

BUILDING PERMIT APPLICATION GUIDE



TOWN OF GIBSONS
www.gibsons.ca
JANUARY 2015

This brochure provides an overview of the steps involved in the building permit application process. This is a general guide only. It is not meant to replace bylaws or other legal documents. Applicants are advised to meet with the Building Inspector to discuss their specific project.

WHY DO I NEED A BUILDING PERMIT?

Building Permits protect your interests by providing an independent review to ensure that the materials and methods employed on your project are safe according to the minimum standards outlined in the BC Building Code and the Town of Gibsons' Bylaws.

WHAT IS A BUILDING PERMIT?

A Building Permit is the legal authorization to begin the work. Sometimes permits cannot be issued until documentation or approvals are obtained from Council, other departments, authorities or agencies. Good plans and documents are the necessary ingredients to comply with the administrative requirements and will enable your application to be processed quickly. Our objective is to get you building as soon as we can.

WHEN DO YOU NEED A BUILDING PERMIT?

A Building Permit is required:

- before constructing, altering, renovating, moving, relocating or demolishing a building or structure
- prior to the construction of a masonry fireplace and/or chimney or the installation of a factory built wood burning appliance or chimney
- to install a plumbing system, to add additional fixtures or for substantial alterations
- to install a fire sprinkler system, to add additional heads or for substantial alterations
- to construct and/or install a swimming pool
- to construct a retaining structure

WHAT IS EXEMPT?

- one accessory building not more than 10 square meters (108 square feet)
- cosmetic renovations (non-structural)
- minor repairs such as re-siding or roof re-shingling and window replacement (no window enlargements)
- fences and patios less than two feet off the ground

NOTE: The above exemptions must still comply with the [Zoning Bylaw](#) and other planning and building bylaws within the Town of Gibsons, especially setbacks.

WHEN DO I NEED A SERVICING AGREEMENT AND WHY?

A Servicing Agreement is required prior to a Building Permit being issued for the construction of an industrial, commercial or institutional building or a multi-family development.

The Servicing Agreement is a contract between the owner or developer and the Town. It sets out the requirements for security deposits, insurance, maintenance periods and administrative costs relating to providing services such as lighting, road access etc. to the project. The agreement is designed to ensure that these works are completed in a proper manner independent of the project. Full details are contained in [Subdivision and Development Servicing and Stormwater Management Bylaw No. 1175, 2012](#).

APPLICATION FEES

Building Permit Base Fees:

VALUE OF WORKS	FEES	
\$ 0 to \$5,000	\$ 150	Minimum Permit Fee
\$5,001 to \$50,000	\$ 250	Plus \$5 for each \$1,000 or part thereof over \$5,000
\$50,001 to \$100,000	\$ 750	Plus \$5 for each \$1,000 or part thereof over \$50,000
\$100,001 to \$250,000	\$ 1,750	Plus \$3 for each \$1,000 or part thereof over \$100,000
\$250,001 to \$500,000	\$ 3,000	Plus \$3 for each \$1,000 or part thereof over \$250,000
\$500,001 to \$1 M	\$ 5,000	Plus \$4 for each \$1,000 or part thereof over \$500,000
\$1 M to \$1.5 M	\$ 7,750	Plus \$5 for each \$1,000 or part thereof over \$1 M
\$1,500,001 and Over	\$11,000	Plus \$5 for each \$1,000 or part thereof over \$1.5 M

For commercial/institutional permits, add an additional \$1 to the base fee for each thousand dollars of value.

Other fees may be applicable as outlined in Schedule “C” of the [Building and Plumbing Bylaw No.822](#).

OBTAINING A BUILDING PERMIT

STEP 1 – RESEARCH

For most applications you will need to do the following and provide documents as follows:

- Research the title records for history of easements, rights-of-way, building schemes, restrictive covenants, statutory obligations etc. and submit copies of such applicable information with your application.
- Research Energy Efficiency Requirements for Houses in BC (link available at www.gibsons.ca)
- Some properties are within *Environmentally Sensitive or Geotechnically Sensitive Development Permit* areas. Check the [Official Community Plan](#) to see if your property falls within a designated development permit area.
- All new dwelling units require a Geotechnical and Structural Engineering sign off and difficult or steep lots may also require a geotechnical report.
- Check the [Zoning Bylaw](#) for:
 - permitted uses
 - required setbacks from property lines, including the View Protection Area
 - distance from watercourses;
 - permissible lot coverage;
 - building area and height; and,
 - off-street parking requirements.

