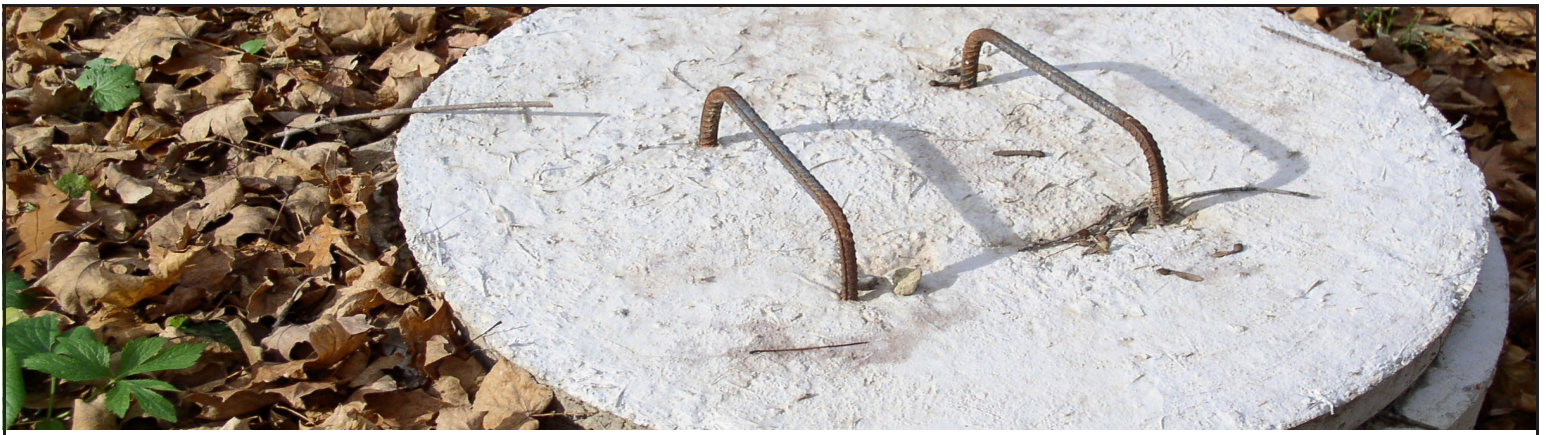
What happens when my building permit is approved?

When your permit is approved, you will be contacted to pay the remaining fee. A building permit package will be mailed to you. This package contains the signed building permit, a set of plans (stamped by the CRD), a sign to be posted on site and a list of required inspections.



Construction & Inspection

This section has been prepared to assist applicants in preparing for construction and inspection for building projects carried out within the Electoral Areas of the Capital Region. Should you find that this guide does not answer your specific question, or for information concerning commercial projects, please contact the Building Inspection office for your area as noted in this guidebook.



What inspections are required?

Site Inspection – To be carried out by the Building Inspector before issuing the permit to check for geotechnical hazards and access .

Footing and Form Inspection - On completion of form work, prior to placing of concrete.

Foundation Drains Inspection – When foundation is damp-proofed and drain tile is completed including drain rock.

Dampproofing Floors on Grade – Before pouring slab on grade floor, an inspection of under slab, plumbing, vapour barrier and insulation is required. A ground seal is required in crawl space areas. This can be either two inches of concrete or vapour barrier protected by a clean granular fill of four inches. Crawl space must be protected by a floor drain connected to perimeter drainage system. All ground seals must be located higher than the top of the drain tile.

BC Land Survey - Location of the building to be certified by a BC Land Surveyor and submitted to the building inspector for approval.

Frame Inspection - When framing is completed and prior to application of insulation and exterior cladding. All interior work that may alter the quality of the framing such as plumbing, electrical and duct work must be completed before requesting the frame inspection.

Plumbing Inspection - A rough plumbing inspection is required when all drains, vents and water piping are completed with an appropriate test applied.

Sanitary Sewer Connection – When all piping is installed to the septic tank or municipal sewage system with the appropriate test applied.

Water Service Inspection – When the water service piping is installed and connected to the supply.

Insulation and Vapour Barrier – When all thermal insulation and vapour barriers are completed and prior to the application of the interior wall finish.

Chimney Inspection - One inspection is required at the first flue liner above a fireplace throat and another is required when the chimney is completed.

