

District of Squamish

Building Permit

Application Guide

Last Updated: March 3, 2016

www.squamish.ca

Table of Contents

Before You Apply	1
Using This Guide.....	1
What is a Building Permit?.....	1
Benefits of your Building Permit.....	1
Land Development Permits.....	2
Types of Building Permits.....	2
When is a Building Permit Required?.....	3
Exceptions.....	3
District Essential Service Permits.....	4
Non District-Issued Service & Operating Permits.....	4
BC Building Code.....	4
Services: Off-site and On-site.....	5
Revitalization Tax Exemption.....	9
Preparing your Building Permit Application	10
Preparing Your Application.....	10
Building Permit Application & Inspection Process.....	10
Structural Design for Single & Two-Unit Dwellings.....	12
Applicable Bylaws.....	13
Fees.....	14
How to Submit Your Application.....	17
Help / Contact Us.....	17
Application Requirements & Recommendations	17
Permit Extension, Renewal, Expiration & Cancellation.....	17
Property Owner Responsibility.....	18
District Property Repair Agreement.....	18
Additional Permits.....	19
Bear Aware.....	19
Green Building.....	19
Application.....	19
Recommendations.....	19
Professional Associations & Resources.....	20
Building Requirements & Inspections	20
Secondary Suites.....	20
Business Licences.....	20
Signage.....	20
On-site Water Connection Regulations.....	21
Protection of Riparian Areas.....	21
Flood Construction & Slope Stability Requirements.....	21
Spatial Separation Fire Requirements.....	21
Construction on Crown Land.....	21
Retaining Walls & Structures.....	22
Property Access.....	22
Relocation of Building/Structure.....	22

Before You Dig!	22
Development Cost Charges	22
Damage and Lot Grading Deposits	23
Construction Debris	23
Types of Inspections	23
Inspection Requirements	24
Totes	24

Before You Apply

Using This Guide

This guide will help you navigate the various types of Building Permits including types of permits, when a permit is required, and the information you need to know before you submit your application. It also provides information on the Building Permit process from permit issuance through to inspections and Final Approval of your project.

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

IMPORTANT: All Residential Building Permits are only available to builders registered with the Homeowner Protection Office (HPO).

What is a Building Permit?

A Building Permit is lawful approval from the District of Squamish permitting you to commence or continue construction, alteration, placement, reconstruction, demolition, removal, relocation, or changes to the occupancy of any building or structure, or other work related to construction. This is to ensure you comply with safety, health, building and zoning requirements of the District of Squamish and the Province of British Columbia.

Approval is granted to applications that are in compliance with the current *BC Building Code*, the *Zoning Bylaw*, *Building Bylaw* and other applicable regulations. Failure to obtain building permits can result in costly construction delays, legal action and/or the removal of already completed work.

Benefits of your Building Permit

Municipal bylaws and provincial legislation state that Building Permits are required for new construction, renovations, relocations, demolition, and other building projects in Squamish.

There are significant advantages to acquiring a Building Permit, and other construction related permits, prior to commencing your project – these include:

- ✓ A permit ensures that your project complies with the *Zoning Bylaw*, including proper land use and required setbacks.
 - ✓ A permit ensures that qualified professionals review drawings, plans, and other requirements to ensure required codes and bylaws are being followed.
 - ✓ A permit also ensures compliance with all required codes and bylaws by having qualified inspectors on-site throughout the appropriate stages of the project.
 - ✓ A permit improves safety for you, your family, visitors to your home, and future owners of your home.
 - ✓ Obtaining the services and advice of qualified professionals will ensure that your building is constructed properly the first time, most likely resulting in savings.
 - ✓ Your home's dollar value can increase and liabilities can be decreased when you show prospective buyers that all required permits and inspections are completed.
 - ✓ It is the law! There are significant penalties for not obtaining permits or for starting construction without permits. Working without a permit may cause you to lose your investment.
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Land Development Permits

Before you can proceed with submitting your *Building Permit Application Form*, you must first ensure you have the applicable Land Development Permit(s). Contact the Development Services Department or visit www.squamish.ca for more information. Also refer to *Protection of Riparian Areas* under *Building Requirements & Inspections* in this Guide.

A Site Alteration Permit (SAP) is required prior to the alteration of your lot, including tree or vegetation removal, land excavation, or soil or material removal or deposit/fill. You are not required to apply for a SAP if your lot is a vacant single unit or two-unit (duplex) lot OR the land has the maximum number of residential dwelling permitted by the *Zoning Bylaw* AND cannot be subdivided. For more information, refer to the *Site Alteration Bylaw* or visit the *Land Development 101* section on www.squamish.ca.

Types of Building Permits

Building Permits are issued according to the type of building and the type of project (i.e. the work being conducted at the site).

Types of buildings include:

1. Single Unit Dwelling
2. Single Unit Dwelling including a Suite
3. Two Unit Dwelling (Duplex)
4. Multi-Unit Dwelling (including Townhomes and Condominiums)
5. Accessory Building when application is submitted in conjunction with an application for the principal dwelling
6. Carriage House
7. Modular/Mobile Home
8. Floating Building/Structure
9. Commercial
10. Industrial
11. Institutional

Types of construction that require a Building Permit include:

1. New construction
2. Addition
3. Alteration
4. Secondary Suite Installation (on an existing home)
5. Tenant (Leasehold) Improvement
6. Change of Occupancy
7. Water/Sanitary/Storm Service (off-site)
8. Plumbing Alteration
9. Relocation
10. Demolition

If you are unsure which building and construction types apply to your project, please consult a Development Services' representative at the District of Squamish before starting your application.

When is a Building Permit Required?

You are required to apply for a Building Permit for the following projects:

- new construction;
- construction of an accessory building larger than 10 m² (107 ft²);
- making new openings for, or change the size of, doors and windows;
- making structural changes (renovations) to the interior or exterior of the building;
- changing occupancy use or adding suites;
- changing the footprint of a building;
- demolishing or removing all or a portion of a building;
- installing, changing or removing partitions and load bearing walls;
- building a garage, balcony, deck or stairs;
- excavating a basement or constructing a foundation;
- installing, altering or modifying heating, plumbing or air-conditioning systems;
- installing or reconstructing chimneys or fireplaces (including wood burning stoves); Requires a permit from the District of Squamish Fire Rescue 604.898.9666
- building a deck more than 0.6 m/24 in above ground and/or attached to your building;
- retaining walls over 1.2 m/4 ft;
- creating a basement entrance;
- re-insulating, adding or removing insulation; and
- moving a building or structure.

Exceptions

You **DO NOT** require a Building Permit for the following projects - there may be exceptions to this list. Please contact the Development Services Department if you are unsure if your project requires a permit.