STEP 2 – SUBMISSION OF APPLICATION

Once you have refined your project proposal, submit a completed application form together with the following attachments as applicable:

- Certificate of Title from the B.C. Land Title Office or the Local Government Agent. Must be dated within 30 days of application.
- Home Owner Protection Office documents (for new house construction)
1-800-407-7757, www.hpo.bc.ca
- Letter of Authorization from the owner
- Engineering Schedule B (Geotechnical). Appendix D: *A Landslide Assessment Assurance Statement* may be required. Schedule B (Structural) for foundations and 2 sets of drawings that have been sealed by an engineer are required. If more than one engineer is involved in your project (i.e. separate geotechnical and structural engineers), one of the engineers may need to provide a Schedule A, *Confirmation of Commitment By Owner and Coordinating Registered Professional* and subsequent Schedule C-A. Geotechnical and structural engineering may be required for additions and alterations. Please contact the Building Department if you are unsure if these schedules are required for your project.
- If the project has not yet been given a street address this must be obtained from the Sunshine Coast Regional District (SCRD) and be included with the application.

Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V0N 3A1
604-885-6800

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- Plans - two sets of metric drawings except commercial applications which require three sets including:
 - Site Plan
 - dimensions of lot and building location
 - property lines
 - topography (as required)
 - setbacks
 - site drainage
 - outline of proposed building
 - proposed driveways, walks etc.
 - street(s)/lanes(s)
 - North arrow
 - scale of drawing
 - site area
 - off-site works (if required) –curb/gutter, sidewalks, street lights, boulevard etc.
 - site coverage calculation:
 - house (including eaves), decks and patios
 - walkways and driveways, retaining walls
 - garage
 - Foundation Plan including:
 - location and size of foundation footings and walls, interior/exterior pad footings and other load-bearing points
 - structural drawings along with Schedule B (Letters of Assurance)
 - an Engineer's soils report and recommendations will be required for all dwellings
 - reinforcing schedules
 - perimeter drainage plan
 - location and type of seismic hold-downs
 - Floor Plans including:
 - floor area – square feet and square meters
 - room layout and use
 - wall sizes
 - beam, lintel and joist sizes, locations and direction
 - show bearing under beams carried down to foundations
 - location of point loads
 - location and size of seismic braced frames, shear walls and hold-downs (refer to Guidelines for Lateral Load Information, available at www.gibsons.ca)
 - window location and sizes
 - location of plumbing fixtures
 - location of water shut-offs
 - locations of smoke alarms and CO₂ detectors
 - show outline of roof on floor plan or as a separate roof plan
 - plumbing layout if the owner is completing the work
 - show what is new construction and what is existing

- Cross-Section Drawings including:
 - structural elements of the building
 - footing depth, foundation type (concrete pad etc.) and insulation
 - roof composition and slope
 - insulation type and value
 - show stairs and provision of adequate headroom
 - show stairs conform to BC Building Code requirements
 - provide ventilation details for decks over living space and framed roof areas
- Elevations must show:
 - exterior finish
 - windows and doors
 - spatial separation calculations
 - roof height and slope
 - original grade (prior to excavation or clearing)
 - average finished grade
 - wall cladding and rainscreen
- Any other details that complete the drawing package such as roof and/or floor truss systems, sprinkler drawings and calculations, a survey certificate, and ventilation and insulation worksheets.

STEP 3 – APPLICATION REVIEW AND PLAN CHECK

Please note that the application review process begins when the application is submitted to the Building Department.

STEP 4 – FINAL APPROVAL AND PERMIT ISSUANCE

The Building Department will call you once the permit is ready and you will be asked to pay the fees and bond (if applicable) when you pick it up.

STEP 5 – INSPECTIONS

Inspection requests can be submitted through the Town of Gibsons website at: <http://www.gibsons.ca/building-inspection>. Please allow 24 hours notice when requesting an inspection.

The inspections will include (but are not limited to):

- site inspection (drainage, soil condition etc.)
- footings before concrete
- foundation walls before concrete
- foundation insulation prior to backfill
- water hook-up and underground rough in and plumbing
- below slab insulation and vapour barrier
- drain tile and damp-proofing
- framing and sheathing, including lateral loads (refer to Guidelines for Lateral Load Information)

- plumbing rough-in and water test
- insulation and vapour barrier

STEP 6 – THE FINAL INSPECTION AND OCCUPANCY PERMIT

This inspection checks life safety items, finishes and the correct operation of fixtures etc.

You will be required to provide confirmation of sign off by any professionals engaged during the project as well as final inspection reports by your gas fitter and electrician.

