



SQUAMISH

HARDWIRED *for* ADVENTURE



Building Permit Application Guide



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Before You Apply

Using This Guide

This guide will help you navigate the building permit application process. This guide should not be used as a substitute for District of Squamish bylaws and other regulations. The owner of a property is responsible for compliance with all codes, bylaws and other regulations whether or not described in this guide.

IMPORTANT: All residential building permits that create a new dwelling unit require the builder to be registered with BC Housing. Please call 604-815-6872 to if you are not sure if this requirement applies to you.

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.

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

When is A Building Permit Required?

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

- new construction;
- additions and alterations
- construction of an accessory building larger than 10 m² (107 ft²);
- making new openings for, or changing the size of, doors and windows;
- changing occupancy;
- adding a suite;
- installing, changing or removing partitions and load bearing walls;
- excavating a basement or constructing a foundation;
- installing or reconstructing chimneys or fireplaces (including wood burning stoves); This also requires a permit from District of Squamish Fire Rescue 604.898.9666
- building a deck higher than 0.6 m/2.0 ft above ground and/or attached to your building;
- retaining walls over 1.2 m/4.0 ft in height;
- swimming pools;
- re-insulating, adding or removing insulation;
- moving a building or structure;

- demolition;
- plumbing alteration;
- change to water, sanitary and/or storm service; and
- altering fire separation.

If you are unsure whether you need a Building Permit, please call the Community Development department at 604-815-6872 to speak with a building official.

Where Can I Find More Information?

Hyperlinks are included throughout this Application Guide, or you can visit Squamish.ca:

Business & Development >> [Home, Land & Property Development](#)

Your Government >> **Bylaws & Policies** >> [View our Bylaw Library](#)

Our Services >> [Online Services](#)

How to Submit Your Application

Before you submit your building permit application, please check that you have included all required documentation and ensure that all information provided is accurate and complete.

Submit application(s) with supporting documentation by mail or apply in person to the Community Development Department. Some applications can be applied for online – visit our [Online Services](#) page for more information.

Contact Us

Community Development
District of Squamish
37955 2nd Avenue
Squamish, B.C. V8B 0A3
Phone: 604.815.6872 | Email: building@squamish.ca

Preparing your Building Permit Application

Preparing Your Application

1. Carefully review this guide and all applicable bylaws before submitting your [Building Permit Application Form](#).
2. Use the appropriate Document Checklist to ensure your application is complete
 - [Residential Document Checklist](#)
 - [Complex Building Document Checklist](#)
3. All Submissions must comply with the applicable Building Code at the time of permit application: www.bccodes.ca.

Application Recommendations

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

1. It is important that you read **all** applicable bylaws, policies, acts, etc. to ensure you understand the requirements of your project.
2. Use certified consultants. A list of professional associations is included in this guide.
3. Minimize deviations from established development policies or standards. The more your proposal varies and requires amendments, the longer the application will take to process.
4. 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. Please be patient with staff.
8. If your proposal needs to be revised to meet District policies or standards, please be flexible and respond as soon as possible.

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 Community Development Department at 604-815-6872.

STEP 2: Application Submission

A Building Official will review your application form and documentation to confirm that your application package is complete and advise you of any missing information. Upon submission, you are required to pay the Plan Processing Fee.

STEP 3: Technical Review and Referrals

A Building Official will complete a thorough review of your drawings and documents and will contact you if they have any questions, require additional information, or if additional permits are required.

If necessary, the Building Official may also liaise with other departments to review specific aspects of your application.

STEP 4: Building Permit Issued

Once the Building Official confirms that your application and documentation meet all requirements, they will approve the submitted drawings. 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, Development Cost Charges, and Service Agreement charges.

If, during the course of construction, there are changes made that are not reflected in the design drawings, then a revised drawing may need to be submitted and approved. Please check with the Building Department.