- construction of an accessory building smaller than 10 m² (107 ft²);
- window or door replacement where the opening is not enlarged;
- furnace and boiler replacements, add-on cooling systems, air cleaners, and in-line humidifiers;
- repair or replacement of plumbing fixtures;
- re-roofing, except where structural work is involved or where the new material increases the dead load on the roof;
- finishing basements where no structural alterations or plumbing are involved (except where a secondary suite is installed);
- minor repairs such as installation of chimney caps, chimney liner and repointing of brickwork;
- wooden decks with no roof, where the finished deck level is not greater than 0.6 m/24 in above the adjacent finished grade and is freestanding;
- retaining walls under 1.2 m/4 ft;
- free standing communication towers regulated by the Provincial Government;
- installation of counters, millwork, and appliances;
- oil storage tanks that are regulated; and
- landscaping, sidewalks and fences.

District Essential Service Permits

Depending on the scope of your project, you may also be required to apply for the following essential service permits that are **issued in accordance with your Building Permit** (and registered under the same Building Permit Number). There are additional permit fees associated with each of these service permits. Refer to the *Subdivision and Control Development Bylaw* and *Building Bylaw* for additional information on these permits, and the *Fees* section of this guide for specific fee details.

If you do not require a Building Permit for your project, but you are planning to perform work that requires any of the following permits, you can download these application forms at www.squamish.ca and submit them without a *Building Permit Application Form*.

1. **Property Access Permit / Culvert Installation** – required before adding a new or additional access point to your property including driveways and requesting the installation of a culvert by District Staff.

If you are installing, removing or upgrading any plumbing services or fire suppression systems, you are required to apply for a Building Permit.

Non District-Issued Service & Operating Permits

You are also required to apply for the following essential service permits that are not issued by the District of Squamish:

1. **Electrical Permit** – required before installing, removing or upgrading electrical in conjunction with your Building Permit, or as a stand-alone project. Contact the BC Safety Authority to apply for an Electrical Permit. The District of Squamish does not issue electrical permits or regulate electrical installations.
2. **Gas Permit** – required before installing, removing or upgrading gas fittings and/or appliances in conjunction with your Building Permit, or as a stand-alone project. Contact the BC Safety Authority to apply for a Gas Permit. The District of Squamish does not issue gas permits or regulate gas fixtures and/or installations.
3. **Health Permit** – If your project involves any of the following types of business, you are required to contact the Vancouver Coastal Health, and submit your project floor plan for approval prior to submitting your Building Permit Application. Applicable businesses include:
 - a. food facilities;
 - b. recreational facilities (e.g. pools, spas, fitness clubs); and/or
 - c. personal service establishments (e.g. hair salon, tattooing, tanning sauna).

If you are unsure if this applies to your application, contact Vancouver Coastal Health Authority to discuss your project (visit www.vch.ca/yourenvironment). Furthermore, prior to Occupancy/Final Inspection being issued, Vancouver Coastal Health must inspect and provide written approval for the construction of the project. For more information, visit www.safetyauthority.ca.

BC Building Code

Permits issued prior to December 20, 2012, must comply with the 2006 BC Building Code. Permits issued on or after December 20, 2012, must comply with the 2012 BC Building Code. For more information, visit www.bccodes.ca.

Services: **Off-Site Services (District Main to Property Line):**

Off-site and
On-site

A. Service Connections

You are required to pay for services (water, sanitary, and storm) to be connected to your property line prior to the issuance of your Building Permit. To confirm existing services, contact the District of Squamish Engineering Department at 604.815.5012, or visit Municipal Hall.

Once your Building Permit application is submitted, if your lot is not pre-serviced appropriately, you will be required to pay a fee to initiate the installation of service connections to your property line. **If existing services are insufficient for the proposed construction, District Staff will determine any additional upgrades and costs prior to the commencement of work.**

Single Unit Dwelling water upgrades are determined by assessing the fixture count and projected water use. More complex building projects vary in upgrade requirements.

B. Service Agreements

A Service Agreement is drafted to capture any off-site servicing works or infrastructure that affects the project including, but not limited to:

- water connections, main extensions, or upgrades
- sewer connections, main extensions, or upgrades
- drainage or storm connections, main extensions, or upgrades
- roads and sidewalks (access/road networking)
- street signage and lighting
- boulevard landscaping and maintenance
- underground utilities connection on frontage
- property acquisitions or right of ways

Through the B.C. Climate Action Charter, the District of Squamish has committed to becoming carbon neutral in our operational corporate emissions. The operational maintenance of the assets outlined in the Service Agreement must demonstrate efficiency and align with our goal to achieve carbon neutrality, as per the *OCP Part 4: Policies, 22 Energy & Air Quality*.

C. Service Disconnections

If you require service disconnections, i.e. demolition, you have the option of waiting for a cost estimate or prepay \$5000.00. If you wait for a cost estimate it may delay the issuance of the permit.

Service Agreement Process:

STEP 1: Pre-Application Meeting

If off-site services are to be considered in a Land Development proposal, Service Agreement requirements will be initially reviewed during the Pre-Application Meeting.

STEP 2: Additional Service Modeling (if applicable)

A Developer may be required to acquire additional service modeling to confirm off-site services and capacities. This Developer is responsible for covering all associated costs.

Services:
Off-site and
On-site,
continued...

STEP 3: Application Review & Revisions

Developers are required to submit a Design Brief and Detailed Design Drawings (DDD) from a certified Civil Engineer to the District's Engineering Department for review. Refer to the *Subdivision and Development Control Bylaw* for drawing requirements. Once the drawings are reviewed, they may be accepted or returned to the Civil Engineer for revisions. This part of any Land Development or Subdivision process depends on the efficiency of the Civil Engineer to supply adequate drawings, and to resubmit those drawings with updated revised drawings. Timely and costly delays occur when the turnover of the revisions are not immediately returned to District Staff for approval.

STEP 4: Service Agreement Issuance

Once the DDDs have been accepted as final submission, the Developer must provide probable cost of services based on agreed work. This cost estimate is needed to calculate the dollar value required for a security deposit and applicable fees. The Developer must also provide a final PDF of the drawings, payment for any outstanding service modeling costs, and approval from Vancouver Coastal Health for water main (if applicable).

Once the above noted items have been received (including probable cost of services), Staff will draft the Service Agreement and send a Service Agreement Package to the Developer requesting the following deliverables before final issuance:

- two notarized copies of Service Agreement;
- Certificate of Insurance for Developer's liability insurance co-insuring the District of Squamish (certificate must specifically address all items noted in the *Schedule D, Servicing Agreement*, '18. Insurance Coverage');
- Min. \$1M professional liability and errors and omissions insurance;
- Inspection & Administration Fee (refer to *Schedule D, Servicing Agreement*, '24. *Inspection & Administration Fee*');
- Security Deposit for 120% of estimated value of Works & Services (refer to *Schedule D, Servicing Agreement*, '19. Security Deposit'; and
- A reminder that "As-Built" drawings must be provided at time of request for Substantial Completion (refer to *Schedule D, Servicing Agreement*, '13. "As Built" Submission).