Once the Occupancy Permit has been granted and the final inspection completed the building bond will be refunded less any charges.

CONTACTS

Town of Gibsons Building Inspector: 604-886-2274

Town of Gibsons
474 South Fletcher Road, Box 340
Gibsons, B.C. V0N 1V0

Building Inspection Requests: <http://www.gibsons.ca/building-inspection>

Fire Chief: 604-886-7777

Ministry of Transportation: 604-740-8985

Department of Fisheries and Oceans (Riparian): 604-666-3363

Department of Fisheries and Oceans (Marine Shore): 604-666-6140

Home Owner Protection Office: 1-800-407-7757

FortisBC: 1-888-224-2710

Coast Cable: 604-885-3224

Please note that the Building Inspector is happy to assist you in the application process. We do, however, ask you to collect as much of the information as possible before-hand so that our meeting or conversation is as productive as possible.

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Planning Department

474 South Fletcher Road, Box 340, Gibsons, BC V0N 1V0

Phone 604-886-2274, Fax: 604-886-9735

www.gibsons.ca

BUILDING PERMIT APPLICATION FORM AND PERMIT

Please read the [Building and Plumbing Bylaw No. 822](#) before filling out this application form. If you have any questions or require assistance in filling out this form contact the Building Department. The processing of your application will be delayed if it is incomplete. Mail or deliver the completed application form, fee, plans and supporting material to the Town of Gibsons Building Department and make your fee payable to the Town of Gibsons.

SECTION 1: DESCRIPTION OF PROPERTY

Lot/Parcel Plan Block

District Lot/Section Range

Other Description

Street Address

Folio Number (From Property Assessment/Tax Notice)

Parcel Identifier (PID) (From State of Title Certificate)

SECTION 2: OWNER INFORMATION

First Owner Information

Name

Address

City

Province/State

Postal/Zip

Telephone/Fax

Email

Second Owner Information

Name

Address

City

Province/State

Postal/Zip

Telephone/Fax

Email

SECTION 3: APPLICANT INFORMATION (IF DIFFERENT THAN OWNER)

Name	<input type="text"/>	Email	<input type="text"/>
Address	<input type="text"/>		
City	<input type="text"/>	State/Province	<input type="text"/>
		Postal/Zip	<input type="text"/>
Telephone	<input type="text"/>	Fax	<input type="text"/>
		Cell	<input type="text"/>

SECTION 4: CONSTRUCTION TEAM

Developer	<input type="text"/>	Phone:	<input type="text"/>
Email	<input type="text"/>		
Contractor	<input type="text"/>	Phone:	<input type="text"/>
Email	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
Architect	<input type="text"/>	Phone:	<input type="text"/>
Email	<input type="text"/>		
Engineer - Geo	<input type="text"/>	Phone:	<input type="text"/>
Email	<input type="text"/>		
-Structural	<input type="text"/>	Phone:	<input type="text"/>
Email	<input type="text"/>		
-Mechanical	<input type="text"/>	Phone:	<input type="text"/>
Email	<input type="text"/>		
-Building Envelope	<input type="text"/>	Phone:	<input type="text"/>
Email	<input type="text"/>		
-Fire Safety	<input type="text"/>	Phone:	<input type="text"/>
Email	<input type="text"/>		

SECTION 5: LIST OF SUB-CONTRACTORS

NAME	PHONE NO.

SECTION 6: PERMIT

PERMIT TYPE	DESCRIPTION	
<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> New Construction	<input type="checkbox"/> Change of Use
<input type="checkbox"/> Manufactured/Mobile Home	<input type="checkbox"/> Alteration/Reno	<input type="checkbox"/> Driveway Access
<input type="checkbox"/> Two-Family Dwelling	<input type="checkbox"/> Secondary Suite	<input type="checkbox"/> Sign
<input type="checkbox"/> Multi-Family Residential	<input type="checkbox"/> Demolition	<input type="checkbox"/> Garage/Carport
<input type="checkbox"/> Commercial	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Woodstove
<input type="checkbox"/> Industrial	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Retaining Structure
<input type="checkbox"/> Institutional	<input type="checkbox"/> Sprinkler	<input type="checkbox"/> Moving Structure
	<input type="checkbox"/> Leasehold	<input type="checkbox"/> Swimming pool
	Improvements	
	<input type="checkbox"/> Other (Describe)	

Value of Construction _____

Structure Area (ft²) _____

No of Units _____

SECTION 7: OWNERS ACKNOWLEDGEMENT OF RESPONSIBILITIES

This undertaking is given by the undersigned, as the owner of the property described above, with the intention that it be binding on the owner and the Town of Gibsons will rely on same.