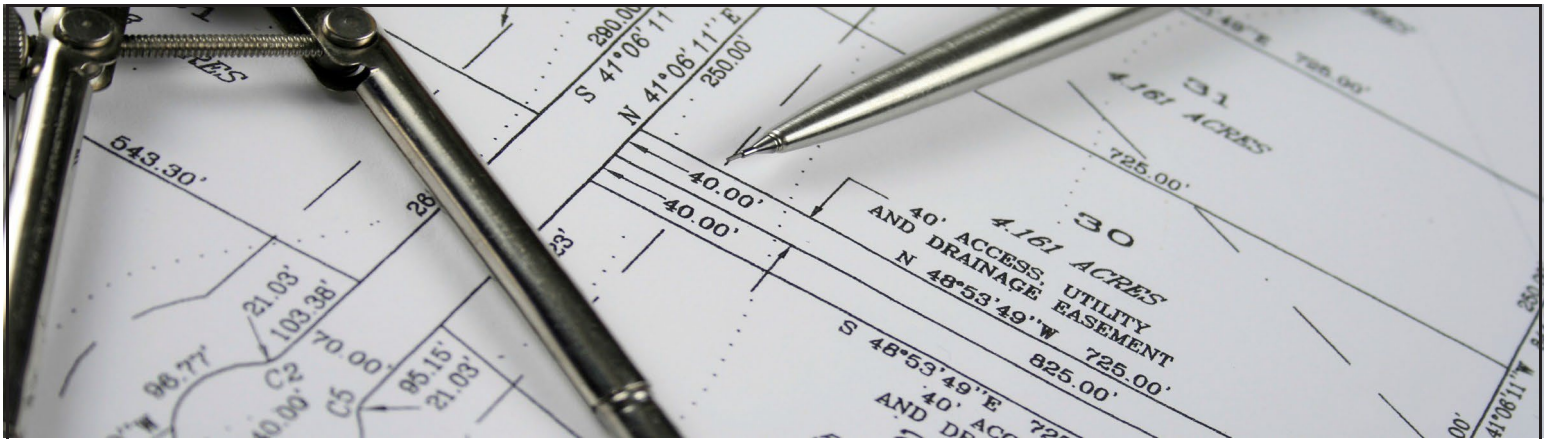
Wood Burning Appliance Inspection – When the appliance is installed into an approved chimney flue. Ensure the chimney has been approved to accept a wood burning appliance prior to installation.

Lath and Stucco - An inspection is required after the lath is completed and prior to the application of the stucco. Inspections are also required after the application of each coat of stucco.

Final Plumbing Inspection – When the appropriate inspections listed above have been approved and all plumbing fixtures have been installed.

Final Inspection - When all construction is completed and prior to occupancy of any portion of the structure. A Certificate of Occupancy must be applied for and obtained prior to the occupancy of the building. The Building Inspection division will not issue a Certificate of Occupancy if deficiencies are recorded in the structure by other inspection authorities.

Remember that electrical, gas and sewage disposal work require separate permits and inspections. Contact the appropriate agency listed on Page 17 of this guidebook.



How do I obtain inspections?

A telephone call to the appropriate Building Inspection office is required to request an inspection. It is the responsibility of the owner to ensure that the required inspections are requested. Please note that as inspections are not conducted every day in all areas, you are advised to contact your Building Inspector in advance to discuss your proposed schedule. When calling for an inspection please have the following information available:

- contact name and telephone number
- address of construction
- type of inspection requested
- permit number
- day inspection is requested

In order to avoid unnecessary delays, inspection rejections and payment of re-inspection fees, please ensure that:

- All work to be inspected is completed and ready for inspection.
- The approved construction drawings are available on site for all inspections.
- The Building Inspector is able to obtain reasonable access to the building for inspection. If the building is occupied, please ensure someone is on the premises at the time of the inspection.
- Construction work does not proceed beyond the stages indicated for each inspection without prior written approval from the Building Inspector.
- **Occupancy of the building does not occur prior to the issuance of a Certificate of Occupancy¹ or Conditional Certificate of Occupancy².**

Please note that under Section 700 of the Local Government Act, the CRD Board may authorize building officials to register a Notice on Title for properties where work has not been inspected satisfactorily during construction (e.g. inspections not called for or carried out and work has been covered).

Guidelines for building permit application drawings.

The following examples of drawings are for guidance only and should not be reproduced for building permit applications. The extent of the work that you propose may require more or less information than is shown on these examples. You are advised to contact your Building Inspector early in the process if you are not familiar with preparing construction drawings and wish to produce them yourself. Drawings may be submitted in either metric or imperial units. **Two sets of drawings are required for all areas.** All drawings must be clear and legible. Mirror image drawings will not be acceptable. Except for the site plans, single line drawings are not acceptable.

Drawings must be drawn to scale. The following scales are recommended:

	Metric	Imperial
Site Plan	1:200	1/16" = 1'
Floor and Foundation Plans	1:50	1/4" = 1'
Elevation Plans	1:100	1/8" = 1'
Section Plans	1:25	1/2" = 1'

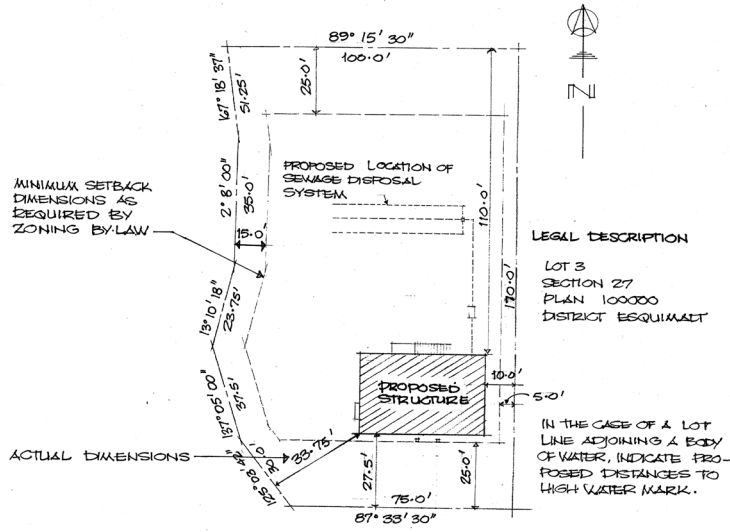
¹ Issued by the Building Inspector - stating the building or structure is substantially complete and suitable for occupancy - if satisfied, after a final inspection, that the building is fit for occupancy. The certificate shall list those inspections which were not carried out and shall state that the certificate does not imply approval of such stages of construction. ² Partial or emergency occupancy approval made by application to the Building Inspector.