A final Service Agreement is sent to the Developer in addition to deposit/fee receipts and a Pre-Construction Meeting request.

STEP 5: Pre-Construction Meeting

At this meeting, the Service Agreement will be reviewed with the Contractor and Civil Engineer, in detail, and will be required to provide:

- Work Safe BC Clearance Letter;
- Traffic Management Plan;
- Contractor's Insurance; and
- Work schedules and Contractor contact details.

If all requirements are met (refer to *Subdivision and Development Control Bylaw Schedule E, Schedule C-1*), then District Staff will issue the Developer a *Permission to Construct*.

STEP 6: Security Funds Returned

The Developer, or their Engineer, may request for a reduction of security funds at multiple times during a development project. The maximum reduction is 90% of security funds prior to the start of the warranty period (i.e. Substantial Completion). All Letter of Credit enquiries should be directed to the Developer's financier.

NOTE: Only one claim for a release of funds may be requested on a particular project per month.

STEP 7: Substantial Completion & Warranty Period Starts

Once the majority of work is complete, the Developer, or their Engineer, may request Substantial Completion. The following items must be submitted before Substantial Completion is considered:

- Detailed summary of all work claimed to be complete;
- "As-Built" drawings (for requirements refer to the *Subdivision & Development Control Bylaw, Schedule A, Section 2*); Electronic Computer Aided Design (CAD) As-Built drawings should conform to general guidelines in order to facilitate transfer to the District's Geographic Information System (GIS). For more information, please refer to the *Maps & Data* section of the website (<http://squamish.ca/discover-squamish/maps-and-data/>)
- Confirmation of contributed assets with actual construction costs must also be provided.

District Staff may conduct a site visit(s) to qualify Substantial Completion. If deficiencies are found, the Developer's Engineer is required to resubmit estimated value of completed work following completion of outstanding work.

Once Substantial Completion is approved, the Developer is issued a *Certificate of Substantial Completion* and the 12-month warranty period commences.

STEP 8: Final Inspection & Cash Deposit Returned

One month prior to the expiration of the 12-month warranty period, District Staff will conduct a Final Acceptance inspection with the Applicant's Engineer and forward any deficiencies to the Developer. Once all of the deficiencies are completed within a reasonable time and there are no outstanding payments, all security deposits are refunded to the Developer and the off-site infrastructure is turned over to the District for maintenance.

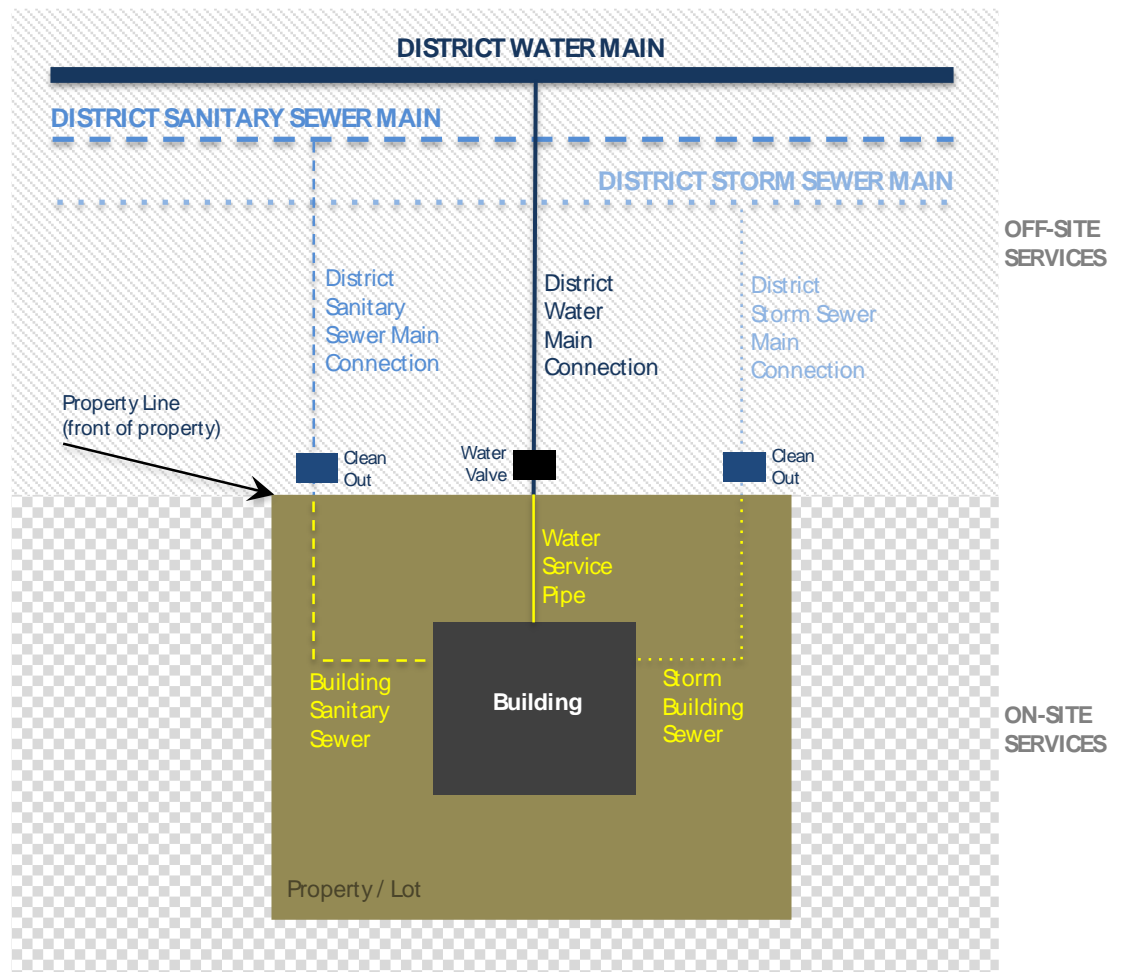
Services: Off-site and On-site, continued...

On-Site Services (Property Line to Building or Structure):

You are required to install your own on-site services (water service pipe, building sanitary sewer, and storm building sewer) to connect to District services at the property line. On-site servicing installation is subject to the inspection process by a District Building Official. Once connected, the construction rate for utilities is applied (i.e. a decreased rate). After the Vapour Barrier Inspection (refer to the *Master Building Inspection List* at www.squamish.ca), full utility billing rates are applied.

