

# Village of Radium Hot Springs Building Permit Guide



The purpose of this guide is to advise on the applicable regulations within the Village of Radium Hot Springs (herein 'Village of Radium') regarding construction, repairs, alterations or additions to any building or structure and to assist you with the preparation of your building permit submission. It does not replace the current bylaws and regulations.

The design and construction of buildings and structures in the Village of Radium are governed by the following:

- British Columbia Building Code
- The Village of Radium Official Community Plan
- The Village of Radium Building Bylaw
- The Village of Radium Zoning Bylaw

These Bylaws are available online at [www.radiumhotsprings.ca](http://www.radiumhotsprings.ca) or by contacting the planning and building department.

## When do you need a building Permit?

A Building Permit is required if you:

- Construct a new home.
- Construct a new accessory building or accessory structure greater than 108 sq. ft. (10m<sup>2</sup>).
- Repair, renovate or addition to an existing building.
- Complete a previously unfinished area in an existing building (basement development, carport, etc.).
- Construct, cover or enclose a porch or sundeck.
- Construct a swimming pool or any structure for a hot tub.
- Demolish, relocate, or move a building.
- Place mobile/manufactured homes on a private lot or in a Mobile Home Park.
- Construct chimneys or install wood or pellet stove appliances.
- Construct retaining walls over 5 ft in height. (a design by a P. Eng. is also required)
- Change the use designation of a building or space.

Exemptions:

- Painting, roofing repairs and re-roofing (nothing structural).
- Exterior finish repair or replacement.
- Landscaping, sidewalks, fences.
- Garden shed less than 108 sq. ft. (10m<sup>2</sup>).
- General maintenance.

*For clarity, no excavation, erection, enlargement, alteration, repair, removal, or demolition of any building or structure, or part thereof, shall be commenced or undertaken without a permit being first obtained.*

## What do I need to know prior to planning my project?

- **Zoning** - Check the Village of Radium's Zoning bylaw and Zoning Map to ensure the zoning allows the intended use, setbacks, maximum height of building, density.
- **Services** - Check with the Village of Radium's Public Works department for location of water and sanitary sewer.
- **Land Title** - Check on your properties land title for any covenant, easement, right-of way, etc. that may be registered.
- **Other Permit Requirements** – There may be other permit requirements such as development permits (DP). Residential properties subject to environmental and hazardous conditions may be subject to a DP. Commercial, multi-family and industrial uses may also be subject to environmental and hazardous conditions DP's plus form and character DP's. If your project is near an environmentally sensitive area, a steep slope, subject to flooding, or it is a commercial, multi family or industrial use, please review the DP guidelines within the Village of Radium's Official Community Plan or contact Planning Staff.

## How much does it Cost?

Building Permit fees are based on the estimated cost of construction including material and labour at market value. All other project values are based on a contractor's quote for labour and materials or \$7/1000 of the value of construction.

**Building permit** fees are as follows:

*\$75 up to the first \$1000 plus \$7 for each \$1000 (or fraction) thereafter*

(Projects that are issued under the review of a professional engineer will have the building permit fee reduced by 5% to a maximum of \$500).

**Water service inspection** fees are charged at time of building permit. The fees are \$300. After the water connection plumbing is complete, please call public works and they will inspect the connection.

**Sewer Service inspection** fees are charged at time of building permit. The fees are \$300. After the sewer connection plumbing is complete, please call public works and they will inspect the connection.

**A Damage Deposit** may be charged if the proposed work could damage the Village of Radium's infrastructure such as curbs and pavement.

\$1000 refundable deposit.

## **How do I submit my permit application?**

In addition to a complete Building Permit application (**Schedule B**) signed by the property owner or authorized agent you will need a recent land title (available on [ltsa.ca](http://ltsa.ca)) and 2 sets of fully detailed plans. A full list of requirements is listed in **Schedule A – Building Permit Check List**. This checklist is to be completed and submitted as part of your building permit submission. It is suggested that you book an appointment with the building official or planning Staff to go over your final submission and checklist.

## **How long does it take to process a building permit submission?**

Once a complete application has been received it will be reviewed to ensure compliance with the building and zoning bylaws and with the BC Building Code (BCBC). This process takes an average of 2 to 4 weeks. This timeframe is dependent on completeness and accuracy of the submission and the workload of staff.