Sample Drawings

On the following pages, you will find a sampling of drawings for your reference. Should you require any further information, please visit www.crd.bc.ca

Site Plan



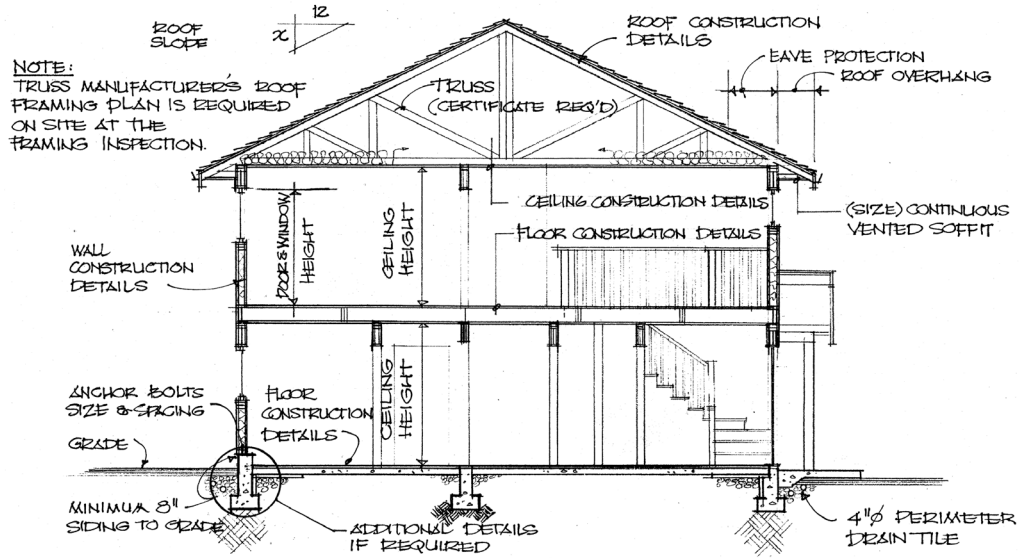
Existing established datum at or adjacent to the site and geotechnical elevation of the underside of the floor system of the building or structure when required.

ROAD

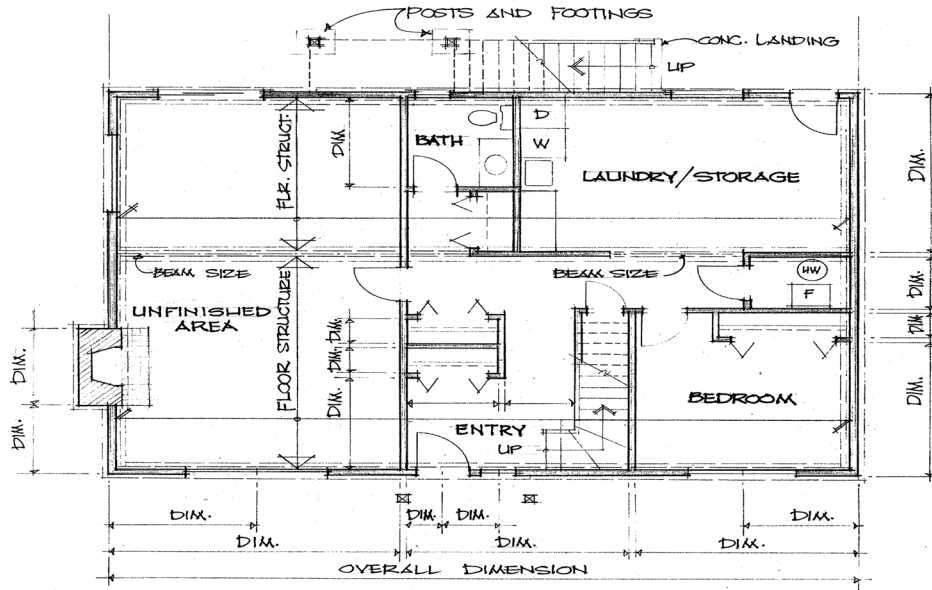
ADDRESS:
 FOR:

ALL SITE PLANS MUST SHOW ALL BUILDINGS (EXISTING AND PROPOSED) AND ALL SETBACKS FROM PROPERTY LINES.

Cross Section



Lower Floor



FOUNDATION / LOWER FLOOR PLAN.