Also, please refer to *On-site Water Connection Regulations* in this Guide for more information on the installation of on-site water meters, etc.

The diagram below illustrates the various District services (water, sewer and storm) that may be connected to a dwelling, indicating the division of off-site and on-site services.



Revitalization Tax Exemption

The District of Squamish Revitalization Tax Exemption Program provides property tax exemptions for eligible new construction or renovations of existing buildings in specified areas. The program is intended to encourage investment that will create new commercial, mixed use and industrial space. The program is available for a three year period. The objectives of the program are to:

- Provide owners with an incentive in the form of a tax exemption for the development of eligible new construction or renovation to an existing building(s).
- Focus on new Commercial or Mixed Use construction or renovation to an existing building in the Downtown.
- Focus on new Industrial construction or renovation to an existing building in the Business Park.
- Strengthen the viability of existing businesses.
- Improve the image and attractiveness of the Priority Areas.
- Increase the foot traffic, activity, and animation of the Priority Areas.

Applicants must

- ✓ be the legal owner of a property within the designated areas of the District of Squamish and ;
- ✓ have been issued an eligible building permit issued between November 6, 2013 and August 31, 2016 and;
- ✓ be embarking on Projects that are new construction or renovation that comply with applicable land use and all other District regulations and meet one or more of the following types of development:
 1. Commercial development projects in the Downtown (Area A) with a building permit value of \$500,000 or more; or
 2. Mixed-use development projects combining commercial and residential uses within the Downtown (Area A) with a building permit value of \$1,000,000 or more; or
 3. Industrial development projects within the Business Park (Area B) with a building permit value of \$500,000 or more.

The Revitalization Tax Exemption for municipal property tax shall be granted on **100% of the Non-Market Change in assessment of land and improvements calculated between the base year and the next taxation years for a total of five years.**

Completed tax exemption program applications must be received on or before August 31st 2014, 2015, or 2016 to be eligible for tax exemption in the subsequent year.

Tax exemption agreements and certificates must be executed and issued prior to October 31, 2014, 2015, 2016 for property tax exemption to be applied in the subsequent year.

To learn more about this program please refer to the Revitalization Tax Exemption Guide and the Relevant Bylaw District of Squamish Revitalization Tax Exemption Bylaw No. 2296, 2013.

Preparing your Building Permit Application

Preparing Your Application

Carefully read this guide (most importantly the following sections) and refer to the following documents before submitting your Building Permit Application. All documents and bylaws are available at www.squamish.ca.

In this Guide:

- Building Permit Application & Inspection Process
- Applicable Bylaws
- Fees
- How to Submit your Application
- Application Requirements & Recommendations
- Building Requirements & Inspections

Supporting Building Permit Application Documents:

- *Building Permit Document Checklist*
 - *Building Permit Application Form*
 - *Master Building Inspection List*
-

Building Permit Application & Inspection Process

STEP 1: Enquiry

This Building Permit Application Guide provides you with information and resources required to apply for a Building Permit. If you have any questions about your project prior to submitting your application, please contact the Development Services Department. You are also required to confirm the current services (if any) to your lot – you can also request this information from the Development Services Department.

STEP 2: Application Submission

At the time of application submission, a Development Services' Representative will review your application and documentation to determine if your application is complete and advise you of any additional requirements. A Building Official may follow up with questions and additional requirements.

Upon submission, you are also required to pay your Building Permit Application Fee that is deducted from the Building Permit Fee (refer to *Fees* in this Guide).

Documents: Complete and submit a *Building Permit Application Form* and a *Building Permit Document Checklist*.

STEP 3: Off-Site Services Confirmed or Service Agreement Required

Once the District has confirmed your required off-site services (water, sanitary, storm, and dike), payment for service connections must be received before your Building Permit is issued. This may result in the need for a Service Agreement.

STEP 4: Building Permit Issued

Once the Building Official confirms that your application and documentation meet all requirements, and off-site servicing is complete, they will prepare the Building Permit and approve the set of drawings submitted. Once the Building Permit application is approved, the applicant must pay all applicable fees before receiving the issued permit. These fees may include, but are not limited to, Building Permit fees, fees for off-site service connections, damage deposits, Lot Grading deposit, Development Cost Charges, and Service Agreement charges.

If, during the course of construction, there are any changes made to the plumbing, electrical, interior, exterior or structural walls that appear to have affected the change in use or structural questionability, then an amended plan (stamped by a Professional Engineer) may be required for review and approval by a Building Official. It is the responsibility of the Applicant to submit the amendment Detailed Design Drawings identifying changes prior to approval.

STEP 5: Inspections

IMPORTANT: Inspections will not occur if the civic address is not posted and clearly visible on the property.

The Applicant is responsible for scheduling the required inspections during construction (as listed on the Building Permit). Once the Building Inspector completes each inspection, a 'Notice of Building Inspection' is left at the job site, noting the inspection results. All incomplete items noted on the 'Notice of Building Inspection' must be completed prior to scheduling the next inspection. Refer to *Building Requirements & Inspections* (in this Guide) and the *Master Building Inspection List* (available at www.squamish.ca) for more information.

On completion and approval of on-site services for new construction projects, the District will turn on services (e.g. water).

