



Building Permit Application Drawing Requirements

Development Services staff cannot process your building permit application without the following drawings *(Please check with our staff if some of these do not apply to your project)*

SITE PLAN

Drawn accurately to a minimum scale of 1:100 or 1/8" = 1'0"

- North Arrow
- Property Address
- Legal Description
- Property lines of entire lot
- Setbacks to property lines
- Easements on property
- Existing and/or proposed service locations
- Driveway location and grade
- Elevations of property corners
- All existing and proposed buildings

ELEVATION PLANS of all four sides

Drawn accurately to a minimum scale of 1:50 or 1/4" = 1'0"

- Roof overhang on all sides
- Projections on all sides
- Existing grade on all sides
- Finished grade on all sides
- First floor elevation of all floors
- Roof peak elevation
- Roof pitch
- Finish detail and exterior material

FLOOR PLANS of all floors

Drawn accurately to a minimum scale of 1:50 or 1/4" = 1'0"

- Outside dimensions
- Inside floor dimensions
- Beam sizes and locations
- Rafter size and layout
- Truss layout
- Roof peak elevation
- Roof pitch
- Finish detail and exterior material
- Door and window sizes
- Spatial separation calculations

CONSTRUCTION DETAILS

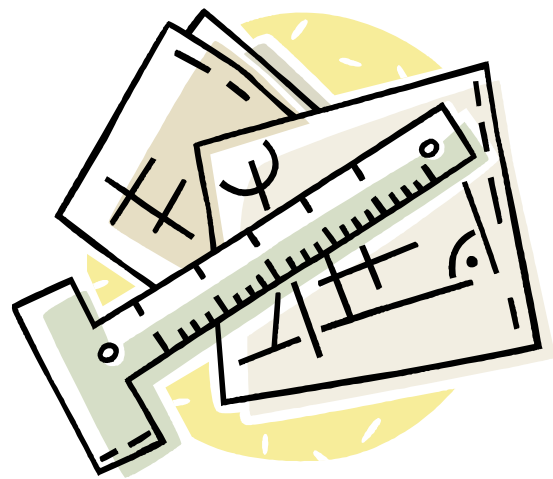
Drawn accurately to a minimum scale of 1:50 or 1/4" = 1'0"

- Footing, including depth and perimeter drains
- Foundation including damp proofing, ventilation and insulation
- Wall including insulation
- Floor/slab including underslab preparation
- Ceiling including insulation
- Roof including insulation, ventilation and drainage
- Stair dimensions including headroom
- Mechanical drawings
- Plumbing drawings including in-floor systems
- Fire Suppression System drawings including sprinklers

FRAMING SYSTEMS

Drawn accurately to a minimum scale of 1:50 or 1/4" = 1'0"

- Manufactured beams and lintels
- Manufactured roof trusses
- Manufactured floor systems
- All systems stamped by Professional Engineer



It is much easier and cheaper to change paper and pencil than change construction



Are you Building?



This guide has been prepared to assist you in understanding the complex regulations and requirements that apply when making an application for a residential building permit.

New construction within the District of Summerland requires a building permit. This is to ensure all new construction meets the minimum requirements of the BC Building Code. Building permits also help to ensure your construction project meets all the requirements **BEFORE** you start construction. This can save time and money through the construction process..

YOU WILL NEED A BUILDING PERMIT IF YOU WISH TO:

- CONSTRUCT A BUILDING OVER 100ft² IN SIZE
- INSTALL A SWIMMING POOL
- PLACE OR MOVE A MOBILE HOME
- REPAIR A DAMAGED BUILDING
- MAKE ALTERATIONS TO AN EXISTING BUILDING

There are things you should know when planning your project

- ◆ Check the Planning Department for the zoning to ensure your use is permitted.
- ◆ Check the required setbacks from property lines in your zone.
- ◆ Check to make sure the size of your building is permitted.
- ◆ Check your property title for easements or Rights-of-Way that may affect your property.
- ◆ Check with the Engineering Dept for location of services (water, sewer, etc.)

