



## BUILDING PERMIT SUBMISSION REQUIREMENTS

In order for us to provide you with the best and most efficient service, please ensure that the following information and documentation is included with your building permit submission.

Your application must include all of the following items before it can be accepted for processing. Complete submissions will enable us to process your permit in the most efficient manner possible, and that incomplete applications will not be accepted.

### 1. PERMIT APPLICATION:

- A completed building permit application form signed by all registered owners as listed on the **State of Title** provided;
- If the registered owner is a Corporation, a **Company Search** is required to identify who the authorized signatory can be;
- A copy of the **title certificate**, dated within the last 30 days of the application, must be submitted with the application package:
  - If the property is to change ownership at a later date, a **Form A** is acceptable to establish future ownership when the pending number shown on the Form A is also present on the title provided;
- Copies of all easements, right of ways and encumbrances shown on the title in favour of the **City of Parksville**;
- A **BC Housing New Home Registration Form**, completed;
- For all foundations, a **Schedule "B"** signed and sealed by each registered professional (P.Eng) working on the project, and a copy of their liability insurance;
- Where the dwelling is sprinkled, a Schedule B, professional liability insurance, sprinkler drawings and calculation are required;
- A completed and signed **Ventilation and Appliances Checklist**;
- A City of Parksville business licence or an intercommunity business licence (ICBL).

### 2. TWO SITE PLANS THAT INCLUDE (measurement to be in metric):

- All pertinent property data (legal description, North arrow, scale, civic address);
- All parcel lines, right of ways and easements;
- Location of road(s) as they relate to the parcel;
- Water bodies, creeks, rivers, watercourses, wetlands, the ocean or any other significant natural feature relative to the parcel;
- Location and dimensions of any existing and proposed building(s) with setback dimensions from the closest building face to all parcel lines;
- Size of parcel;
- Site coverage (the sum total horizontal area of all buildings as measured from the outermost perimeter of all buildings on the site and expressed as a percentage of the total area of the site);
- Total gross floor area (the sum total of the gross horizontal area of each floor of a building as measured to the exterior face of the exterior walls of the building);

- Floor area ratio (the figure obtained when the gross floor area of all buildings on a parcel is divided by the area of the parcel expressed as a decimal);
- For any application that requires tree removal, tree removal is permitted within the building foundation area and one metre beyond the foundation area, otherwise a tree plan indicating the location of all trees on the site needs to be included with the application.

### 3. REQUIRED PLANS/INFORMATION FOR CONSTRUCTION

**TWO SETS: One PAPER, One ELECTRONIC set (PDF) is acceptable.**

- Floor Plan(s);
- Elevations;
- Foundation Plan;
- Cross-Section;
- Braced wall panels and braced wall bands;
- Spatial/limiting distance calculations for all openings;
- Truss, beam and floor framing plans including point loads.

The following information is required to be on the construction plans:

- Dimensions of any existing buildings;
- Dimensions of all proposed buildings;
- Height and dimension of all building(s);
- Structural detail, shown on cross-section;
- Rain screen detail - shown on cross-section;
- Plumbing fixtures;
- Smoke and carbon monoxide alarms;
- Stair, guard and handrail;
- Insulation.

### 4. CONSTRUCTION PLANS AND SITE PLAN STANDARDS:

- To be submitted on paper a minimum size of 11" x 17" ;
- To be drawn to a standard scale not less than 1:100 [ $1/8" = 1'-0"$ ];
- One set of plans will be returned to the owner when the building permit is issued.

### 5. MINOR ADDITION EXEMPTIONS:

The Building Official may waive the requirement for a site plan, in whole or in part, where the permit is sought for the repair or alteration of an existing building or structure.