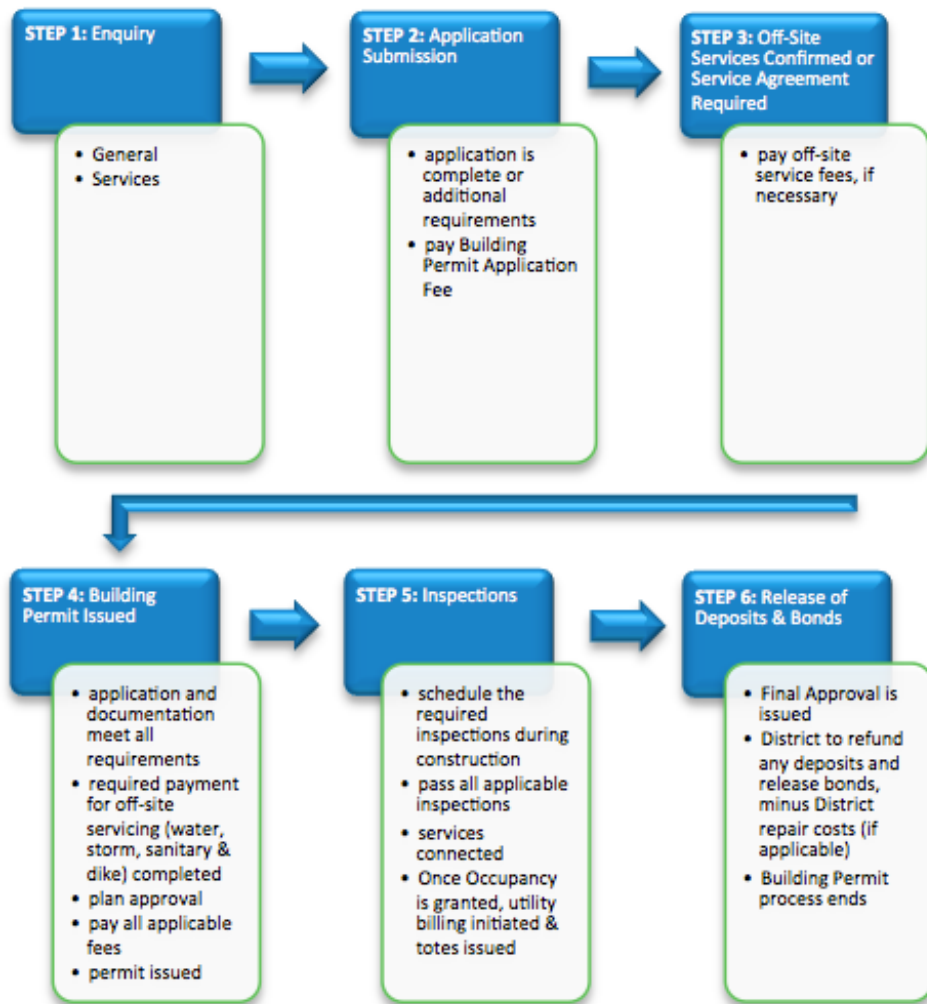
Once Occupancy is granted, the District of Squamish will initiate utility billing and issue totes.

STEP 6: Release of Deposits & Bonds

Once Final approval is issued, the District of Squamish will refund any deposits and release bonds, minus any District property repair costs.

Building Permit Application & Inspection Process, continued...

Step-by-Step Building Permit Process (flow chart)



Structural Design for Single & Two-Unit Dwellings

Effective December 20, 2012, a Structural Designer must acknowledge on the structural drawings that they have reviewed and confirmed that all structural members and their connections of a single unit or two unit dwelling, including bracing to resist seismic loads, are designed in accordance with one of the following:

1. CWC 2009 "Engineering Guide for Wood Frame Construction" published by the Canadian Wood Council (CWC Guide); or
2. Part 4 of the 2012 of the BCBC.

The following acknowledgement by the Structural Designer must be included on the structural drawings to indicate which option is used:

I, _____ have reviewed and confirmed that all structural members and connections of this building, including bracing to resist seismic loads, are designed in accordance with CWC 2009 or Part 4 of the BCBC 2012.

To demonstrate code compliance, all walls designed to resist seismic loads—including braced wall panels and shearwalls—must be shown on structural drawings with construction details.

Houses having more than two levels of frame construction that incorporate concrete tile roofs or concrete topping on the floors will not comply with Part 9's prescriptive requirements and must be designed in accordance with the *CWC Guide 2009* or Part 4 of the *2012 BC Building Code*.

Designers should refer to the *Illustrated Guide for Seismic Design of Houses* published by Homeowner Protection Office for guidance on the application of Part 9's prescriptive requirements for lateral load design of wood framed buildings.

All structural notes shall be updated to reflect the changes in *2012 BC Building Code* and shall include climatic loads, live loads, dead loads, and assumed soil bearing capacity.

Applicable Bylaws

The following bylaws apply to some or all Building Permit Applications and are available for viewing at www.squamish.ca.

- **Building Bylaw 1822, 2004** – Regulates all building within the District of Squamish, including Owner's responsibilities, building permit conditions, inspections, and penalties.
- **Business Licence Bylaw 651, 1978** – Regulates the carrying on of businesses within the District of Squamish, the issuance and collection of licence fees, and the granting, issuing, and transferring of licences.
- **Development Cost Charges Bylaw 1831, 2004** – Regulates the issuance of development cost charges to support the capital cost of providing certain municipal services such as roads and sewer services.
- **Fees & Charges Bylaw 2422.2007 (As amended Bylaw 2422, 2015)** – Regulates fees and charges for services and information provided by the District of Squamish.
- **Sign Bylaw 1582, 2000** – Signage permits are required if you are including signage on or near your proposed building.
- **Site Alteration Bylaw 1886, 2005** – Regulates the alteration of land, such as tree removal, excavation of land, and material deposit.
- **Subdivision and Development Control Bylaw 2212, 2012** – Regulates subdivisions to ensure they meet health, safety, and service requirements, and ensure a better standard of growth and development in Squamish.
- **Water Rates Regulations and Water Extension Bylaw 676, 1980** – Regulates the rates, terms and conditions under which water from the municipal water utility may be supplied, used and the conditions for extensions to the water main.
- **Wildlife Attractant Bylaw 2053, 2009** – Regulates the secure storage and refuse of food sources generated or controlled by human activity in an effort to protect wildlife from accessing and becoming conditioned to or dependent on these sources.
- **Zoning Bylaw 2200, 2011** – Regulates permitted uses, property line setbacks, building heights, floor area ratios, lot coverage, accessory buildings, off-street parking, keeping animals, home occupations, and secondary suite use.

Fees

There are several fees and charges associated with Building Permits including application fees, building permit fees, damage deposits, and Development Cost Charges. Fees are calculated in accordance with *Building Bylaw, Appendix A: Schedule of Fees*.

Building Value: Building value means the fair market value of the proposed work, and includes all materials, labour, design, consulting services, construction management services, construction insurance, and contractor’s profit and overhead. For a detailed definition of “Building Value” and an explanation of what your value is based on and how it is calculated, please refer to the *Building Bylaw*.

The value of construction is the actual replacement value of the proposed construction less the value of the land.