## **How do inspections work?**

Inspections assist the homeowner or builder in constructing a building that meets current structural, health, security, and fire protection safety standards. Communicating with the Village of Radium Building Official in advance reduces the chances of problems arising during a field inspection. There are many stages involved in the building inspection process and inspections should be called at every stage. Depending on what you are building, inspections for the following may need to be carried out:

- Footing and foundation inspection (before pouring concrete)
- Drain tile and damp proofing inspection
- Under slab plumbing and soil gas
- Rough-in plumbing
- Under slab poly and insulation inspection
- Framing inspection
- Chimney and duct inspection
- Insulation inspection
- Occupancy inspection

Final inspection

## Village of Radium Hot Springs Planning and Building Department Contact Information

The Village Office is located at 4836 Radium Boulevard, and our hours are Monday to Friday from 8:30am to 4:30pm (closed between noon and 1pm on Fridays).

**Arne Dohlen, Director of Planning & Development Services**

Office (250) 347-6455

Arne.dohlen@radiumhotsprings.ca



# Schedule A

## Village of Radium Hot Springs Building Permit Checklist

Building permit submissions must include the basic information which planning and building staff require to check compliance with British Columbia Building Code (the “BCBC”), and the Village of Radium’s zoning & building bylaws. Incomplete applications can not be accepted. The following checklist is to be completed prior to the submission of any building permit.

Submitting all the following information does not guarantee that we will be able to issue your permit, but it will enable us to assess whether your application complies with the BCBC and local bylaws, and then provide you with a response. By submitting complete and accurate information at the outset, it enables us to do a thorough review and respond much faster than if we need to request additional or missing information.

The following requirements may be varied at the discretion of the Building Official.

### Overall building permit submission

Building permit submission must include:

- A complete building permit application
- 2 Sets of complete architectural plans (sized at 11”x17”, 18”x24” or 24”x36”)
- BC Housing third-party home warranty insurance (required for all new dwellings)
- Survey plans (surveys are required if building location or height can not be easily and accurately established in field)
- Engineering Drawings and schedules (required for any building elements that fall outside part 9 of the BCBC. Drawings and schedules must be stamped)
- Geotechnical Report (required for any questionable soil conditions, steep slopes or sites that may be subject to erosion)

### Architectural plans

Project information / zoning analysis table on the cover page must include:

- Legal description
- Civic address – if available
- Current zoning designation
- Proposed land use
- Proposed building height:
  - Existing grade elevations at all building corners must be shown and before any excavations (must also be shown on site plan)
  - The proposed roof peak and top of floor elevations must be referenced to the site elevations and average grade.
- Required and proposed building setbacks (all maximum allowable and proposed must be indicated)
- Lot area
- Building areas of all floors and accessory buildings
- Required and proposed parking

- Required and Proposed setback to any natural boundary (stream/wetland/ocean)
- If there is a secondary suite
- Proposed accessory building area

Site Plan must include:

- Property lines that are dimensioned
- All setbacks that are dimensioned (front/back/side/exterior side/natural boundary)
- Proposed and existing building and structures that dimensioned to property lines
- Existing grades elevations at all building corners
- A north arrow
- Encumbrances and easements
- Green spaces, wetlands, streams and natural boundaries
- Proposed and existing parking spaces are indicated
- Reference scale or drawing scale label
- Labeled streets and driveways

Foundation Plan must include

- Footing locations, width and depth with rebar - size and spacing are indicated
- Foundation wall locations, width and height with rebar - size/grade/spacing
- Crawlspace living space locations
- Slab thickness with insulation and flashing details
- Unsupported retaining walls exceeding 1.5m has engineering

Floor plans must include:

- Fully dimensioned floor plans of all buildings
- Room use label
- Hot water tank, furnace and wall heaters
- HRV or Mechanical ventilation system type and location
- Fireplace and the chimney with height indicated
- Window sizes
- Landing at all exterior doors
- Floor joists and rafter grade, size, on-center spacing and orientation
- Beam grade, size, species
- Large span window headers grade, size, species
- All framing grade, size, on-center spacing and orientation

Roof framing plan must include:

- Roof framing grade, size, on-center spacing and orientation
- Stamped engineered truss package drawings including floor and truss layout that indicate factored loads

Deck Framing Plan must include:

- Floor joists framing, grade, size, on-center spacing, and orientation
- Beam grade, size, species
- Stairs and handrail details

Building elevations must include:

- Side elevations for all sides of all buildings including natural and proposed grades
- Average grade line referenced to floor plates
- Exterior finish materials
- Existing and finished grade shown and labelled
- Spatial separation calculation at all side property lines
- Heights of all floors, top plates, roof slopes and roof peaks

Building sections must include:

- Heights between the floor and ceiling, to existing grade, to top of roof peak, slabs, footings and foundation walls
- Roof, floor, wall, and foundation assemblies that indicate proposed insulation values, framing materials and finishes
- Stair and handrail details

*Note: Requirements may change as the project progresses, and new information may be required as a result of your submissions.*

## Schedule B

**Please refer to the Radium Hot Springs Building Permit Application Package.**