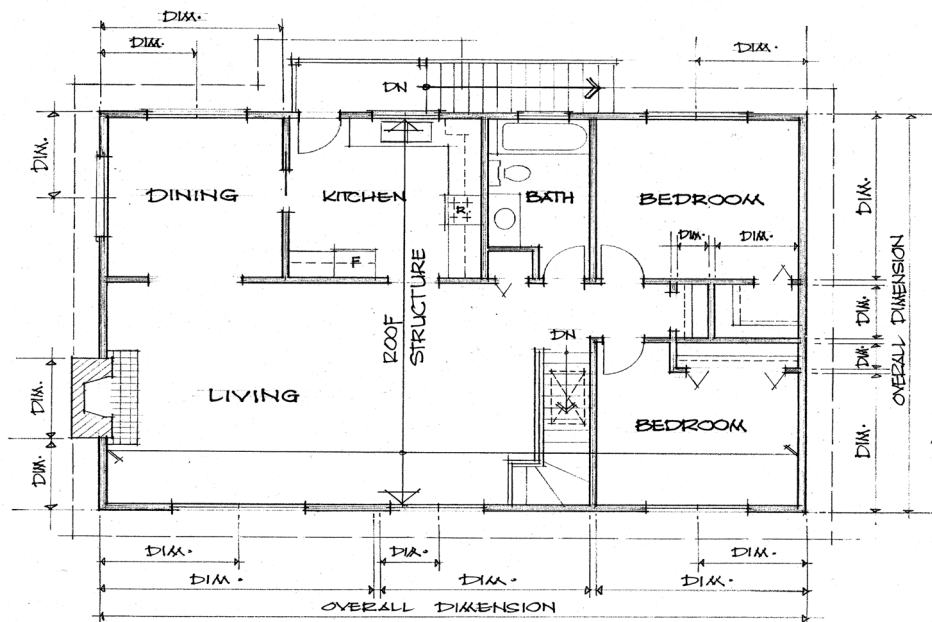
SCALE 1:50 (1/4" = 1'-0")

AREA: _____

SHOW: (TYPICAL ALL FLOORS)

- ROOM USES
- LOCATION OF PLUMBING FIXTURES, & APPLIANCES, FIRE-PLACES AND HEATING SYSTEM.
- LOCATION & SIZE OF WINDOWS AND DOORS, INCLUDING DOOR SWINGS
- AREA EACH FLOOR
- FRAMING OF FLOOR/CEILING OVER INCLUDING JOIST AND BEAM SIZES.

Upper Floor

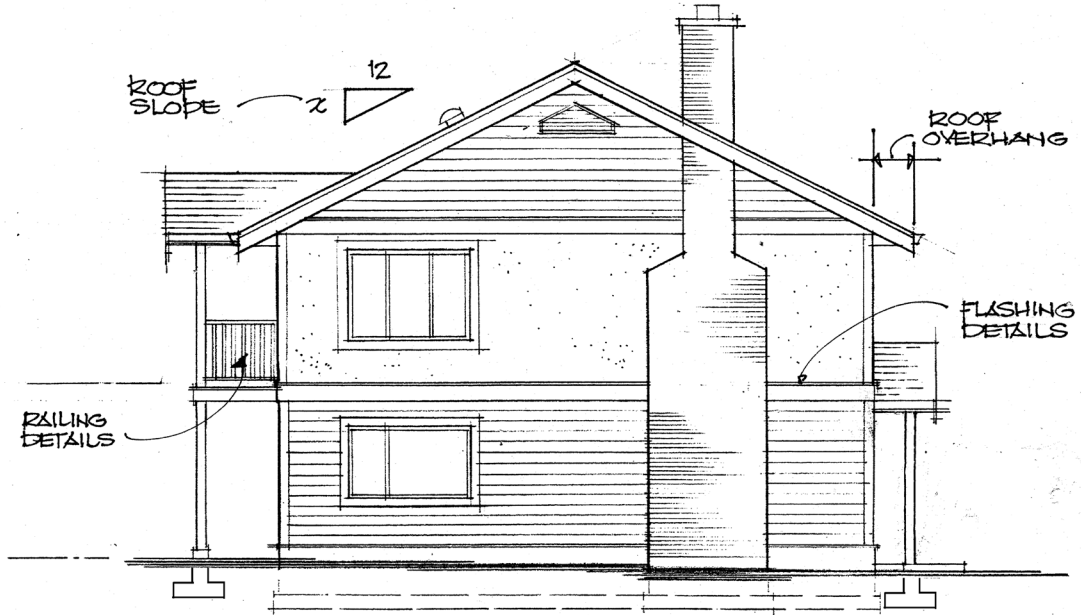


UPPER FLOOR PLAN.

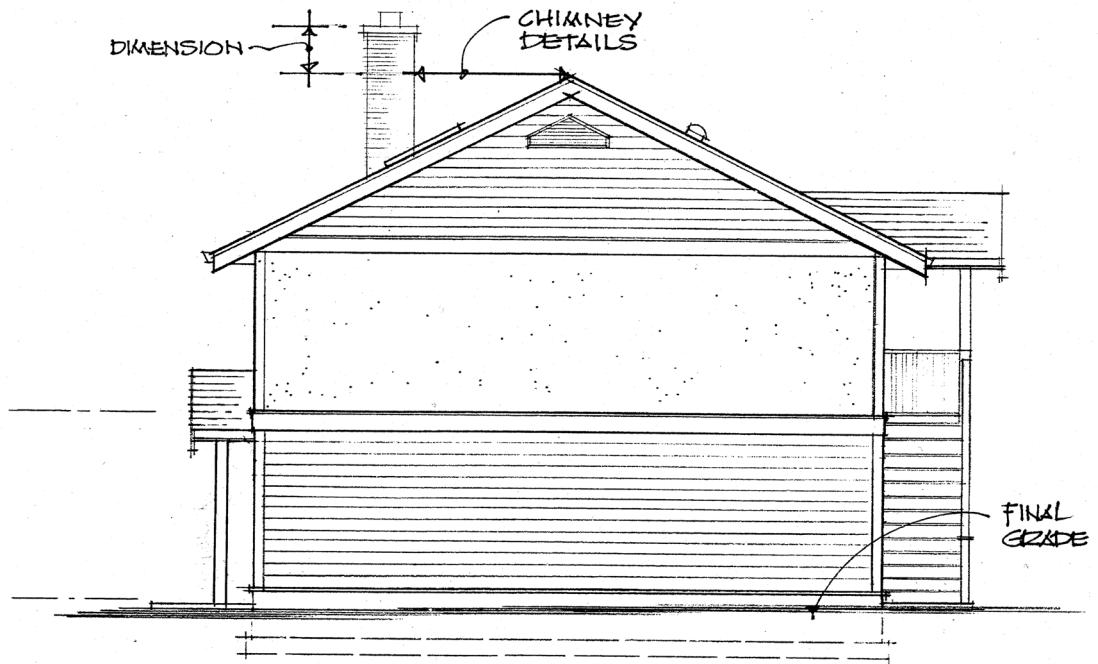
SCALE 1:50 (1/4" = 1'-0")

