

BUILDING PERMIT TIP SHEET RENOVATIONS | ADDITIONS | ACCESSORY BUILDINGS

Undertaking a residential renovation or addition? Adding a garage, shed or deck?

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](tel: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

<http://www.ladysmith.ca/docs/default-source/forms-permits-applications/bp-information-request-form.pdf?sfvrsn=18>



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/bp---appointment-of-agent.pdf?sfvrsn=12

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>

CONSTRUCTION DRAWINGS



Provide your plans on plain white paper with a scale (1/4"=1").



Guide for Seismic Design of Houses

www.bccodes.ca/Illustrated-Guide-For-Seismic-Design-of-Houses.pdf

SITE SURVEY AND HEIGHT CALCULATIONS

- 💡 A survey may be available in a previous Building Permit file.
- 💡 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)	
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.

STRUCTURAL ENGINEERING

- 💡 Don't forget to include the Schedule B.
- 🔗 [Letters of Assurance](http://www.bccodes.ca/letters-of-assurance.aspx?vid=QPLEGALEZE:bccodes_2012_view)
www.bccodes.ca/letters-of-assurance.aspx?vid=QPLEGALEZE:bccodes_2012_view

GEOTECHNICAL ENGINEERING

- 💡 Don't forget to include the Schedule B.
- 🔗 [Letters of Assurance](http://www.bccodes.ca/letters-of-assurance.aspx?vid=QPLEGALEZE:bccodes_2012_view)
www.bccodes.ca/letters-of-assurance.aspx?vid=QPLEGALEZE: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/bp---sub-trade-business-licence-list.pdf?sfvrsn=29

🔗 [Business Licence Program & Options](#)

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

OLD SERVICES?

💡 Public Works, Engineering Department – [250.245.6445](tel:250.245.6445), 330 Sixth Avenue

HAZMAT REPORT

💡 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

💡 Gas and Electrical Permits are administered through Technical Safety BC.

🔗 www.technicalsaftybc.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