

BUILDING PERMIT APPLICATION PROCESS

1. **Application** – The applicant will submit a [complete application](#) that details the type of construction, alteration or repair and the construction value of the proposed work. A member of the Building Department will ensure that the appropriate plans accompany the Building Permit Application. A non-refundable application fee will be required.
2. **Planning Department Review** – All application and plans will be reviewed for compliance with the Zoning Bylaw and Development Permit guidelines, with the exception of properties zoned R 1&2, Single and Two Family Homes. If it is found that a development permit is necessary, then the applicant will be contacted. Compliance with other agency approval processes will also be reviewed.
3. **Building Plan Review** – The Building Inspector performs a technical review of the plans for compliance with the Building Regulations Bylaw and the BC Building Code. Any deficiencies noted during the application review will be conveyed to the applicant in as timely a manner as possible. **Permit Issuance:** Once the review is complete the applicant will be contacted to pick up their permit and pay the applicable [Building Permit Fee](#). All plans, specifications, supporting documents, inspection certificates and professional field reviews are to be available on site during normal working hours.
4. **Inspections** – The District of Sicamous will perform the building inspections, with twenty-four (24) hours' notice from the property owner or agent, at key points of construction. Refer to Inspection List for details on inspections.
5. **Occupancy** – Once the Final Inspection is completed with no deficiencies and all relevant and outstanding documentation has been provided, as required by the Building Bylaw, then the building official may issue a final inspection notice authorizing *occupancy – Occupancy Certificate*.

ADDITIONAL PERMITS:

- **Plumbing Permit** – A plumbing permit is required for the installation or relocation of any plumbing fixtures. With the exception of a homeowner doing his own plumbing work and the acceptance of a plumbing schematic drawing, plumbing permit will only be issued to qualified tradesmen.
- **Demolition/Siting Permit** – A demolition permit is required for the demolition of any buildings within the District of Sicamous. Permit approval is required prior to any demolition being undertaken. A siting permit is to move a building or structure into or within the District of Sicamous.
- **Access Permit** – An access permit is required for the addition of a new access (driveway) to a property.
- **Solid Fuel (Wood) Burning Permit** – This includes wood stoves, pellet stoves, factory-built chimneys, factory-built fireplaces, masonry chimneys and fireplaces. The owner is responsible for providing a WETT Inspection Report by an individual with a WETT Certification Number.

WHEN A BUILDING PERMIT IS REQUIRED:

- Construct a new home;
- Construct, repair or alter an existing building (only when structural components are repaired or altered), structure, manufactured home or retaining wall;
- Demolish a building or structure;
- Occupy a new building or structure;
- Construct a masonry fireplace or installing a solid fuel (wood) appliance or chimney, whether attached to, part of or detached from a building;
- Install plumbing systems related to the inspections per the building bylaw;
- Move a building or structure into or within the District;
- Construct a new accessory building such as a garage or storage shed greater than 10 square meters (107.6 square feet) in size;
- Undertake any interior work such as partitions, etc. that may alter the original building or structure;
- Construct an uncovered sundeck over 0.6 metres (23.6 inches) above the ground or landing below;
- Retaining walls greater than 1.22 metres (4 feet) high.

ADDITIONAL AGENCY INFORMATION

[BC Housing](#)

The *Homeowner Protection Act* may govern application for new construction. Please contact their office to obtain regulations and information.

Branch of BC Housing
650 – 4789 Kingsway
Burnaby, BC V5H 0A3

Telephone: (604) 646-7050 Fax: (604) 646-7051
Toll Free in BC: 1-800-407-7757
E-Mail: hpo@hpo.bc.ca

[Technical Safety BC \(Electrical & Gas Permits\)](#) (formerly BC Safety Authority)


An electrical and/or gas permit may be required. Please contact your local BC Safety Authority office to obtain further information.

1278A Dalhousie Drive
Kamloops BC V2C 6G3
Telephone: 250-314-6000

1905 Kent Road
Kelowna, BC V1Y 7S6
Telephone: 1-866-566-7233

[BC One Call](#)

Call before you dig to locate infrastructure below! 1-800-474-6886
Monday – Friday 7:00am – 5:00pm – excluding holidays.