AREA: _____

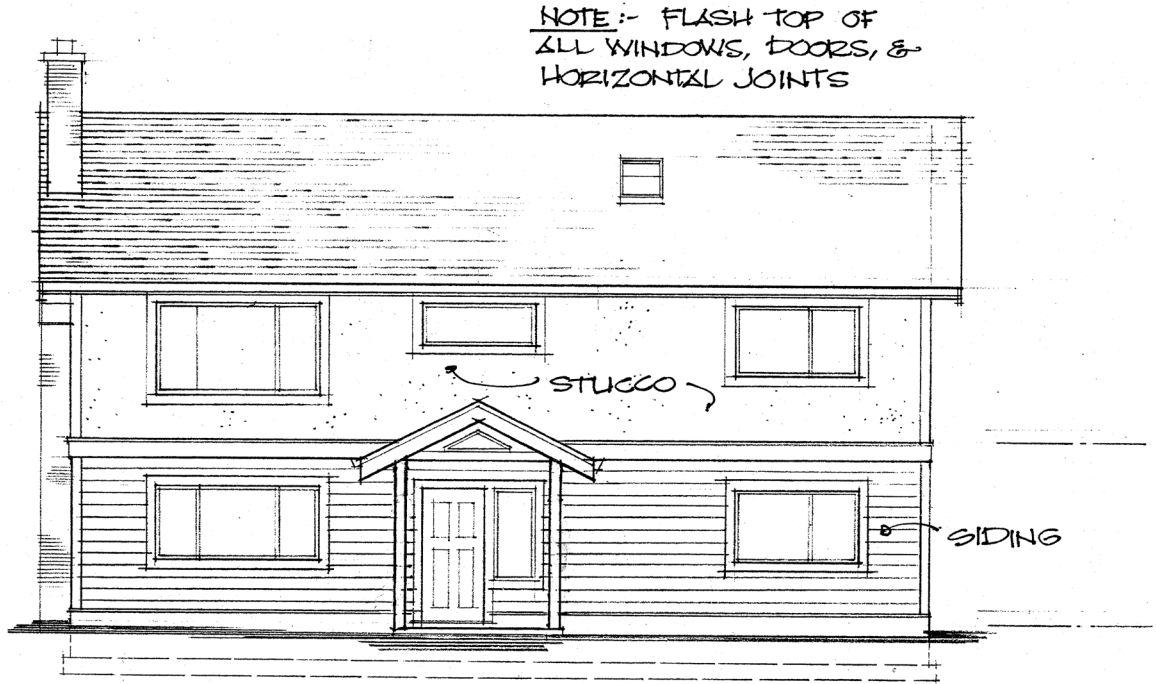
Side Elevation



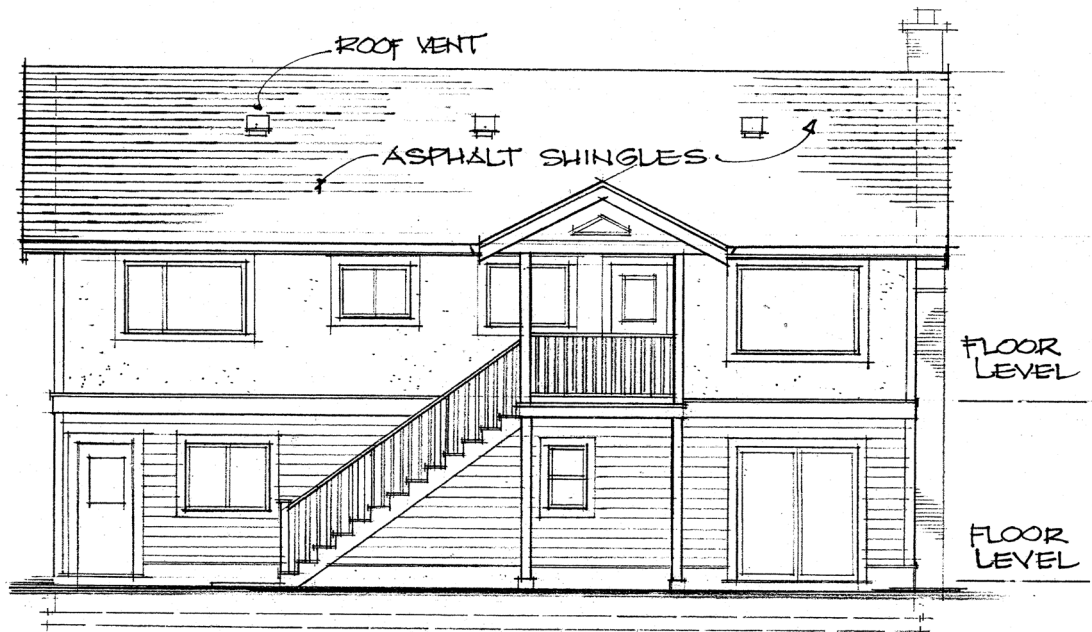
Side Elevation



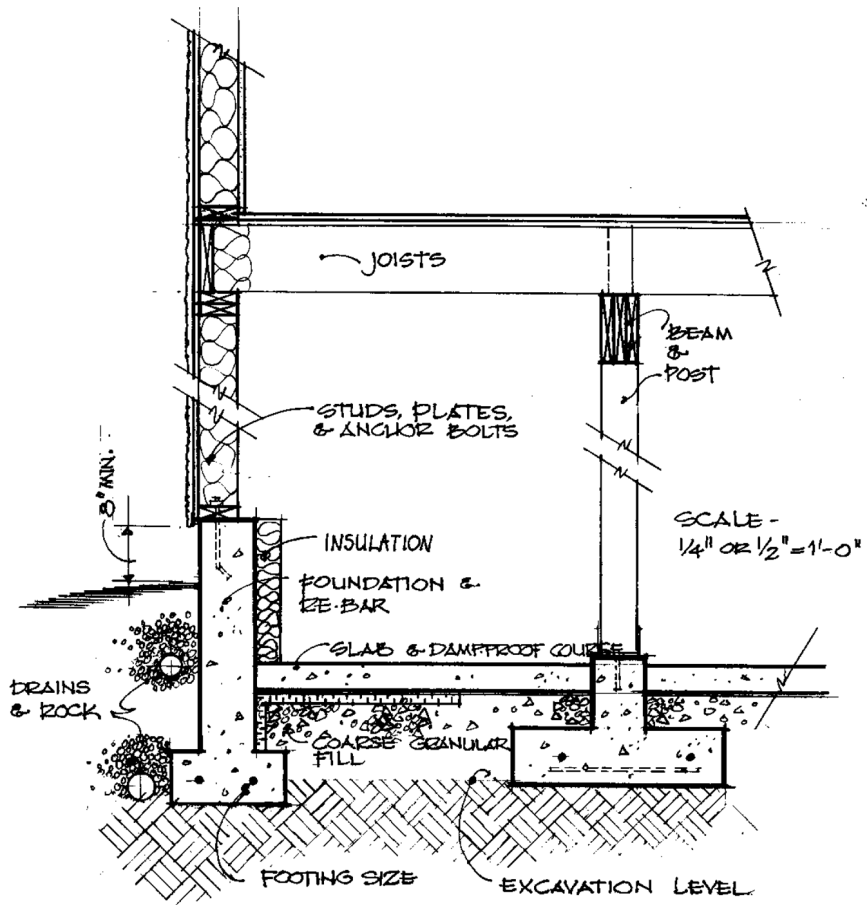
Front Elevation



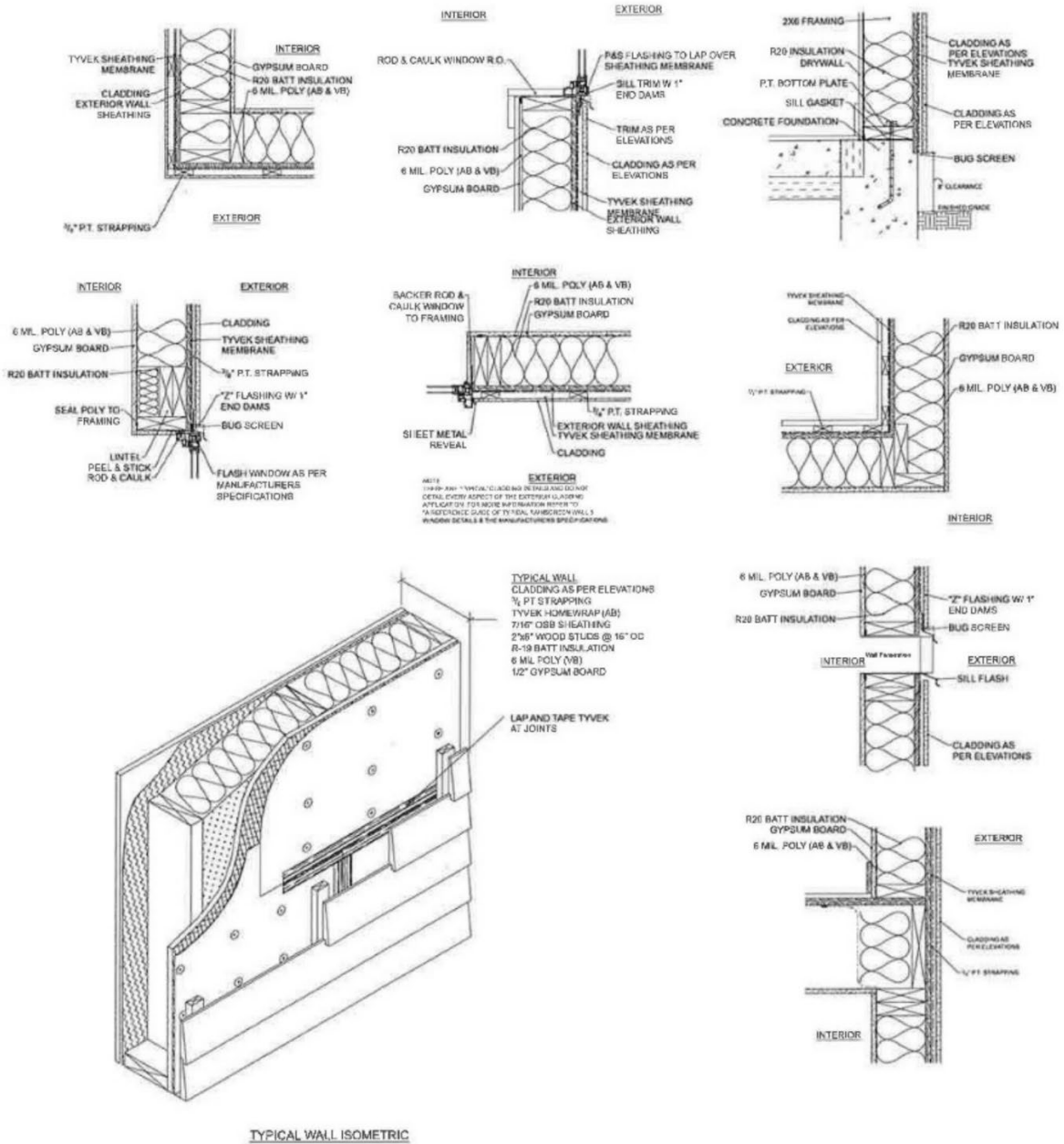
Rear Elevation



Footing Detail



Cladding Detail





Contact Information

Licensing & Consumer Services

(Formerly Homeowner Protection Office)

Branch of BC Housing

203 - 4555 Kingsway, Burnaby, BC V5H 4T8

Tel: 604.646.7050 Fax: 604.646.7051 Toll free: 1.800.407.7757

E-mail: licensinginfo@bchousing.org

www.bchousing.org/licensing-consumer-services

Electrical and Gas Permits

Technical Safety BC

310 - 771 Vernon Avenue, Victoria, BC V8X 5A7

Toll free: 1.866.566.7233

www.safetyauthority.ca

New Home Street Address

For Southern Gulf Islands except Pender and Salt Spring

Islands: Contact your local Fire Department. Consult telephone directory Blue Pages for the office nearest you.