STEP 5: Inspections

IMPORTANT: Inspections will not occur if the Building Permit Placard is not posted and clearly visible on the property.

The applicant is responsible for scheduling the required inspections during construction. Completed inspection reports will be emailed to the contractor. All incomplete items noted on the inspection report must be completed before the next inspection can be scheduled.

Most inspections can now be scheduled online – visit our [Online Services](#) page for more information.

The District will turn on services (eg water) upon completion and approval of on-site services.

STEP 6: Occupancy and Final

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

Other District of Squamish Permits

Depending on the scope of your project, you may require other permits issued by the District of Squamish. These are issued concurrently with your building permit and may require additional fees. Refer to the [Subdivision and Control Development Bylaw](#) and [Building Bylaw](#) for additional information on these permits, and the [Fees and Charges Bylaw](#) for fee requirements.

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 the application forms at www.squamish.ca and submit them on their own.

1. [Driveway Access Permit](#) – required before adding a new or additional access point to your property including driveways and requesting the installation of a culvert by district staff.
2. [Development Permit Area 1 - Environmental Protection Area](#) - required before any land disturbance within an environmental review area or near a ditch, as mapped in Schedules K-1 and K-2 of the [Official Community Plan](#).
3. [Soil Permit \(with Document Checklist\)/Tree Permit](#) may be required to if you are planning to remove or add soil to the site, or planning to clear trees.

For more information on the protection of environmentally sensitive areas on, or close to, your property, refer to the guidelines in the *Part 5, Development Permit Area 1 – Environmental Protection* of the [Official Community Plan](#).

4. [Blasting Permit](#) – required when any blasting is required.

Non District-Issued Permits

You may also require the following permits that are not issued by the District of Squamish:

1. **Electrical Permit** – required before installing, removing or upgrading electrical work. Contact [Technical Safety BC](#) to apply for an electrical permit.
2. **Gas Permit** – required before installing, removing or upgrading gas fittings and/or appliances. Contact [Technical Safety BC](#) to apply for a gas permit.
3. **Health Permit** – The following businesses are required to secure approval of your floor plan by [Vancouver Coastal Health](#) prior to submitting your Building Permit Application:
 - 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).
 - d. daycare/ childcare facilities.

Services: Off-site and On-site

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

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, District Staff will determine if any additional upgrades are required and their associated costs. All fees must be paid prior to the commencement of work.

B. Service Agreements (applicable to structures of three or more dwelling units).

A [Service Agreement](#) captures 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, including bike lanes (access/road networking)
- street signage and lighting
- boulevard landscaping and maintenance
- underground utilities connection on frontage
- property acquisitions or right of ways

C. Service Disconnections

Public Works will offer a cost estimate for any required service disconnections. The estimate will vary from site to site depending on the ground surface treatment and type of existing connection. Contact Community Development for a disconnect request at 604-815-6872.

D. Water ON/OFF

If you require your water to be turned off temporarily, a [water on/off form](#) is required. A fee of \$100.00 is taken at application. Water On/Off requests can be applied for online, visit our [Online Services](#) page for more information.

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 the [Fees and Charges Bylaw](#)

Plan Processing Fees: The Plan Processing fee is non-refundable and is not credited against the building permit fee.

Building Permit Fees: Building Permit Fees are generally based on value or type of construction.

Unpermitted Construction Fees: If any construction, demolition or moving work that requires a building permit is commenced before the permit is issued, a surcharge of 150% of the building permit fee will be charged. The minimum surcharge is \$1,000.

Failed Inspection Fees: If more than two inspections are necessary when one inspection is normally required, a re-inspection charge will be payable prior to subsequent inspections being performed.

Development Cost Charges: Development Cost Charges are governed by Provincial legislation and are used to fund sewer, water, drainage, parks and roads projects.

Discounts: If four or more certified registered professionals oversee the project or when 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 commit to be the Coordinating Registered Professional (CRP) at the commencement of the project. A complex building reduction will be applied to the building permit fee. No discount is granted if there are fewer than four registered professionals on the project.