Single or Two Family Dwelling	New Secondary Suite	Residential Addition or Alterations	Garage, Carport, Accessory Structure (Decks, Sheds)	New Accessory Structure with Suite	New Accessory Suite in Existing Structure	New Commercial, Industrial, Institutional, Agriculture, Multi Family	New Commercial, Industrial, Institutional, Agriculture, Multi Family- Addition or Alteration	Mobile/Manufactured Home Placement	Demolition	Swimming Pool/Fence	Wood Buring Appliance	Foundation	Retaining Wall	Sewer Connection	Water Connection	
																 <p>Building Permit Application Checklist District of Sicamous PO Box 219, 446 Main Street Sicamous, BC V0E 2V0 t: 250-836-2477 f: 250-836-4314 Building permit application forms can be found at www.sicamous.ca</p>
																Required Documents
																Please note this is a standardized checklist; required documents may vary due to project's specifics
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Building Permit Application with construction value
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Appendix B - Owners Undertaking Letter
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Appointment of Agent Form (if applicable)
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Land Title Search (30 days current; if applicable) with copies of all Covenants, Easements and Right of Ways registered on title
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Working Drawings (PDF or hardcopy) 1. Foundation Plan 2. Floor Plan 3. Elevations 4. Cross Sections
✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Site Plan (to scale) all dimension to be shown in metric
✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Roof Truss Layout/Floor truss layout and engineered beam specifications (if applicable)
✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Architectural Schedules (if applicable) and Confirmation of Professional Liability Insurance Forms
✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Structural Schedules (if applicable) and Confirmation of Professional Liability Insurance Forms
✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Geotechnical Schedules (if applicable) and Confirmation of Professional Liability Insurance Forms
✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Miscellaneous Schedule (if applicable) and Confirmation of Professional Liability Insurance Forms
✓																H.P.O Residential Builder Registration or Owner - Builder Declaration
						✓	✓									Development Permit (if applicable)
✓			✓	✓	✓	✓	✓									Development Variance Permit (if applicable)
✓			✓	✓	✓	✓	✓									Access Permit (if no access permit on file)
		✓	✓					✓		✓						WETT Certification (to be submitted upon final inspection)
								✓								Approval by Board, Strata Assoc. or park owner (if applicable)
								✓								Permanent Affixed Manufacturer Labels -confirming cerification body, manufacturer, SN/product code/part #
								✓								Blocking Plan and Footing/foundation Schedule - provide manufacturer footing/foundation schedules that match submitted house drawings. (if installing above front line the schedule must be engineered)
																Installing/Replacing water meter or hooking up to municipal sewer
														✓	✓	Water Meter/Plumbing Application
														✓		Working Drawings (PDF or hardcopy)
														✓		Site Plan (to scale) all dimension to be shown in metric

This guide has been prepared for convenience only. It is not a bylaw or a legal document. If there is any discrepancy between this guide and relevant District bylaws, the bylaws shall be the legal authority.

A GUIDE TO BUILDING PLANS

To apply for a Building Permit, two (2) sets of building plans or an electronic PDF version are to be submitted with a completed Building Permit Application and application fee. These plans shall show all details necessary to complete the project including, but are not limited to, the following:

Site Plan

- Suggested Scale 1/4" = 1'-0"
- North Arrow
- Lot Area and Elevations at Lot Corners and Building Locations
- Legal description and civic address
- Location and dimensions of existing and proposed parcel boundaries
- Location and dimensions of existing statutory rights of way, covenants, easements
- Location and centerline of public roads and any adjoining roads
- Setbacks to physical features (i.e. embankments, creeks, streams, lake)
- Location of domestic water source
- Location of site services; sewer, power, water, etc.
- Location of existing and proposed structures (dimensions, setbacks)
- Location of all retaining walls
- Location, size and number of parking spaces

Foundation Plan

- Suggested Scale 1/4" = 1'-0" & Building Area
- Showing exterior & interior footings & footing pads including landings & decks
- Location and dimensions of structural elements, point loads and soil bearing information (where applicable)