Development Services Dept (250) 494-1373

Residential Building Permits

Residential Building Permits



Residential Building Permits

Application forms are available at the Development Services Department, Municipal Office or on our website at www.summerland.ca

Problems that can occur:

BUILDING SCHEME

A building scheme registered on the title of your property may require the approval of your proposed design by a third party.

RESTRICTIVE COVENANT

A covenant registered on your property title may stipulate certain construction requirements or even restrict a use.

EASEMENT OR RIGHT-OF-WAY

The proposed siting of your building may conflict with a registered easement or Right-of-Way.

RED ZONE

The District of Summerland has areas designated as the "Red Zone" due to soil stability issues. Proposals in this area will require site specific geotechnical investigation prior to the issuance of any building permits.

AGRICULTURAL LAND RESERVE (ALR)

Many agricultural properties are located within the Provincial Agricultural Land Reserve (ALR). This reserve area is intended to protect farmland and may limit what you may build, or how you may use your property.

Application requirements:



If you do not follow these submission requirements your application may not be accepted or may take many weeks to process.

The time it takes to process your building permit is directly related to the quality of your application. See page 4 for drawing requirements. The more complete an application is...the more quickly it can be processed.

If you follow the submission requirements in this guide, your building permit can be processed as quickly as one week.

1 Building Permit Cover Sheet. This document serves as a checklist to help you make sure you have submitted all the information required for us to issue your permit.

2 Homeowner Protection Office documents. These documents are required by the HPO organization and no permit can be issued without them. This ensures that your builder will warranty your construction.

3 2 Complete Sets of Plans drawn to scale. Site plans are to be 1/8" = 1'0" and building plans are to be 1/4" = 1'0". The equivalent metric scales are also acceptable. You may submit one pdf digital set of drawings. Digital drawings must also be to the scales described above.

4 Agency Agreement. This document is required if the applicant is not the property owner. The Agency Agreement must be signed by the property owner. This process protects you from unauthorized enquiries regarding your property

5 Truss Layout from a truss manufacturer as well as manufactured floor joist and engineered beam layouts (if used) with all point loads identified. Individual truss and beam designs must be stamped by a Professional Engineer.

6 Current Property Title along with copies of any land related charges on the title. This ensures there are no encumbrances that may prohibit your project.

7 Location of Driveway indicating the proposed driveway grade. This ensures your home is accessible to emergency vehicles.

Permit Issuance



Our office will phone you when your Building Permit is ready for issuance. You will be required to pay for your permit prior to receiving it. You will be required to speak to a Building Inspector when you pick up your building permit.

BUILDING PERMIT FEES

(Non-Engineered):

\$100.00 for the first \$1,000 of building costs. Plus \$10.00 per thousand thereafter.

(Engineered):

\$100.00 for the first \$1,000 of building costs. Plus \$9.00 per thousand thereafter.

Required Inspections

Building inspection is required throughout the construction process. Inspection is part of the service your building permit fees pay for. The following inspections are required prior to backfilling or covering at each stage of construction.



- ◆ **Site and Footings** -after forming but prior to pouring concrete
- ◆ **Slab** -after under slab plumbing, after vapor barrier and wire but prior to pouring concrete
- ◆ **Foundation Walls** -after forming and rebar but prior to pouring concrete
- ◆ **Backfilling** -after floor joists, perimeter draining and thermal insulation
- ◆ **Framing** -after all framework is complete including sheathing, bracing, fire stops and windows, but before roofing starts
- ◆ **Roofing** -after the first 3 rows of roofing are in place and all chimney flashing is secured
- ◆ **Plumbing** -after piping and venting is secured, water line is connected and pressure tested and before drains, sanitary and water services are covered. At this time we will be looking for copies of your gas permits from the BC Safety Authority (if applicable)
- ◆ **Insulation** -after all insulation is in place and the vapor barrier has been secured to prior to placing any wall or ceiling cover
- ◆ **Final** -after the structure has been completely finished including all handrails and all previous inspections have been completed.

Note: Applicants must give 24 hour notice prior to inspection