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

Renewals and Extensions: may be permitted, upon payment of a fee. Please see the renewals and extensions section for additional information.

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](#)
- [Business Licence Bylaw 2455, 2016](#)
- [Cross Connection Control Bylaw 2259, 2013](#)
- [Development Cost Charges Bylaw 2762, 2020](#)
- [Fees & Charges Bylaw 201, .2007](#)
- [Sewer Use Bylaw 2474, 2016](#)
- [Sign Bylaw 1582, 2000](#)
- [Soils Management Bylaw 2641, 2018](#)
- [Subdivision and Development Control Bylaw 2649, 2018](#)
- [Tree Management Bylaw 2640, 2018](#)
- [Water Connection Bylaw 675, 1980](#)
- [Wildlife Attractant Bylaw 2781, 2020](#)
- [Zoning Bylaw 2200, 2011](#)
- [Official Community Plan Bylaw 2500, 2017, s 34](#)

After Your Permit is Issued

Building Permit Placard

The Building Permit Placard must be posted on the property at all times.

Types of Inspections

Building inspections typically occur in the following order:

1. On-site Services (Sewer, Storm, Water, Sump)
2. Footing, Foundation and Reinforcement
3. Ground Work Plumbing
4. Perimeter Drain, RWL and Damp Proofing
5. Sheathing
6. Siding and Building Envelope
7. Rough-in Plumbing
8. Framing
9. Tub and Shower Tests
10. Insulation / Vapour Barrier
11. Radiant Floor Heating Assemblies
12. Occupancy
13. Final

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 above without Building Official approval.
- The civic address must be posted on site at all times.

Refer to the [Building Inspection List](#) for full inspection details.

Permit Extension, Renewal, Expiration & Cancellation

Applications and Permits can Expire, and in some cases they can also be renewed. Please see the relevant sections of Part 10 of the [Building Bylaw](#) for current information.

Professional Associations & Resources

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
- **Builders/General Contractors** – Canadian Homebuilders Association BC Chapter – www.chbabc.org ;
- **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
- **BC Housing** – www.bchousing.org/licensing-consumer-services

Call 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 relevant service provider.

District of Squamish Operations Department
Business hours: 604-815-6868
After hours: 604-815-4040

BC One Call (includes District of Squamish, Fortis BC Gas, and TELUS)
1.800.474.6886
www.bc1c.ca

Technical Safety BC 1.866.566.7233

Property Owner Responsibility

It is the 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 legislation.

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, sidewalks, 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 downstream 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 Community Development 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.

More info on the [District Property Repair Agreement](#) can be found on our website.

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 Part 8 of the current [BC Building Code](#)). 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 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 Community Development 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](#).

Additional Information

BC Housing Home Warranty

All new dwellings require a home warranty. The home warranty insurance provided on new single-family and multi-family homes built for sale in BC protects against different construction defects for specific periods of time. More information can be found on the [BC Housing website](#). Buildings that require home warranty include (but are not limited to) the following:

- Single Family Dwellings
- Duplex Dwellings
- Accessory Dwelling Units (Carriage home, Laneway home, Coach home)
- Recreational, seasonal and resort cabin
- Substantial reconstruction of a single detached home, including an existing manufactured home* (75% or more)
- New manufactured home* with significant modifications or additions (75% or more)

*does not include homes that comply with CSA-Z240

Home warranty can be obtained through a licensed builder or as a homeowner/ builder. To become a homeowner/ builder, you must complete a course, pass an exam and then be registered through BC Housing. More information on the course can be found here: [Become an Owner Builder \(bchousing.org\)](#)

Secondary Suites

If you have any questions about secondary suites in your home, including decommissioning a suite, please visit our [Secondary Suites](#) information page under *Home, Land & Property Development*.

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](#).

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