For Pender Island Building Inspection Office:

Tel: 250.629.3424 E-mail: bipender@crd.bc.ca

For Salt Spring Island Building Inspection Office:

Tel: 250.537.2711 E-mail: bisaltspring@crd.bc.ca

For Juan de Fuca Building Inspection Office:

Tel: 250.642.8109 E-mail: bjjdf@crd.bc.ca

Evidence of Access Permits, Culverts, Bridges and Roads

Ministry of Transportation and Infrastructure

240 - 4460 Chatterton Way, Victoria, BC V8X 5J2

Tel: 250.952.4515 or 250.387.6121 Fax: 250.952.4508

Toll free 1.800.663.7867 (Enquiry BC)

www.gov.bc.ca/tran

Property Registration, Easements, Right-of-Ways, Restrictive Covenants or Title Searches

Land Title and Survey Authority of BC

200 - 1321 Blanshard Street, Victoria, BC V8W 9J3

Tel: 250.387.6331 Fax: 250.356.6060

Toll free 1.877.577.5872

www.ltsa.ca or contact your local Government Access Centre

Sewage Disposal Certification to be filed with:

Island Health

Health Protection & Environmental Services

201 - 771 Vernon Avenue, Victoria, BC V8X 5A7

Tel: 250.519.3401 Fax: 250.519.3402

Land Use, Planning and Zoning

For Southern Gulf Islands and Salt Spring Island: Contact the Islands Trust office nearest you.

Islands Trust Victoria Office

200 - 1627 Fort Street, Victoria, BC V8R 1H8

Tel: 250.405.5151 Fax: 250.405.5155

Toll free: 1.800.663.7867 (Enquiry BC)

E-mail: southinfo@islandstrust.bc.ca

www.islandstrust.bc.ca

Islands Trust Salt Spring Island Office

1 - 500 Lower Ganges Road, Salt Spring Island, BC V8K 2N8

Tel: 250.537.9144 Fax: 250.537.9116

E-mail: ssiinfo@islandstrust.bc.ca

For Juan de Fuca Electoral Area: Contact:

JDF Community Planning

3 - 7450 Butler Road, Sooke, BC V9Z 1N1

Tel: 250.642.8100 Fax: 250.642.5274

E-mail: jdfinfo@crd.bc.ca

INFORMATION TO BE SUBMITTED WITH A BUILDING PERMIT APPLICATION

Click [links](#) below or go to crd.bc.ca/service/building-permits-inspections for relevant forms and information.

