



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; incomplete applications will not be accepted.

1. PERMIT APPLICATION (REQUIRED DOCUMENTS):

- APPLICATION signed by all registered owners;
- COMPANY SEARCH - to identify who the authorized signatory can be;
- TITLE SEARCH - a copy of the title certificate, dated within the last 30 days of the application;
- EASEMENTS - 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;
- A GEOTECHNICAL ENGINEER Schedule "B" for all foundations;
- A completed and signed PRE-CONSTRUCTION ENERGY COMPLIANCE REPORT;
- A City of Parksville BUSINESS LICENCE or an INTERCOMMUNITY BUSINESS LICENCE (ICBL);
- TRUSS & BEAM layout with point loads (over 8000 lbs will require a structural engineer).

2. REQUIRED PLANS/INFORMATION FOR CONSTRUCTION:

(TWO SETS of DESIGNER QUALITY DRAWINGS, DRAWN TO SCALE, ON MINIMUM 11 X 17 PAPER):

One PAPER set, One ELECTRONIC set (PDF):

- 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; plumbing fixtures, smoke and carbon monoxide alarms, insulation, stairs, guards, handrails.

3. SITE PLAN - an electronic document completed by a BC Land Surveyor that includes height calculation.

4. RENOVATION AND DEMOLITION:

- For all renovation and demolition work where the age of the building is pre-1990 a **Hazardous Materials Survey** in compliance with WorkSafeBC Guideline Part 20 must be completed. Further, if any hazardous materials are identified in the report, then a copy of the **clearance letter** must be submitted to the building inspector for review prior to any site inspections taking place.

5. ADDITIONS:

Some documents may not be required for additions or interior renovations. If the height of an addition is proposed to be higher than the main building, a height survey will be required. Please speak with Building Inspections for clarification.

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. Construction of new houses, carriage houses, additions or accessory buildings will require a \$500.00 refundable deposit.

7. COMMERCIAL APPLICATIONS

All commercial applications will require **TWO COMPLETE SETS of SEALED drawings AND ONE ELECTRONIC SET (PDF)**. 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 A) where there is more than two professionals;
- Sealed drawings and letters of assurance (Schedule B) from the following professionals as applicable:
 - 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 establishments. 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.

8. SECONDARY SUITES (Refer to example drawings on our website)

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 ft²;
- Maximum of two bedrooms, and maximum suite area of 90 m² (968 ft²) 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 ½" drywall installed to both sides of the demising wall between the suite and the main dwelling.