

OWNER / BUILDING PERMIT GUIDELINES

(Part 9 & Residential Permits Only)

DO YOU NEED A BUILDING PERMIT?

- **Building Permits ARE Required:**

1. To erect a new building or structure including garages, decks, swimming pools, and modular/mobile homes.
2. To demolish, repair, alter, add to, or move an existing building or structure.
3. Change of occupancy of existing buildings and structures.
4. For installing wood/pellet burning appliances or to construct a fireplace.
5. For repairs which change or affect the structural integrity of a building or structure.
6. Retaining structures that are part of a building or structure that supports an Occupancy.

- **Building Permits Are NOT Required For:**

1. Fences, sidewalks, planters, and driveways.
2. Painting, decorating and laying carpet or laminate flooring.
3. Cabinet work.
4. Repairs using similar or same materials for the **purpose of maintenance** and which do not affect any mechanical work.
5. Accessory buildings (garden shed, etc.) not greater than 10m² (107 sq. ft.) in area that conform to zoning regulations.

WHERE TO APPLY FOR A BUILDING / PLUMBING PERMIT

City of Terrace, Development Services

5003 Graham Avenue, Terrace, B.C. V8G 1B3

Tel: (250) 615-4000

Email: lfrancisco@terrace.ca

Email: nbrooks@terrace.ca

Email: building.licensing@terrace.ca

WHAT TO BRING

1. Two sets of plans; and
2. Call the Building Inspection Department at 250-615-4000 for all other appointments

DO I NEED AN ARCHITECT'S OR ENGINEER'S SEAL?

This will depend on the scope, complexity and type of proposed work. Please call the Building Inspection Department at 250-615-4000 for detailed requirements.

PERMIT FEES (The estimated value of construction shall be established by the Building Official)

\$30.00 non-refundable application fee for projects with a value under \$5,000

\$50.00 non-refundable application fee for projects with a value over \$5,000

\$8.00 per \$1,000 of construction value

\$1.00 per \$1,000 of construction value for plan reviews

\$350.00 refundable administration fee where the value of construction exceeds \$10,000

(Note: This fee will only be refunded upon an Approved Occupancy Inspection by a City Building Official and where the project is completed within 2 years of the Permit issue date.)

INFORMATION TO BE PROVIDED ON PLANS

Ensure sufficient information is shown on building plans to determine compliance with Bylaw 1810 – 2004 and the 1998 British Columbia Building Code, such as but not limited to:

- Floor plans showing the dimensions and uses of all areas;
- Dimensions and height of crawl and roof spaces;
- Location, size and swing of doors;
- Location, size and opening of windows;
- Floor, wall, and ceiling finishes;
- Plumbing fixtures,
- Structural elements;
- Stair dimensions;
- A cross section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;
- Elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, and finished grade;
- Cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the Building Code;
- Mechanical systems information such as the location and size of every drain and of every trap or inspection piece that is on a drain; and show in cross-section the size and location of every soil or waste pipe, trap and vent pipe;
- Submit a foundation design prepared by a registered professional in accordance with Section 4.2 of Part 4 of the Building Code, accompanied by Letters of Assurance in the form of the Schedules B-1 and B-2 contained in Part 2, and referred to in Section 2.6, of Part 2 of the Building Code, signed by the registered professional.
- The requirements of Section 9.3.5, a design prepared by a registered professional may be waived by a Building Official if documentation, prepared and sealed by a registered professional, is provided assuring that the foundation design substantially complies with Section 9.4 of Part 9 of the Building Code and the foundation excavation substantially complies with Section 9.12 of Part 9 of the Building Code.
- The requirements of Section 9.3.5, a design prepared by a registered professional may be waived for the construction of a detached one family dwelling, a two family dwelling or an accessory building where the owner signs an undertaking in the form provided by the City acknowledging the owner's responsibility for the design and construction of the foundation and the condition of the supporting soils of the building to which the waiver applies.