

## A GUIDE TO BUILDING PERMITS

### Why Do I Need a Building Permit?

A Building Permit is required to protect the safety and interests of individuals and communities in the Squamish-Lillooet Regional District. By reviewing and approving building plans before any work is done, the SLRD strives to ensure that buildings comply with:

- The Building Code, which sets minimum standards for the design and construction of buildings to meet objectives such as health, safety, fire protection, accessibility and resource conservation;
- Zoning bylaws and other planning controls on buildings; and
- Other applicable legislation, including conservation authority approvals and certain requirements under the Environmental Protection Act.

### When Do I Need a Building Permit?

The Squamish-Lillooet Regional District Building Bylaw sets out the rules and regulations for issuing permits to build in Electoral Area A, B, C or D. Building Permits are valid for three years.

A permit is required for:

- Construction, renovation, alteration to a building, or part of a building;
- Changing the use of a building;
- Finishing previously unfinished areas such as basements or enclosing a carport or porch area;
- Demolishing all or a portion of any building or structure;
- Moving any building, structure or mobile home onto or within the Regional District;
- Placing a previously manufactured home or housing structure on any land;
- Installing solid fuel appliances, fireplaces and chimneys;
- Installing a fire sprinkler system;
- Installing or altering any plumbing works or services;
- Constructing a farm building;
- Constructing or altering a retaining wall 1.22 metres or more above finished grade.

It should be noted that failure to obtain a Building Permit can result in construction delays, a notice on title and/or legal action.

### When is a Building Permit Not Required?

The following projects would NOT require a building permit. However, being exempt from a permit does not mean that you can do any work that would violate any law or ordinance. BC Building Code standards and zoning setbacks will need to be met even when a permit is not required.

Projects which would NOT require a building permit include:

- Recovering existing roofs;
- Residing exterior walls;
- Repainting;
- Replacing existing bathroom, kitchen or laundry fixtures and fittings;
- Recovering existing floors;
- Replacing windows and doors in existing openings;
- Installation of a well;
- Constructing a fence;
- A retaining wall or structure less than 1.22 metres above the finished grade.

Projects which would NOT require a building permit but may be subject to planning requirements include:

- A new detached accessory building or structure which is NOT to be used for residential occupancy and has a building area that is less than 10 sq. metres.

### **Pre Application Stage**

If you believe that your project may require a permit, please review the building bylaw and contact the SLRD Building Department prior to beginning any work on a building or structure.

### **Application Requirements**

When you apply for a building permit, you are always required to submit:

- Completed building permit application;
- Appendix C – Owners Undertaking signed by all owners listed on the property title;
- All required documentation;
- A non-refundable building permit application processing fee of \$2,030.00 for a new dwelling or where the construction value is in excess of \$200,000.00; \$530.00 for all other construction applications.

Depending on what and where you are building, you may be required to submit further information or attain other permits. Please contact the Building Department if you are unsure about the requirements for your project.

### **Review of the Application**

Once an application is submitted, the information that is included is reviewed in order to meet building standards under the BC Building Code, zoning regulations and any other enactments regarding health and safety to determine whether the project may be safely carried forward on the property in question. Once you receive your permit, it is valid for 3 years.

## **Approval Process**

Building Permit processing times vary depending on the time of year, and are reviewed on a first-come, first-served basis. It is advised to submit your application well before you plan on beginning construction, as it can take 12-14 weeks to review your application. The permit would be issued once all information is complete.

## **Cost**

The cost of the building permit fee is calculated at the plan check stage by the building inspector with a formula based on the estimated construction value. An application processing fee of \$2,030 or \$530 is required when submitting your application. This fee is deducted once the building inspector calculates the final permit fee.

## **Issuance of a Building Permit**

Prior to the issuance of the permit, all conditions set out by the Building Bylaw, Building Code, and other applicable bylaws must be resolved. In addition, all outstanding building permit fees must be paid in full. Once the building permit is issued, construction may begin.

## **Refunds**

The processing fee of \$2,030 or \$530 is non-refundable. A refund of the permit fees set out in Appendix A of the Building Bylaw may be obtained when a permit is surrendered and cancelled before any construction begins less 15% of the refundable portion of the fee.

## **Expiration of Application for a Permit**

A building permit application expires:

- 6 months from the date a complete application is received and written notification to the owner that the permit is ready to be issued, or
- If permit fees are not paid within 6 months from the date of written notification to the owner that the permit is ready to be issued, or
- After 12 months from the date of submission if no further information is submitted to complete the application process.

## **Permit Expiration**

Every permit is issued on the condition that the permit expires and the rights of the owner under the permit terminate within 36 months of the issuance of the permit provided however that the permit may be terminated earlier if

- The work authorized by the permit is not commenced within 6 months from the date of issuance of the permit.
- The work authorized by the permit is discontinued for a period of 6 months.

## Inspections

The Agent/Property Owner/Contractor is responsible for requesting and scheduling the appropriate inspections during construction. Once the Building Inspector completes an inspection, a "Building Inspection Report" will be issued. Any incomplete items on the report must be completed before scheduling a subsequent inspection.

Inspections can be booked through [Cloudpermit](#) or by contacting the Building Clerk at 1-800-298-7753 extension 241 at least two days in advance of the day the Building Inspector is in your area.

## Information, Application Forms and Questions

The SLRD uses an online system, [Cloudpermit](#), for building permits and inspection requests. Cloudpermit allows you to apply for and see the status of your permit application anywhere, at any time.

Applications can be started, saved and completed at a later date, and once submitted, you will receive email updates on the status of your application. Records of permit documents will be retained under your online profile for future reference.

Before applying for a building permit or inspection, please read through the information provided on [Forms & Information](#) page.

Once registered and/or logged in, you'll receive a guide and checklist for submitting an application.

To apply for a building permit, you'll need:

- Project name
- Project address
- Work type (residential, farm, industrial, commercial, or institutional)
- Work target - type of build (example: new build, addition, demolition, pool, etc.)
- Contact information (property owners or authorized agents associated with the project)
- Required documents associated with the project (site plans, structural drawings, construction drawings, etc.)

If you cannot complete the electronic submission process, or have any questions regarding documentation requirements, you can use the messaging function in Cloudpermit to contact the SLRD Building Department team, or email: [bldgofficial@slrd.bc.ca](mailto:bldgofficial@slrd.bc.ca)

*This guide should not be used as a substitute for SLRD bylaws and other regulations. The Owner is responsible for compliance with all codes, bylaws and other regulations whether or not described in this guide.*