3.1 Building Permit Fees (subject to applicable taxes on printed materials)		
	Fee	Unit
Building Permit Fees	\$9.00	/ \$1,000 of development
Minimum Permit / Plan Processing Fee	\$90.00	Minimum fee
Partial Permit Fee e.g. Foundation	\$200.00	/ building
Building Permit Extension or Renewal Permit	\$50.00	/ permit
Temporary Building Permit	\$500.00	/ building
Moving Permit (moving a building or structure, each building plus cost of capping off municipal services)	\$100.00	/ building
Plumbing Fee (minimum \$45.00)	\$15.00	/ fixture
Masonry Fee	\$50.00	/ flue
Retaining Walls	\$50.00	Each
Fire Suppression System	\$75.00	/ system
Demolition Permit		
Accessory building or structure	\$50.00	/ building
Single or two family dwelling	\$200.00	/ building
All other buildings	\$500.00	/ building
Street Occupancy or Air Space Permit	\$100.00	Each
Re-inspection fee (each additional inspection)	\$100.00	Each
Service Connection Fee	\$30.00	/ connection

3.2 Additional Charges (subject to applicable taxes on printed materials)			
	Fee	Security	Unit
Complex Building Reduction	5%		of B.P. fee to a maximum of \$500.00 discount
Equivalencies	\$100.00		Minimum / hour
Building Inspector (additional charge if required on more involved issues)	\$95.00		/ hour
Code Professional (additional charge if required on more involved issues)	\$145.00		/ hour
Work in advance of permit issuance			
Surcharge on permit fee (max. additional charge of \$500. if no stop work order)	Twice		Usual rate
If stop work order less than 30 days (in addition to BP)	+ 25%		Usual rate
Extra Inspections (after second inspection)	\$100.00		/ insp.
Damage Deposits			
Single-Family/Duplex Res (cash/LOC)		\$1,000.00	/ lot
Multi-Family Res (cash/LOC) (max. \$25,000.)		\$1,000.00	/ unit
Other than Residential (cash/LOC) (min. \$2,500.)		\$1,000.00	/ m/frontage
Demolition, Moving Deposit (cash/LOC)		\$1,000.00	/ permit
Re-inspection of Repairs		\$1,000.00	/ inspection
	\$100.00		/ permit
			/ insp.
Temporary Building Deposit		\$1,000.00	/ building
Air/Street Occupancy Deposit		\$1,000.00	/ permit
Building Records Research	\$25.00		/ request / document pickup

All security deposits are refunded, less incurred costs, after Final inspection.

Building Record Research requests will be charged \$25.00 for the initial request, and an additional \$25.00 at the time the records are picked up, if records are found.

If no records are found, only the \$25.00 initial request fee will be charged.

Council may by resolution, reduce, waive or refund any of the above Schedule 3 fees when the applicant seeks approval for:

- (a) not-for-profit or affordable rental housing, including supportive living housing; or
- (b) not-for-profit or affordable equity / fee simple housing, provided that the affordability is maintained over time; or
- (c) for-profit affordable rental housing.

Council may establish what constitutes an eligible development for a fee reduction, waiving or refund, and may establish the conditions or requirements that must be met in order to obtain a waiver or reduction or refund.

Fees, continued...

* If a project doesn't comply with the *Building Bylaw* and more than two inspections are necessary when one inspection is normally required, for each inspection after the second inspection, a re-inspection charge is due prior to additional inspections being performed.

** If any construction, demolition or moving work that requires a Building Permit is commenced before the permit is issued, the permit fee will be doubled to a maximum of \$500.00 (refer to the *Building Bylaw, Appendix A – Schedule of Fees*).

Development Cost Charges: Please refer to *Building Requirements & Inspections – Development Cost Charges* in this Guide.

Damage Deposits: Please refer to *Building Requirements & Inspections – Damage Deposits* in this Guide.

In addition to any other required fees, the Applicant for a Building Permit must provide the District, at the time of their application, a damage deposit in the form of cash for the amount of:

A 75% refund will apply to the building permit fee if no work is started. The Minimum Permit / Plan Processing Fee shall be non-refundable.

The building permit fee for complex buildings will be 95% of the calculated fee due to the 5% discount/fee reduction, to a maximum of \$500 discount, applied for Professional Plan Certification.

Damage to Municipal Facilities and/or Obstruction of Roads by Builders

- a) In addition to any other fee payable pursuant to the Building Bylaw, the applicant for a permit shall at the time of application, deposit with the District cash or an Irrevocable Letter of Credit in the amounts shown below in Section 3.2;
OR
- b) The applicant enter into Owner's Acknowledgement of Responsibilities Agreement with respect to the application.

The applicability of option a) or b) to be determined by the District Building Official.

Deposits are returned following Final Inspection by a Building Official (in addition to any final Lot Grading work). Part or all of a deposit may be withheld to cover the cost of repairs or replacement for damages resulting from your project.

The Owner is responsible for covering the cost of any repair or replacement of District property that exceeds the amount of the damage deposit.

Fees, continued...

Discounts: If you hire four or more certified registered professionals to oversee your entire building project or you are constructing a complex building, one of the professionals is required to provide the District with a current *BC Building Code Schedule A Form* (available online at www.bccodes.ca), and commits to be the Coordinating Registered Professional (CRP) at the commencement of the project. Then a complex building reduction of 5% to a max of \$500 (excluding all other fees and costs) is refunded following Final Approval from the District. A discount or refund is not granted if there are less than four registered professionals on your project.

Refunds: The Building Permit Application Fee is non-refundable and is credited against the Building Permit Fee when the permit is issued. All damage/Lot Grading deposits paid at permit time will be refunded after Final Inspection less any incurred costs by the District for replacement or repair to District property.

For information on Permit extensions, renewals, expiration and cancellation, see *Permit Extension, Renewal, Expiration, and Cancellation* in the next section of this Guide, *Application Requirements & Recommendations*.

How to Submit Your Application

Before you submit your Building Permit Application, please check that you have included all of the required documentation (see *Application and Permit Requirements and Recommendations*, and the *Building Permit Document Checklist*), and ensure that all information provided is accurate and complete.

Submit application(s) with supporting documentation by mail or apply in person to the Development Services Department (see *Help / Contact Us* below).

Before submitting your application, **ensure your application is complete** and all information is accurate.

Help / Contact Us

If you require assistance with your application, please contact:

Development Services
Municipal Hall
District of Squamish
37955 2nd Avenue
Squamish, B.C. V8B 0A3

Phone: 604.815.6872 | Fax: 604.892.1083 | Email: inspections@squamish.ca

Application Requirements & Recommendations

Permit Extension, Renewal, Expiration & Cancellation

Permit Extension & Renewal

Building Permits may be extended or renewed provided:

- the permit remains issuable under the *Building Bylaw* and the current *BC Building Code*;
- all fees and charges are paid (as of the date of the renewal); and
- all works services required by the *Subdivision and Development Control Bylaw* have been provided.

Extension and renewals are not granted if the work authorized by the permit is not commenced within six months from written notification that the permit is ready for pick-up (refer to the *Permit Expiration* below). A Permit Renewal or Extension costs \$50.00 per permit.

Permit Expiration

An application shall be cancelled and the Building Permit Application Fee forfeited if the Building Permit has not been issued and the permit fee paid within 60 calendar days of the date of written notification to the Owner that the permit is ready to be issued. Furthermore, a Building Permit will expire and the rights of the Owner (under the permit) will terminate if:

- the work authorized by the permit is not commenced within six months from the date of issuance of the permit; or
- work is discontinued for a period of twelve months.

