

# BUILDING PERMIT APPLICATION GUIDE



TOWN OF GIBSONS

[www.gibsons.ca](http://www.gibsons.ca)

MARCH 2023

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.

[APPLY AT WWW.CLOUDPERMIT.CA](http://WWW.CLOUDPERMIT.CA)

### **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
- any structural repairs or alterations to a building or 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 (subject to fire protection requirements) 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.

Contact the building department if you are unsure whether a permit is required

### **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.

## BUILDING PERMIT APPLICATION GUIDE

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.

### 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](http://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 and building permits to the Town include a completed [Site Disclosure Statement](#). (attached to this guide)
  - 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

Town of Gibsons application documents can be found in the back of this guide or at [www.gibsons.ca](http://www.gibsons.ca)

Once you have refined your project proposal, visit [www.cloudpermit.ca](http://www.cloudpermit.ca) to submit your 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. (included in this guide)
- Construction drawings for residential or commercial applications** - 1/4" to 1'-0" scale showing sufficient detail (see over). Insufficient detail on construction drawings may delay issuance of Building Permit. Structural drawings to be sealed by structural engineer.

- Site plan for residential and 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.
  
  - SCRD civic address letter (for all new dwellings including secondary suites)
  
- Engineering**  
For all new buildings, and where applicable:
  - Schedule B for geotechnical;
  - Schedule B for structural and engineered 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.
  - Appendix C - Confirmation of professional liability insurance complete with a copy of certificate (available on website and within this guide)

Additions and alterations to an existing building may require both structural and geotechnical engineering.
  
- Pre-Construction BC Energy Compliance Report.** Effective May 1st, 2023, all new dwellings and other specific Part 9 building types are required to be designed and constructed to meet the minimum performance requirements specified in Step 3 of the [BC Energy Step Code](#). For all new Part 3 buildings, Step 2 will be the new minimum. For additional information see [Building and Safety Standards Branch Information Bulletin No. B23 - 01](#). 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](http://www.bchousing.org)** (not required for small projects or may not be required for small additions)

## BUILDING PERMIT APPLICATION GUIDE

- 'Owner's Undertaking' (Building Bylaw No. 1284, 2020, Appendix B, available on the Town website and within this guide).
- Letter of authorization (Building bylaw No. 1284, 2020. Appendix A. If someone will be acting agent on the owner's behalf. Available on website or in guide.)

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

### 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 AND OTHER INFORMATION**

Provide details for:

- Ventilation of: deck over living space
- Ventilation of: Framed roof spaces
- Fire separations
- Interconnectivity of smoke alarms
- Spatial separation calculations
- Insulation values
- Building envelope
- Specify type of heating and ventilation

**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 is submitted in Cloud Permit and the application fee is paid to the Building Department.

## STEP 4 – FINAL APPROVAL AND PERMIT ISSUANCE

The Building Department will message you in Cloud Permit or 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. At this time you will be prompted to sign off the permit; accepting the terms and conditions.

## STEP 5 – INSPECTIONS

Inspection requests can be submitted through Cloud Permit or by the Town of Gibsons website at: [www.gibsons.ca](http://www.gibsons.ca). 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, rainwater leaders and damp-proofing
- plumbing rough-in and water test
- framing and sheathing (all framing, electrical, gas and mechanical must be completed and engineers report and approval submitted. Mechanical ventilation calculations, electrical permits and gas permits required at this time)
- insulation and vapour barrier (at this time, public works will be notified to ensure all infrastructure requirements have been addressed. ie: site services, water meters etc)

## 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.

Occupancy permits will only be provided for new dwellings (including secondary suites) and new commercial or industrial buildings or units.



## CONTACTS

- Town of Gibsons Building Official: 604-886-2274
- Building Inspection Requests: Visit [www.cloudpermit.ca](http://www.cloudpermit.ca) or by calling the Town at 604-886-2274 or visit our website [www.gibsons.ca](http://www.gibsons.ca)
- 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**  
**BYLAW No. 1284, 2020**  
**Appendix A – Letter of Authorization**

To whom it may concern:

Property

Address: \_\_\_\_\_

Legal

Description: \_\_\_\_\_

I am the owner, as defined in the current “Building Bylaw”, of the above referenced property and hereby authorize:

Representative/Contact:

\_\_\_\_\_

(PRINT)

Tel. No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-

mail: \_\_\_\_\_

Please check where applicable.

To represent me in an application for:

Building Permit Application

(If Registered Professional is involved, use Appendix B, Owner’s Undertaking)

Demolition Permit Application

Sub Trade Permit

To obtain copies of:

Building Permit Plans (Archive Copies)

Owner’s Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

*This form may be faxed, mailed, emailed, or delivered in person.*





**Town of Gibsons**  
**BYLAW No. 1284, 2020**  
**Appendix B – Owner’s Undertaking**

Property Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Building Permit #: \_\_\_\_\_

1. 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 that the Town will rely on same.
2. I confirm that I have applied for a building permit pursuant to “Town of Gibsons Building BYLAW No. 1284, 2020” (the “Bylaw”) 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.
3. Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility to ensure compliance with the Building Code and the Bylaw whether any work to be performed pursuant to the permit applied for is done by me, a contractor or a registered professional.
4. I am not in any way relying on the Town or its building officials, as defined under the Bylaw, to protect the owner or any other persons as set out in Part 3 of the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the Town or its building officials.
5. I hereby agree to indemnify and save harmless the Town and its employees from all claims, liability, judgments, costs and expenses of every kind which may result from negligence or from the failure to comply fully with all bylaws, statutes and regulations relating to any work or undertaking in respect of which this application is made.
6. I am authorized to give these representations, warranties, assurance and indemnities to the Town.

**Owner’s Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

---

Tel. No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

This undertaking is executed by the owner this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(Day) (Month) (Year)

**1. Where owner is an individual:**

Signed, sealed and delivered in the presence of:

Owner's Signature

Witness's Signature

\_\_\_\_\_

\_\_\_\_\_

Owner's Name

Witness's Name

\_\_\_\_\_

\_\_\_\_\_

Witness's Address

\_\_\_\_\_

---

**2. Where owner is a corporation:**

Signed, sealed and delivered in the presence of:

Name of Corporation

Witness's Signature

\_\_\_\_\_

\_\_\_\_\_

Per:

\_\_\_\_\_

Authorized Signatory

Witness's Address

\_\_\_\_\_

\_\_\_\_\_

Name

\_\_\_\_\_

\_\_\_\_\_

**3. Where owner is a partnership:**

Signed, sealed and delivered in the presence of:

Name of Partnership

Witness's Signature

\_\_\_\_\_

\_\_\_\_\_

---

---

Witness's Name

Per:

---

Authorized Signatory

---

Witness's Address

Name

---

---







# 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

1. Provide a brief summary of the planned activity and proposed land use at the site.

2. Indicate the information used to complete this site disclosure statement including a list of record searches completed.

3. 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)