### 6. DAMAGE DEPOSITS:

Moving buildings within the City and demolition of buildings will require a \$1,000 refundable deposit to protect city property and services against damage;

### 7. ENGINEERING SUBMISSIONS FOR LARGER DEVELOPMENT PROJECTS:

- Engineering Pre-Design Submission, per the attached checklist, (unless exempt from the City of Parksville Works and Services Bylaw, No. 1231);
- Any other information as set out in the City of Parksville Building Bylaw, 2003, No. 1387, as required by the Building Official (i.e. Approved Development Permit, Development Variance Permit or Rezoning where required);

- Pre-Design Engineering Submission by a qualified Professional Engineer as per Section 2.0, Item 5.0, of the City's Engineering Standards and Specifications, where Works and Services are applicable at the building permit stage;
- Where applicable, as determined by the Building Official, a plan showing the location and size of the water service line, building drain, storm sewer, sanitary sewer, trap, inspection piece, a sectional drawing showing the size and location of every soil or waste pipe and vent pipe.

## 8. COMMERCIAL APPLICATIONS

All commercial applications will require FOUR COMPLETE SETS of drawings. The following is a list of required information. Please contact Building Inspections prior to your submittal for further information regarding your specific project. Please note that incomplete applications will not be accepted.

- Building Code Analysis completed by the Architect;
- Coordinating Registered Professional letter of assurance (Schedule B);
- Drawings and letters of assurance (Schedule B) from the following for all buildings falling within Part 3 of the B.C. Building Code:
  - Architectural drawings
  - Structural drawings
  - Mechanical drawings
  - Electrical drawings
  - Civil drawings
  - Fire Suppression (Sprinkler) including hydraulic calculations; and
  - Geotechnical report.

Additional items that may be required:

- VIHA approval may be required for all commercial kitchen, restaurant, beverage facility, and personal service establishment. Contact 250 755-6215 for further information. Please take your drawings to them for approval prior to applying for a building permit;
- Alternative Solution Report;
- BC Housing registration for multi-family developments or proof of a restrictive covenant restricting sales of rental units for a period of ten years.

## 9. SECONDARY SUITES

In order to construct a secondary suite within an existing single family dwelling (zoned RS-1, RS-2 or RS-3), please note the following information that must be shown on your drawings:

- Entrance door minimum width of 32" complete with door viewer;
- Minimum room height of 2 meters (6 ft-6 in);
- Minimum required bedroom window opening size is 15", minimum area of 3.75 ft<sup>2</sup>;
- Maximum of two bedrooms, and maximum suite area of 90 m<sup>2</sup> (968 ft<sup>2</sup>) or 40% of the floor area of house whichever is less;
- Heating and ventilation system details;
- All kitchen and bathroom fans must exhaust to the exterior;

- Principal exhaust fan must run continuously and have a maximum sound rating of 1.0 sone. Passive exterior air inlets are required in all bedrooms and common living area;
- Interconnected smoke alarms in the suite bedrooms and main living area;
- Carbon monoxide alarm where solid fuel burning appliances are used or where there is an attached garage to the suite or main dwelling;
- Required 45-minute fire separation between the suite and the main dwelling unit. This can be reduced to 30 minutes with the installation of a separate interconnected alarm between the suite and the main dwelling;
- A door between the suite and the main dwelling must be fire rated to 20 minutes and be self-closing; and
- One additional off street parking space.

**Note:**

To obtain a 45-minute fire separation, two layers of ½” type X drywall must be installed to the suite ceiling. One layer of ½” type X drywall is installed to both sides of the demising wall between the suite and the main dwelling.

To obtain a 30-minute fire separation, one layer of 5/8” type X drywall must be installed to the suite ceiling and one layer of regular ½” drywall installed to both sides of the demising wall between the suite and the main dwelling.

Copies of Building Bylaw, 2003, No. 1387 are available to view from the City's website at [www.city.parksville.bc.ca](http://www.city.parksville.bc.ca). The BC Building Code is available from the Queen's Printer in Victoria or any local bookstore. In addition, it can be viewed at the Community Planning Department counter and is available at the library.