

BUILDING PERMIT TIP SHEET NEW RESIDENTIAL CONSTRUCTION

Building a new home or a coach house? Undertaking a substantial residential renovation?

This **TIP SHEET** guide will help you with your building permit application. If you have questions or require any additional information or clarification, please contact the Building Inspector at **250.245.6443** or by email at **cbollinger@ladysmith.ca**. Pre-application meetings are welcomed.

FOR BUILDING INFORMATION VISIT

www.ladysmith.ca/business-development/building-information-and-permits

BUILDING PERMIT APPLICATION



GET THE FORM ONLINE

www.ladysmith.ca/business-development/building-information-and-permits/building-application-forms



Don't forget to include the Value of Construction, as this is used when we calculate your building permit fee. Building Permit Fees are paid when you PICK UP your permit.



Don't forget to check the Zoning for your property to make sure you can meet the requirements.



Zoning Bylaw and Map

www.ladysmith.ca/business-development/development-resources/zoning-bylaw



Historic Building Permit File Information

www.ladysmith.ca/docs/default-source/forms-permits-applications/2017-11-06-request-for-building-permit-information.pdf?sfvrsn=8



The Town may have a site survey or drawings from a previous building permit application. Some costs may apply. Records may be available after 1970.

Appointment of Agent



GET THE FORM ONLINE

www.ladysmith.ca/docs/default-source/forms-permits-applications/2---bp---appointment-of-agent.pdf?sfvrsn=4

Certificate of Title



You can order these documents from a notary, lawyer or surveyor or online from BC Land Title & Survey. <https://ltsa.ca/property-information/search-title>

Home Warranty Insurance on New Homes (2/5/10)



Make sure you print the correct page from the website! Look for "Download form" before you print the document.



BC Housing Home Warranty

www.bchousing.org/licensing-consumer-services/new-homes/home-warranty-insurance-new-homes

CONSTRUCTION DRAWINGS

- 🔗 [Guide for Seismic Design of Houses](http://www.bccodes.ca/Illustrated-Guide-For-Seismic-Design-of-Houses.pdf)
www.bccodes.ca/Illustrated-Guide-For-Seismic-Design-of-Houses.pdf

SITE SURVEY AND HEIGHT CALCULATIONS

On the survey drawing (also called a location certificate) the following information must be provided.

- Building envelope which means an illustration of the minimum required setbacks from all property lines for the Zone that your property is in. Setback information can be found in the Zoning Bylaw.
- The location of all buildings (existing and proposed) with setbacks from property lines
- Rights of way, easements, covenant areas, Streamside Protection and Enhancement Area (SPEA) which is usually associated with a watercourse on or near the property, if any
- A note or chart including:

Zone that your property is in (refer to the Zoning Bylaw Map)	
Proposed building height (m)	
Proposed perimeter wall height if the building is in the R-1 Zone.	
Maximum permitted building height (see the Zoning Bylaw)	
Average natural grade (as defined in the Zoning Bylaw)	
Average finished grade (as defined in the Zoning Bylaw)	
Parcel size (m ²)	
Parcel coverage (%) (calculated as per the Zoning Bylaw)	

- Proposed retaining wall height, if any. A building permit is needed if the height is over 1.2 metres (4 feet). (Refer to the Zoning Bylaw for height regulations.)
- 💡 Building siting is to be based on a survey prepared by a BC Land Surveyor (BCLS).

PLUMBING

Plumbing Isometric Drawing

- 💡 A plumbing isometric drawing shows the plumbing design of the drain, waste, and venting (DWV) system.

DRIVEWAY

Driveway Access Permit Application

- 📄 **GET THE FORM ONLINE**
www.ladysmith.ca/docs/default-source/forms-permits-applications/3---bp---driveway-permit-application.pdf?sfvrsn=4

- 💡 Please ensure that the driveway meets the Town's specifications including the maximum grade of the driveway shall be 20% with a change in rise or fall not exceeding 6% for each horizontal 3.5 m. The rise or fall of the driveway shall begin 2 m behind the curb towards the property.
- 💡 Refer to the Town of Ladysmith Engineering Standard R10 – Typical Driveway Grades.

- 🔗 **Drawing R10 – Typical Driveway Grades**
www.ladysmith.ca/docs/engineering/section-7-r10-typical-driveway-grades.pdf?sfvrsn=4

STRUCTURAL ENGINEERING

💡 Don't forget to include the Schedule B.

🔗 [Letters of Assurance](#)

www.bccodes.ca/letters-of-assurance.aspx?vid=QPLEGALIZE:bccodes_2012_view

GEOTECHNICAL ENGINEERING

💡 Don't forget to include the Schedule B.

🔗 [Letters of Assurance](#)

www.bccodes.ca/letters-of-assurance.aspx?vid=QPLEGALIZE:bccodes_2012_view

BUSINESS LICENCING

💡 Ladysmith is part of two business licence programs that might be of help to you. Check your business licence to see if it includes Ladysmith.

🔗 [Business Licence Form](#)

www.ladysmith.ca/docs/default-source/forms-permits-applications/bl-application.pdf?sfvrsn=16

[Business Licence Program & Options](#)

🔗 www.ladysmith.ca/business-development/business-resources/business-licences

OLD SERVICES?

💡 Public Works, Engineering Department – 250.245.6445, 330 Sixth Avenue

DEVELOPMENT COST CHARGES (DCC)

🔗 [Development Cost Charge Bylaw](#)

[www.ladysmith.ca/docs/bylaws/1762-development-cost-charges-\(dcc\)-bylaw.pdf?sfvrsn=11](http://www.ladysmith.ca/docs/bylaws/1762-development-cost-charges-(dcc)-bylaw.pdf?sfvrsn=11)

HAZMAT REPORT – SUBSTANTIAL RENOVATION

💡 If the building was constructed or renovated prior to 1990, you **may** need to provide a Hazardous Materials report. Has a Hazardous Materials Survey as outlined in WorkSafeBC Guideline 20.112 been completed for this project? Is there a presence of any potential asbestos-containing or other hazardous materials? If so, the survey and evidence that the disturbed material was removed and disposed of properly must be posted at the worksite entrance so that the Building Inspector can inspect the project.

🔗 www.worksafebc.com/en/health-safety/hazards-exposures/asbestos/think-asbestos?origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23q%3Dhome%2520renovation%26sort%3Drelevancy%26f%3Alanguage-facet%3D%5BEnglish%5D

GAS AND ELECTRICAL PERMITS

🔗 www.technicalafetybc.ca/permits

BUILDING PERMIT FEE

💡 Building Permit Fees are based on the value of construction, plus other fees for plumbing fixtures, driveway access permit, service connections, refundable bond, DCCs, as applicable.

🔗 [Building Permit Fees](#)

www.ladysmith.ca/business-development/building-information-and-permits/building-permit-fees