

BUILDING PERMIT APPLICATION GUIDE



TOWN OF GIBSONS
www.gibsons.ca
SEPTEMBER 2021

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 Official 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

BUILDING PERMIT APPLICATION GUIDE

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.

BUILDING PERMIT FEES

Building Permit (Plan Processing) Application Fees:

VALUE OF WORKS	APPLICATION FEE (per permit)
\$0 to \$10,000	\$100
\$10,001 to \$50,000	\$200
\$50,001 to \$100,000	\$750
\$100,001 to \$500,000	\$1,000
\$500,001 to \$1,000,000	\$1,500
Over \$1,000,000	25% of Building Permit Fee

The application fee must be submitted with the application. The application fee is non-refundable and will be credited against the Building Permit fee when the permit is issued.

Building Permit Fees:

VALUE OF WORKS	BUILDING PERMIT FEE (per permit)
\$0 to \$10,000	\$100 base fee plus incremental fee of \$12.00 for each \$1,000 or part thereof exceeding the first \$1,000
\$10,001 to \$50,000	\$200 base fee plus incremental fee of \$8.00 for each \$1,000 or part thereof exceeding the first \$10,000
\$50,001 to \$3,000,000	\$500 base fee plus incremental fee of \$9.00 for each \$1,000 or part thereof exceeding the first \$50,000
\$3,000,001 to \$10,000,000	\$28,000 base fee plus incremental fee of \$6.00 for each \$1,000 or part thereof exceeding the first \$3,000,000
\$10,000,001 and greater	\$66,000 base fee plus incremental fee of \$6.00 for each \$1,000 or part thereof exceeding the first \$10,000,000
Multi-family residential, industrial, commercial, office buildings, assembly, and institutional buildings	\$1.25 per \$1,000 or part thereof additional to Building Permit fees and incremental fees above

Other fees may be applicable as outlined in Building Bylaw No. 1284, 2020 and Schedule "G" of the Rates, Fees and Charges Bylaw No. 1196, 2014.

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.
- As of February 1, 2021, the Contaminated Sites Regulation under BC's Environmental Management Act requires that all development applications to the Town include a completed [Site Disclosure Statement](#).
 - A Site Disclosure Statement is a form that requires readily available information about the past and present [Schedule 2](#) uses of a site, as well as basic land descriptions. The site owner, operator or agent can fill out the form, but only the site owner or operator can sign the form.

STEP 2 – SUBMISSION OF APPLICATION AND APPLICATION FEE

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

- A completed Building Permit application form** – should clearly describe scope of project. i.e. single family new construction or renovation, tenant improvement, demolition, etc.
- Two copies of construction drawings for residential applications** - 1/4" to 1'-0" scale showing sufficient detail (see over). Insufficient detail on construction drawings may delay issuance of Building Permit. Two copies to be sealed by structural engineer or two separate sealed structural drawings.
- Three copies of construction drawings for commercial applications** - 1/4" to 1'-0" scale showing sufficient detail (see over). Insufficient detail on construction drawings may delay issuance of Building Permit. Three copies to be sealed by structural engineer or three separate sealed structural drawings.

- Two copies of a site plan for residential applications.** The site plan must show the entire lot and include all structures, existing and proposed and including all decks, porches, carports etc. Include all dimensions of all structures. Include setbacks to property line at all sides of all structures, existing and proposed. Identify and locate all watercourses (creeks, ocean frontage etc.) on or adjacent to the property. Indicate North with an arrow.
- Three copies of a site plan for commercial applications.** The site plan must show the entire lot and include all structures, existing and proposed and including all decks, porches, carports etc. Include all dimensions of all structures. Include setbacks to property line at all sides of all structures, existing and proposed. Identify and locate all watercourses (creeks, ocean frontage etc.) on or adjacent to the property. Indicate North with an arrow.
- A recent Title Search** Available from the Town of Gibsons for a charge of \$20.00.
 - Indicate if you would like the Town to acquire a title search.

If easements, covenants and/or rights of way appear on title, a copy of the document may be required. This information may be available through the Town of Gibsons for an additional fee.

- Engineering** (may not be required for projects such as deck additions, small additions, auxiliary buildings, etc.)

For all new buildings:

- Schedule B for geotechnical;
- Schedule B for structural and engineer sealed structural drawings; and,
- For all dwellings, an Appendix D, Landslide Assessment, may be required. Once your application is received, a site inspection will be made (if accessible) by the Building Department to determine if this requirement can be waived.

Additions and alterations to an existing building may require both structural and geotechnical engineering.