Basement & Floor Plans

- Suggested Scale 1/4" = 1'-0" & Building Area

- Show dimension and use of all rooms
- Location, size and swing of doors
- Location and size of all windows
- Location of plumbing fixtures
- Location of smoke and CO alarms
- Location of attic and/or crawlspace access
- Location of stairs & width of hallways
- Location of solid fuel burning appliance(s)
- Location of Cross Section Detail Callouts

Cross Sections

- Suggested Scale 1/4" = 1'-0"
- Sectional details including cross sections of the building taken at sufficient locations to adequately illustrate all structural details
- Details with dimensions showing foundations, crawlspaces, walls, floors, joists, beams, columns, rafters or trusses
- Stair Details with rise and run
- Show proposed finished grade and roof slope
- List of construction materials (below grade and above grade for walls, floors & roof) with relevant design RSI Values
- Dimension of frost protection cover

Elevations

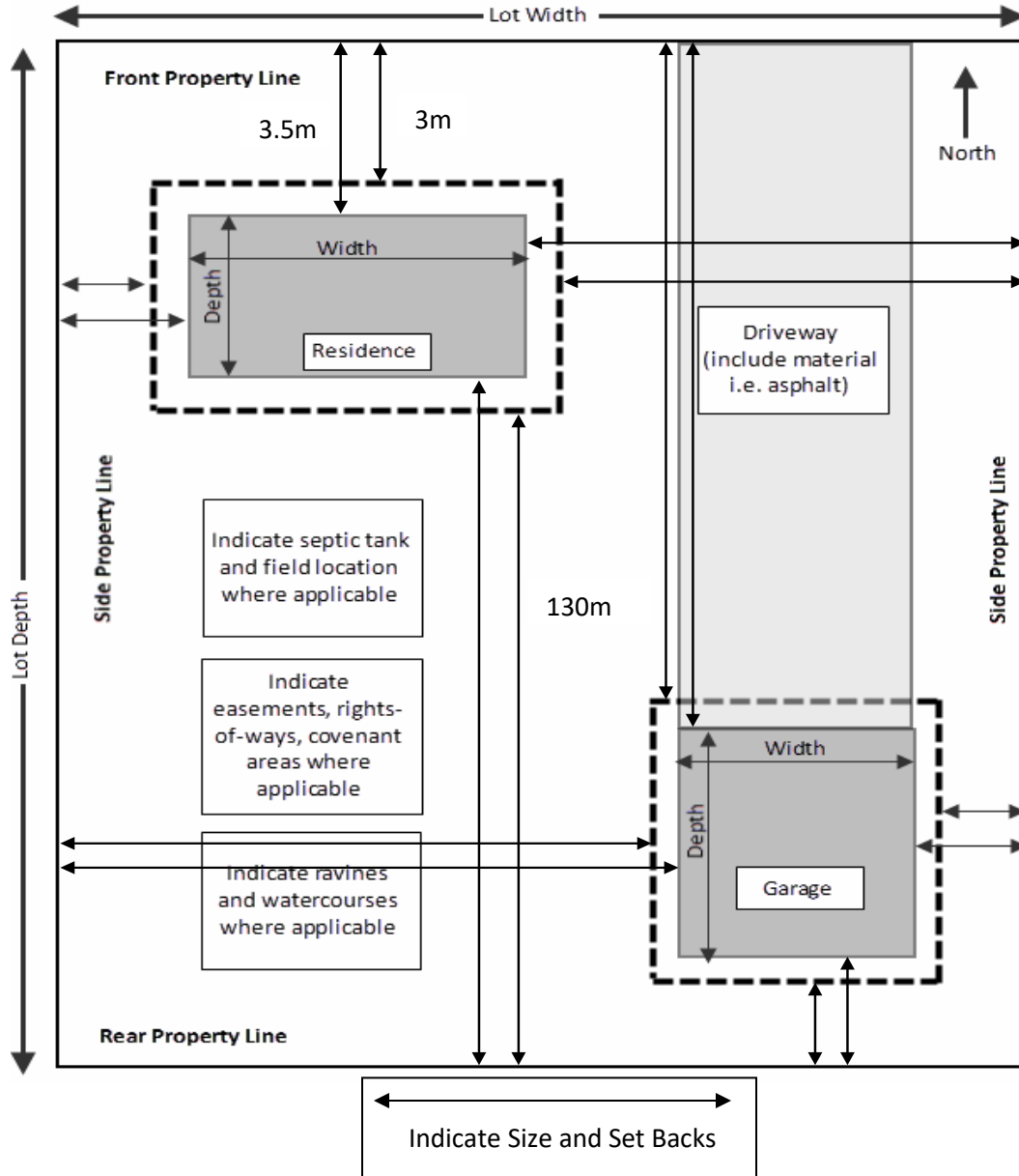
- Suggested Scale 1/4" = 1'-0"
- Show Front, Rear and Side Views of Building
- Exterior finishes legend (roof and wall)
- Location of windows
- Provide Building Heights
- Show finished grades with road elevations
- Show deck and guard (railing) heights