IMPORTANT: When an application is cancelled, the plans and related documents submitted with the application may be destroyed.

Refer to the *Fees* section of this guide for fee details.

Permit Cancellation:

An application may be cancelled and the Building Permit Application Fee forfeited if the Building Permit has not been issued and the Application Fee paid within 60 calendar days of the date of written notification to the Owner that the permit is ready to be issued. When an application is cancelled, the plans and related documents submitted with the application may be returned or destroyed. The Owner may obtain a refund (refer to the *Building Bylaw, Appendix A – Schedule of Fees*) when a permit is surrendered and cancelled before any construction begins.

Property Owner Responsibility

It is the full and sole responsibility of the Owner (and where the Owner is acting through a representative) to carry out the work as permitted by the Building Permit in compliance with the current *BC Building Code*, the *Building Bylaw*, and other applicable enactments respecting safety.

District Property Repair Agreement

Homeowners and builders are responsible for ensuring that District of Squamish property is not damaged during construction. This includes, but is not limited to, damage to curbs, sidewalk, water valve risers, and cleanouts. It also includes actively protecting the storm drain system from deleterious materials, including placing protective materials and barriers around District property and using sediment control.

It is advised that you inspect your property, the adjacent public boulevard, and the down stream catch basins for damage prior to taking control of the property or prior to applying for a Building Permit. In the event you find a problem, you should document it and inform the Development Services Department at the District of Squamish immediately at

604-815-6872. Any damage found by District Staff after commencement will be deemed to be your responsibility.

NOTE: Any construction or maintenance on District property requires a Work Permit. Damage to individual utilities such as BC Hydro, TELUS or Fortis BC Gas, should be reported immediately to the respective service provider as well as the District of Squamish.

Refer to www.squamish.ca to download the *District Property Repair Agreement*.

Additional Permits In addition to your Building Permit, you are also required to obtain other District and non-District Permits, approvals and services applicable to your project. Refer to *District Essential Service Permits* and *Non District-Issued Service & Operating Permits* in the *Before You Apply* section of this guide.

Bear Aware Bear Aware is an educational program designed to prevent and reduce conflicts between people and bears in communities like Squamish. For information on how you can ensure your building project is bear aware, please visit www.bearaware.bc.ca.

Green Building In an effort to support energy efficiency in homes, businesses and institutional buildings, the District of Squamish has developed an online toolkit of educational materials and information about the latest incentives from senior governments and utilities. This resource can help you make your existing building more efficient or construct a new one more sustainably. The toolkit is part of a broader Sustainable Squamish Building Strategy. For more information, visit www.squamish.ca.

Application Recommendations The following recommendations will help us process your application more efficiently:

1. It is important that you read **all** of the applicable bylaws, policies, acts, etc. to ensure you are informed of the requirements for your project.
2. Use certified consultants. See a list of professional associations listed below.
3. Minimize deviations from established development policies or standards. The more your proposal varies and requires amendments, the longer it will take to process your application.
4. Before submitting your application, **ensure your application is complete** and all information is accurate.
5. Assign one Applicant as the main contact for the duration of your project, with a secondary contact listed in case of emergency.
6. Keep a record of approvals, correspondence and decisions from Staff and meetings.
7. It may take several weeks to complete your application, depending on the complexity of your project and the volume of applications at the time. Please be patient with Staff.

8. If your proposal needs to be revised in order to meet District policies or standards, please be flexible and respond as soon as possible.
-

Professional Associations & Resources

When hiring a contractor, ask to see all required permits prior to starting any work. Permits must be posted on the construction site. You may also want to enquire about liability insurance and ask for references. Asking to see these prior to work being done is your assurance of your safety and protection. A little legwork at the beginning of a project can save you from potential problems in the future!

Below is a list of BC associations and resources to reference when hiring consultants for your project or seeking information relevant to your application or project.

- **Architects** – Architectural Institute of British Columbia – www.aibc.ca
 - **Biologists** – BC College of Applied Biology – www.cab-bc.org
 - **Builders/General Contractors** – Canadian Homebuilders Association BC Chapter – www.chbabc.org ; Building Officials Association of BC – www.boabc.org
 - **Developers** – Urban Development Institute – www.udi.bc.ca
 - **Electricians** – BC Electrical Association – www.bcea.bc.ca
 - **Engineers** – Association of Professional Engineers of BC – www.apeg.bc.ca
 - **Heating, Ventilation & Cooling** – Thermal Environmental Comfort Association – www.teca.ca <https://www.cab-bc.org/>
 - **Land Surveyors** – The Association of BC Land Surveyors – www.abcls.ca
 - **Landscape Architects** – BC Society of Landscape Architects – www.bcsla.org
 - **Lawyers** – The Law Society of BC – www.lawsociety.bc.ca
 - **Planners** – Planning Institute of BC – www.pibc.ba.ca
 - **Plumbers** – Plumbing Officials' Association of BC – www.bcplumbingofficials.com
 - **BC Building Codes** – www.bccodes.ca (including all *BCBC Schedules*)
 - **Homeowner Protection Office** – <http://www.hpo.bc.ca>
 - **Vancouver Coastal Health** – www.vch.ca/yourenvironment
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Building Requirements & Inspections

Secondary Suites

If you have any questions about secondary suites in your home, including decommissioning a suite, please visit www.squamish.ca and go to *Home, Land & Property Development*, then *FAQ – Secondary Suites*.

Business Licences

All contractors hired to work on any project within the District of Squamish must have a valid District of Squamish Business Licence as per the *Business Licence Bylaw*.

Signage

Owner must post property's civic address on the property at all times, and signage must not be removed as per the *Building Bylaw*.

On-site Water Connection Regulations

All single unit dwellings (with the exception of bareland strata developments) only require a water meter setter complete with its own vault. All other developments require the installation of Neptune Remote Read water meters.

The Owner of a property that is supplied with water must:

- install a property box with a backflow preventer and meter setters/idler no deeper than 46 cm /18" at the curb stop as part of the water service connection to that parcel;
 - ensure that the property box is inspected and approved by the Building Official; and
 - ensure that the property box conforms to the engineering specifications and standards outlined in the *Subdivision and Development Control Bylaw*.
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Protection of Riparian Areas

If your proposed project is within 30 m / 98 ft of a watercourse, you are first required to apply for and be issued a Land Development Permit before a Building Permit can be issued. You may also be required to apply for a Site Alteration Permit if you are planning to remove or add soil to the site, or clear trees.

For more information on the protection of riparian areas on, or close to, your property, refer to the guidelines in the *Official Community Plan, Part 5, Development Permit Area 11 – Protection of Riparian Areas*, available at www.squamish.ca. For more information on Land Development Permits (including Site Alteration Permits), also visit www.squamish.ca.