- Pre-Construction BC Energy Compliance Report.** Effective January 1, 2021, all new dwellings and other specific buildings types are required to be designed and constructed to meet the minimum performance requirements specified in Step 1 of the [Energy Step Code](#). For additional information see [Building and Safety Standards Branch Information Bulletin No. B18 – 03](#). All information noted in the report is required to match the information detailed on the construction drawings.
- BC Housing 'Owner/Builder' or Licensed Builder' declaration form** for all new or substantially renovated single family dwellings. **BC Housing Office toll free 1-800-407-7757, or (604) 646-7050, or visit the website at www.bchousing.org.** *(not required for small projects or may not be required for small additions)*

- 'Owner's Undertaking' (Building Bylaw No. 1284, 2020, Appendix B, available on the Town website).

The following drawing specifications are to be submitted with the Building Permit application as applicable:

SITE PLAN

Scale drawing of property showing:

- Dimensions of property lines, scale, north arrow, legal description
- Existing buildings, septic and driveways
- Existing watercourses
- Construction proposed
- Setback distance to property line
- Elevations at house corners
- Site drainage
- Landscape plan (permeable / impermeable landscaping material)
- Road accesses, indicating adjacent road names

FOUNDATION PLAN

- Specify size and construction of strip footings
- Specify size and construction of pad footings
- Specify size, height and construction of foundation
- Show pad footings under point loads
- Show strip footings under bearing walls

FLOOR PLANS

- Show what is new construction and what is existing
- Dimension walls and spans of structural members
- Specify floor construction (joist size, spacing and span)
- Show bearing walls and / or beams at ends of floor spans
- Specify roof construction (truss or joist size, spacing and span)
- Show outline of roof on floor plan or as separate roof plan
- Show bearing walls and beams at ends of roof spans
- Specify beam and lintel sizes
- Show bearing under beams carried down to foundations
- Specify door and window sizes and locations
- Specify type of heating

SHOW STAIRS:

- To provide adequate headroom
- To conform to rise and run requirements of code (3.3.1.15)
- Indicate square foot calculation for each floor level

ELEVATIONS

- Specify exterior materials
- Specify floor, ceiling, top of wall height
- Show eaves and overhangs in plain view
- Specify roof and eave heights and slope of roof
- Show grade

Check the Height: Height regulations exist for various types of structures and locations in the Town of Gibsons. For more information consult the Town of Gibsons, Planning Department.

BUILDING SECTIONS

- Specify construction, including interior and exterior finish of all floors, walls, roofs, decks, and guard walls
- Show height of walls, floors, roof slope
- Show ridge support and bearing walls

DETAILS

Provide details for ventilation of:

- Deck over living space
- Framed roof spaces

LATERAL LOAD (SEISMIC)

- Lateral load information (As required by BCBC 2018) Will be required on all plans where a structural engineer is not sealing the whole house drawings and providing a Schedule B (new single family dwellings only).

TREE CUTTING AND REPLACEMENT PLAN

Per Tree Protection Bylaw No. 1282, 2020; a plan drawn to approximate scale identifying:

- The location, species and diameter at breast height (DBH) of those trees proposed to be cut or removed
- The location, species and DBH of those trees proposed to be retained and protected
- The location, species and DBH of proposed replacement trees
- The location of proposed tree protection barriers

STEP 3 – APPLICATION REVIEW AND PLAN CHECK

Please note that the application review process begins when the application and application fee 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 permit 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 Official: 604-886-2274
- Building Inspection Requests: 604-886-2274 or www.gibsons.ca/building-inspection
- Sunshine Coast Regional District: 604-885-6800
- Gibsons and District Volunteer Fire Department: 604-886-7777
- Ministry of Transportation and Infrastructure: 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

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

Please note that the Building Official 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.



TOWN OF GIBSONS

474 S Fletcher Rd, PO Box 340
Gibsons, BC V0N 1V0
604-886-2274 Fax 604-886-9735
www.gibsons.ca

**APPLICATION FOR A
BUILDING PERMIT**

Day	Month	Year
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Building Permit No. _____

CONSTRUCT NEW ALTER REPAIR ADDITION DEMOLITION

in accordance with the plans attached hereto.

Applicant's Name: (please print)				
Civic Address of Property:				
Legal Description: Lot Block District Lot Plan				
Intended Use of Building, Structure, Alteration, Renovation Single-family Residential Duplex Multi-family Residential Secondary Suite Commercial Industrial Tenant Improvement Other: _____				
Basement	Crawl Space	Slab Above Grade	Hydro Pole	Other
Details and <u>copies</u> of all Easements, Rights-of-Way, and/or Restrictive Covenants registered on the title are: Attached and marked on Site Plan In a Development Permit Area Yes No			Other information required if applicable: Details of Water Courses: Septic: Y	
Heating: (Please Check) a. Fuel Gas Electric Oil Propane Wood Solar Other b. Type Warm Air Hot Water In or Under Slab Other			Zoning Requirements to be marked on drawings: Height Buildings dimensions Setbacks Size of every structure (area) on property Development Permit Area # _____	
Contractor			Property Owner	
Mailing Address			Mailing Address	
Email:			Email:	
Postal Code			Postal Code	
Phone			Phone	

This information is collected in compliance with the Freedom of Information and Protection of Privacy Act (FOIPOP). If you require further information regarding the FOIPOP Act please contact the FOI Coordinator at 604.886.2274 (<http://www.gibsons.ca/freedom-of-information-a-protection-of-privacy.html>) or the Information and Privacy Commissioner at 1.800.663.7867 (www.oipc.bc.ca).