NOTE: If, in the opinion of the Building Inspector, specialized technical knowledge is required to ensure that the proposed works will be structurally sound or based upon good engineering practice, then it may be necessary that an architect or professional engineer prepare and seal the drawings, specifications, and carry out supervision of the project. ADDITIONAL INFORMATION MAY BE REQUIRED FOR COMPLEX OR COMMERCIAL BUILDINGS.

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SAMPLE SITE PLAN

STREET NAME



INSPECTIONS

It is the responsibility of the owner or agent to give a minimum of 24hrs notice to the District of Sicamous Building Department to make an inspection request. At the time of booking you must have the Permit Number, type of inspection necessary and whether it is a re-inspection or not. All plans, specification and supporting documents on which a permit was based, all inspection certificates, and all professional field reviews must be kept on site.

IF AN INSPECTION IS REQUESTED AND THE WORK IS INCOMPLETE OR THE PROPER DOCUMENTATION IS NOT AVAILABLE, A RE-INSPECTION FEE OF \$90 WILL BE REQUIRED BEFORE A RE-INSPECTION WILL BE DONE.

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TYPES OF INSPECTIONS

1. **FOOTING CONSTRUCTION** (before concrete) site preparation and excavation;
 - a. Footing forms, before concrete is poured;
 - b. Plumbing located below the finished slab level
 - c. Installation of perimeter drainage pipe and drain rock (if required)
2. **FOUNDATION**
 - a. The preparation of ground, including ground cover when required, perimeter insulation of concrete foundation walls, and damp proofing if required.
3. **UNDERSLAB**
 - a. Installation of a sanitary or storm sewer and any part of the plumbing system and building services prior to backfilling or covering;
 - b. Installation of subfloor depressurization system and rough-in for soil gas control;
 - c. Hydronic heating pipes and below slab insulation.
4. **FRAMING CONSTRUCTION**
 - a. Framing, sheathing, fire stopping (including drywall in fire separations), bracing, chimney and ductwork, rough-in of factory-built chimneys and fireplaces and solid fuel burning appliances, rough wiring, rough plumbing, rough heating, gas venting, exterior doors and windows, but prior to the installation of insulation, interior finishes, sheathing paper or exterior finishes which would conceal such work.
 - b. Decking where a deck serves as a roof.
5. **PLUMBING ROUGH-IN**
 - a. When the rough-in plumbing system, including water supply and drain waste and vent piping are complete, but before any such plumbing is covered.
6. **INSULATION/VAPOUR BARRIER AND AIR BARRIER**
 - a. The installation of wall sheathing membrane;
 - b. Internally and externally applied vapour or air barrier, stucco wire or lath, and flashings, but prior to the installation of interior and exterior finishes which could conceal such work.
7. **SEWER AND WATER CONNECTION**
 - a. When all piping is installed to municipal sewage system with the appropriate test applied.
 - b. When the water service piping is installed and connected to the supply with a District issued water meter.
8. **FINAL PLUMBING**
 - a. When the appropriate inspections listed above have been approved and all plumbing fixtures have been installed.
9. **FINAL INSPECTION**
 - a. The health and safety aspects of the work when the building or structure is substantially complete, ready for *occupancy* but prior to *occupancy*.