Flood Construction & Slope Stability Requirements

If your project is in a flood hazard zone, you require an independent geotechnical review to determine the flood construction level (FCL) and to ensure construction is correct and safe for its intended use. The same applies if it is in a steep slope hazard zone. You will also be required to register a Restrictive Covenant on the property title outlining FCL and allowable uses for slope safety measures.

Spatial Separation Fire Requirements

IMPORTANT: If you are installing a fire suppression system, you need a Fire Suppression Engineer or Mechanical Engineer to size your service for the domestic fixture count listed **and** to ensure adequate volume for the fire suppression requirements. This may require the need for a service upgrade.

To assist with your Spatial Separation Calculation (required on the *Building Permit Application Form*), refer to the *BC Building Code, Part 9.10.14.3*; and, to confirm if your project is within 10-minute response time area, contact *Squamish Fire Department at 604.898.9666 to confirm with them you are within or outside the 10 Minute Response*.

Construction on Crown Land

If you are planning to conduct any construction or other work on Crown Land, contact the Development Services' Department to discuss what is required before a Building Permit is issued.

Retaining Walls & Structures

A Registered Professional must design and conduct Field Reviews of the construction of a retaining structure that is 1.22 m / 4 ft or more in height. Sealed copies of the design plan and the Field Review Reports for all retaining structures 1.22 m / 4 ft or more in height shall be submitted to the Building Inspector prior to acceptance of the works.

A Registered Professional Engineer must ensure that any storm water management plan for drainage changes resulting from the structure do not adversely impact adjacent and downstream properties, municipal infrastructure, or right of ways.

For more information, refer to the *Building Bylaw, Section 23.1* and the *Zoning Bylaw, Section 4.26*.

Property Access

Access to your property (i.e. driveway) is approved based on the following criteria as defined in the *Subdivision and Development Control Bylaw – 2010 Design Standards*:

- Road classification (arterial road, collector or local road);
- Number of accesses per lot;
- Proximity to corner; and
- Any obstructions to access (median islands, curb bulges, etc.).

You may be required to submit a *Property Access Permit / Culvert Installation Application Form* (before adding a new or additional access point to your property. For more information, refer to *District Essential Service Permits* in this Guide.

Relocation of Building/Structure

If you are planning to relocate a building/structure within the District of Squamish, you are required to discuss route selection for the relocation with a Development Services' representative before applying for your Building Permit. You are also required to obtain approval from a Structural Engineer confirming that the building/structure is safe to move.

Before You Dig!

Before you commence any work on your property, you must contact the following service providers to ensure it is safe to excavate. It is dangerous and costly if utilities are damaged; damage to individual utilities should be reported immediately to the respective service providers.

Service Provider	Phone
District of Squamish – Operations Department	Business hours: 604-815-6868 After hours: 604-815-4040
BC One (includes District of Squamish, Fortis BC Gas, and TELUS)	1.800.474.6886
BC Safety Authority	1.866.566.7233

Development Cost Charges

The Province of British Columbia defines Development Cost Charges as follows: Land development often leads to an increase in the demand for sewer, water, drainage, parks

and roads. Development cost charges (DCC's) are monies that the District collects from land developers to offset that portion of the costs related to the increased demand on services and infrastructure that are created as a direct result of new development. Land developers pay DCCs instead of the existing taxpayers who are not creating additional demands on infrastructure. DCCs are applied as one-time charges against residential, commercial, industrial and institutional developments. They are collected from land developers at the time of subdivision approval or at the time of issuing a Building Permit.

DCCs may apply to your project and are subject to change. Please refer to the *Development Cost Charges Bylaw* for current rates. If you have any questions about these charges and whether they apply to your project, please contact the Development Services Department.

Damage and Lot Grading Deposits

Damage and Lot Grading deposits are used to rectify damage caused to District infrastructure during the construction period. The roadway, sidewalks, curbs, service boxes, manholes and catch basins, street light standards, etc., on or adjacent to the property should be inspected prior to applying for a Building Permit. If any damage is reported, it should be documented with the Development Services Department in writing when applying for your Building Permit. At that time, you are required to submit photos and a description of the location of the damage for the District Engineering Department to inspect. Any damage found by the District after construction has commenced is deemed the responsibility of the Owner. It is recommended that Applicants provide photos of the area prior to the start of construction.

Construction Debris

All adjacent properties are to be kept clean and not used as storage or for construction debris. You are required to install fencing around your entire construction site (as per Chapter 8 of the current *BCBC*). This will ensure that you do not have general public or children wandering onto your site after hours.

Control measures must be taken to ensure that **no** soils from the construction site are brought onto the public roadway. Deleterious substances (including exposed aggregate concrete wash down, paints, and drywall fillers) must be prevented from entering into any watercourse or storm drain system that may affect aquatic life. You must also ensure that the storm drain has appropriate protection prior to starting construction. Please call the Development Services Department to ensure your measures are appropriate for the area.

NOTE: Ensure any construction bins are placed on private property. Bins placed on District property require a Work Permit.

Types of Inspections

Building inspections typically occur in the following order:

1. On-site Services (Sewer, Storm, Water, Sump)
7. Rough-in Plumbing
8. Framing

- | | |
|---|--------------------------------------|
| 2. Footing, Foundation and Reinforcement | 9. Tub and Shower Tests |
| 3. Ground Work Plumbing | 10. Insulation / Vapour Barrier |
| 4. Perimeter Drain, RWL and Damp Proofing | 11. Radiant Floor Heating Assemblies |
| 5. Sheathing | 12. Occupancy |
| 6. Siding and Building Envelope | 13. Final |

Details about each inspection, including when they occur, required documentation and building requirements, and estimated duration of each inspection, is provided in a detailed table in the *Master Building Inspection List*.

Inspection Requirements

Please be aware of the following inspection requirements:

- Field inspections ensure that construction complies with the current *BC Building Code* and all applicable District bylaws.
- All inspected work must be complete and ready prior to inspection, and approved stamped truss specs and Building Permit plans must be on site for all inspections.
- The Owner or their agent must request inspections at least 24 hours in advance. Work must not proceed past any of the stages listed below without Building Official approval.
- The civic address must be posted on site at all times.

Refer to the *Master Building Inspection List* for full inspection details.

Totes

Once Occupancy is granted, the District of Squamish authorizes the issuance of totes.

For all tote enquiries, including schedules and deliveries, please contact Carney's Waste Systems at 604.892.5604. For all billing enquiries, including utilities, garbage, and recycling, please contact the District of Squamish, Financial Services Department at 604.815.5010.

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