CONSTRUCTION VALUE – (Materials and Labour)

APPLICATION FEE:

This estimated value is subject to correction on the BUILDING PERMIT.

NOTE:

This application becomes void if a Building Permit is not obtained within 6 months of the date of the application. Payment made with the application is **NON-REFUNDABLE**.

APPLICATION FEE RECEIVED

Date _____

I am aware that a Building Permit cannot be obtained until this application is approved and that the work must not commence until a Building Permit is obtained.

Application Received By: _____

SIGNATURE OF APPLICANT _____

Please indicate: Owner Agent



SCHEDULE 1 SITE DISCLOSURE STATEMENT

Has the site been used for any industrial or commercial purposes or activities described in [SCHEDULE 2](#) of the Contaminated Sites Regulation?

Yes No

Exemptions (See the Contaminated Sites Regulation, Division 3 of Part 2):

Does the application qualify for an exemption from submitting a site disclosure statement?

Yes No

If yes, indicate which exemption applies _____

I. CONTACT INFORMATION

A: SITE OWNER(s) or OPERATOR(s)			
LAST NAME		FIRST NAME(s)	
COMPANY (if applicable)			
ADDRESS - STREET		CITY	
PROVINCE/STATE	COUNTRY		POSTAL CODE
PHONE		E-MAIL	
B: PERSON COMPLETING SITE DISCLOSURE STATEMENT (Leave blank if same as above)			
<input type="checkbox"/> Agent authorized to complete form on behalf of the owner or operator			
LAST NAME		FIRST NAME(s)	
COMPANY (if applicable)			
C: PERSON TO CONTACT REGARDING THE SITE DISCLOSURE STATEMENT			
LAST NAME		FIRST NAME(s)	
COMPANY (if applicable)			
ADDRESS - STREET		CITY	
PROVINCE/STATE	COUNTRY		POSTAL CODE
PHONE		E-MAIL	

II. SITE INFORMATION

Coordinates (using the North American Datum 1983 convention) for the centre of the site:

Latitude			Longitude		
DEGREES	MINUTES	SECONDS	DEGREES	MINUTES	SECONDS

Attach a map of appropriate scale showing the location and boundaries of the site.

For Legally Titled, Registered Property

SITE ADDRESS (or nearest street name/intersection if no address assigned)	
CITY	POSTAL CODE

PID	Land Description	Add	Delete
		+	-

For Untitled Crown Land

PIN numbers and associated Land Description (if applicable)

PIN	Land Description	Add	Delete
		+	-

And if available

Crown Land File Numbers	Add	Delete
	+	-

III. INDUSTRIAL OR COMMERCIAL PURPOSES OR ACTIVITIES

In the format of the example provided, which of the industrial or commercial purposes or activities have occurred or are occurring on this site.

EXAMPLE

Schedule 2 Reference	Description
E1	appliance, equipment or engine maintenance, repair, reconditioning, cleaning or salvage
F10	solvent manufacturing, bulk storage, shipping or handling

Schedule 2 Reference	Description	Add	Delete
		+	-

IV. ADDITIONAL INFORMATION

- Provide a brief summary of the planned activity and proposed land use at the site.
- Indicate the information used to complete this site disclosure statement including a list of record searches completed.
- List any past or present government orders, permits, approvals, certificates or notifications pertaining to the environmental condition of the site. (Attach extra pages, if necessary):

V. DECLARATIONS

Where a municipal approval is not required, please indicate the reason for submission directly to the registrar:

- Under Order Foreclosure CCAA Proceedings BIA Proceedings
 Decommissioning Ceasing Operations

By signing below, I confirm that the information in this form is complete and accurate to the best of my knowledge:

SIGNATURE

DATE SIGNED (YYYY-MM-DD)

APPROVING AUTHORITY CONTACT INFORMATION

NAME	AGENCY
ADDRESS	
PHONE	E-MAIL

Reason for submission (Please check one or more of the following):

- Building Permit Subdivision Zoning Development Permit

DATE RECEIVED (YYYY-MM-DD)

DATE SUBMITTED TO REGISTRAR (YYYY-MM-DD)