I confirm that I have applied for a Building Permit pursuant to “Town of Gibsons Building and Plumbing Bylaw No. 822” and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and, in particular, understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections thereunder.

Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility, whether or not any work to be performed pursuant to the permit applied for is done by me, a contractor or a registered professional, to ensure compliance with the Building Code and the Bylaw.

I am not in any way relying on the Town of Gibsons or the **Building Officials** of the Town of Gibsons, as defined under the Bylaw, to protect the owner or any other persons as set out in Sections 10.1.2 and 11.1.2 of the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the Town of Gibsons or its **Building Officials**.

I recognize that within the boundaries of the Town of Gibsons there are areas of 'problem soils' and that these are widely distributed as to location. I affirm that it is my responsibility as owner/agent to identify foundations conditions generally on which the intended constructions is to be placed and take all action required to ensure the adequacy of the foundation.

I acknowledge that I have read and agree to the above conditions.

SECTION 8: NOTICE OF RELIANCE ON REGISTERED PROFESSIONALS

Pursuant to Section 290 of the *Local Government Act* and the Town of Gibsons Building and Plumbing Bylaw No. 822, take notice that the Town of Gibsons in issuing the **Building Permit** cited herein has relied upon the Letters of Assurance issued by **Registered Professionals** cited within this application that their components of the plans and supporting documents substantially comply with the **BC Building Code** and other applicable enactments respecting safety and the Town of Gibsons will rely solely on the field reviews undertaken by these **Registered Professionals** as certification that the construction work complies with the Code, the Town of Gibsons Building and Plumbing Bylaw No. 822 and other applicable enactments respecting safety.

I acknowledge that I have read and agree to the above conditions.

SECTION 9: BOND REFUND

I authorize the Town of Gibsons to release the refund for damage deposit, landscaping bond, etc. to the

- Owner
- Applicant
- Other: _____

SECTION 10: ENCLOSURES

CHECK AS APPLICABLE

- Certificate of Title and copies of covenants, rights of way and easements;
- Home Owner Protection Office Documents;
- Letter of Authorization from the owner;
- Engineering Schedules;
- Plans;
- Ventilation and Insulation worksheets; and,
- Civil Engineering drawings for frontage works including surface water drainage.

SIGNATURE

DATE

OWNER _____

OWNER _____

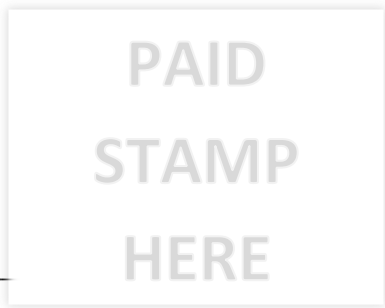
APPLICANT _____

BUILDING DEPARTMENT USE ONLY

FEES AND CHARGES WORKSHEET

Permit No. _____ Folio No. _____

Civic Address: _____



Area of Building (ft ²)		
Type of Construction		
Construction Value Base Fee		
Sprinklers		
Fireplaces, Chimneys & Vents		
Heating		
Demolition		
Swimming Pool		
Building Envelope		
Moving Permit		
Temporary Permit		
5% reduction (max \$500) for reliance on professionals		<i>Admin Use</i>
TOTAL BUILDING PERMIT FEE		<i>01</i>
Water Connection Inspection		<i>02</i>
Sewer Connection Inspection		<i>03</i>
Drainage Connection Inspection		<i>04</i>
Geo Exchange Connection Inspection		<i>05</i>
Plumbing Inspection		<i>06</i>
TOTAL PLUMBING PERMIT FEE		
Building Bond		<i>07</i>
Landscaping Bond		<i>08</i>
TOTAL ON-SITE BONDING		
Other Sales/Recoveries		<i>09</i>
TOTAL OTHER SALES		
Cash-in-Lieu		<i>24</i>
SUB TOTAL		
ADDITIONAL WORKSHEETS ATTACHED		
<input type="checkbox"/> Service Connection Worksheet(s) SUB TOTAL		<i>10-12</i>
<input type="checkbox"/> DCC/Latecomer/SCRD Worksheet(s) SUB TOTAL		<i>13-16/17-20/21</i>
<input type="checkbox"/> Access/Highway Use Permit Worksheet(s) SUB TOTAL		<i>22</i>
<input type="checkbox"/> Building Permit Application Fee Paid		<i>01</i>
TOTAL CHARGES		