- Completed Application Form** (check all that apply):
 - [Building Permit](#)
 - [Chimney Permit](#)
 - [Plumbing Permit](#)
- Plan Processing Fee** to be submitted at time of application: Construction Value = _____
 - \$ 100 (construction value less than \$50,000)
 - \$ 200 (construction value between \$50,000 & \$200,000)
 - \$ 300 (construction value greater than \$200,000)

This fee is non-refundable and shall be credited against the building permit fee when the permit is issued.
- Planning Approval** (*see next page for details*).
- Two copies of the Site Plan and a PDF*** drawn to scale showing: dimensions of property, location of septic tank and disposal field, location of well, location of proposed building, ground elevations, location of all existing buildings and distances to property lines, details of site drainage (*see bottom of next page for email addresses*).
- Two sets of full-sized detailed Construction Drawings and a PDF*** showing: foundation plan (fully dimensioned), floor plan of each level (fully dimensioned), elevations of all sides of the building, proposed and/or existing uses of all rooms on floor plans, overall cross sections with structural details (*see bottom of next page for email addresses*).
- Written authorization** using the [Appointment of an Authorized Agent](#) form if an owner is giving an applicant permission to act on their behalf. If there is more than one legal owner, all owners must sign.
- Copy of a current **Title Search** dated within 30 days of application. See [LTSA](#) or check here to order for \$25.
- Copies of any non-financial charges on Title (e.g. **Easements, Covenants, Rights-of-Way**).
- Copy of current [Property Assessment Notice \(Tax Notice\)](#).
- New Home Registration Form** from [BC Housing](#) with proof of Home Warranty Insurance or Notarized Owner Builder Declaration and Disclosure Notice. If not applicable, a letter/email from BC Housing stating it is not required.
- Valid Sewage Disposal Permit:**
 - Application (include copy of [Island Health](#) filing)
 - For **Addition to Single Family Dwelling:** Assessment of sewage disposal system by registered professional.
- Proof of potable water supply:**
 - Well log
 - Rainwater Harvesting (requires mechanical engineering design)
 - Water test results (for coliform and minerals)
 - Approval letter from applicable Water District

For Salt Spring Island applicants needing assistance, contact [North Salt Spring Waterworks District](#).
- Plumbing:** Plumber's Name _____ and Trade Certification Number _____
If installed by the homeowner, **isometric drawings** are required.
- Confirmation from the [Archaeology Branch](#) of the Ministry of Forests, Lands, Natural Resource Operations and Rural Development that **the property is not in an archaeological sensitive area**. Contact 250.953.3334.
- Engineering Requirements*** (if applicable):
 - [Mechanical](#)
 - [Geotechnical](#)
 - [Structural](#)

*Ensure Schedules and Drawings are sealed originals.

PLANNING APPROVAL

Zoning and development permit confirmation is **required for all new:**

- Single Family Dwellings
- Accessory Buildings
- Garages
- Decks
- Additions/renovations that change the footprint of the building
- Change of occupancy to/from a house to/from an accessory building

For **Juan de Fuca, Malahat & Willis Point**

Contact JdF Community Planning **PRIOR** to applying for a building permit for information about land use, zoning and development areas.

Email: jdinfo@crd.bc.ca, Phone: 250.642.8100, #3-7450 Butler Road, Sooke, BC, V9Z 1N1

For **Southern Gulf Islands & Salt Spring Island**

Contact Islands Trust **PRIOR** to applying for a building permit. Building permit applications **MUST INCLUDE** a [Building Permit Review Response Form](#) confirming that the Site Plan and Construction Drawings (including elevation) comply with land use bylaws and development permit areas. Plans and drawings submitted to Islands Trust and the CRD must be identical. For zoning and development area assistance, contact Islands Trust. The Building permit review form is available online www.islandstrust.bc.ca and can be submitted via email to:

Southern Gulf Islands

Email: southinfo@islandstrust.bc.ca, Phone: 250.405.5151, #200-1627 Fort Street, Victoria, BC, V8R 1H8

Salt Spring Island

Email: ssiinfo@islandstrust.bc.ca, Phone: 250.537.9144, #1-500 Lower Ganges Road, Salt Spring Island, BC, V8K 2N8

ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED BY THE BUILDING INSPECTOR

- Verification of street address AND access to property by fire and emergency vehicles from appropriate Fire Department or Building Inspection office. New dwellings without addresses apply with the [Address Request Form](#).
- Building permits related to **strata lots**: Copy of the company search advising all registered owners of the strata, and a letter from the Board of Directors approving the proposal and a site plan identifying all numbered building sites.
- When on **major highways or numbered routes**: Evidence of access approval from the Ministry of Transportation. This can be in the format of a note documenting your conversation. For assistance contact 250.952.4515.
- For **hazard assessment** details regarding structures built prior to 1990 contact [WorkSafeBC](#) at 1.888.621.7233.
- Floor, beam and roof truss layout with factored point loads only if using engineered products (i.e. pre-manufactured trusses or engineered lumber products).
- Ventilation Checklists:
 - [Forced Air Systems](#)
 - [HRV Systems](#)
 - [Distributed CRV Systems](#)
 - [Exhaust Fan & Passive Inlets](#)

CONTACT INFORMATION

SGI, Malahat & Willis Point

625 Fisgard Street
 PO Box 1000
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