



HOW TO OBTAIN A BUILDING PERMIT

Complete / Submit the following items (as applicable)

1. Completion of the building permit application form;
2. Submit a current Title Search (within last 30 days) with any Covenants, Easements or Right of Ways pertaining to property - if not provided, a fee will be charged;
3. A site plan drawn to scale, showing the proposed construction, indicating all distances to the property lines, lot dimensions, including all other buildings and water courses on the property;
4. Locate and stake out all property lines (if unable to locate the property pins, you may be required to have the property re-posted or surveyed for a "Certificate of Location");
5. Two sets of construction plans are required, drawn to scale and indicating all measurements. Plans include: foundation plan, basement plan, floor plan, 4-elevation views, cross sectional view, plumbing schematic showing drain, waste and vent piping (sizes and length) and water distribution system (including pipe sizes and valves);
6. Out of province drawings (blue prints) are required to be reviewed by a B.C. Registered Professional Engineer or Architect for compliance with current B.C. Building Code;
7. Engineering may be required for structural, geotechnical etc. (footings, foundations, framing etc.) as per B.C Building Code and Municipal Bylaws;
8. Engineered truss design layout, floor joist and beam specifications;
9. A "Highway Access Permit" is required if any building is being constructed directly off of a highway. Contact - Ministry of Transportation and Infrastructure in Grand Forks by Telephone: 1 (250) 442-4384 or Nelson by Telephone: 1 (250) 354-6521;
10. A New Home Registration form is required for all new dwellings through Licensing and Consumer Services. Contact by Telephone: 1 (800) 407-7757 or 1 (604) 646-7050 & Fax: 1 (604) 646-7051 & Web: www.bchousing.org/licensing-consumer-services & Email: licensinginfo@bchousing.org;
11. A "Record of Sewerage System" is required for new construction. Interior Health Authority information by Web: <https://www.interiorhealth.ca/YourEnvironment/HBE/Pages/Onsite-Sewerage-Systems.aspx>. When adding bedrooms to existing building, the current sewerage system must be adequate. Contact Interior Health Authority by Telephone: (250) 364-6200 & Fax: (250) 364-6218;
12. Electrical and Gas Permits can be obtained from Technical Safety B.C. by Telephone: 1 (866) 566-7233 Web: www.technicalsaftybc.ca & Email: contact@technicalsaftybc.ca;
13. **NEW REQUIREMENTS: WorkSafeBC OHS regulation requires an owner, prime contractor or agents acting on behalf of the owner, to inspect the site to determine if there is any asbestos or other hazardous materials on site in buildings built prior to 1990. A copy of the hazardous materials survey must be on site and control measures must be in place to ensure these materials are safely contained or removed prior to any inspections. Further information available by Telephone: 1 (250) 352-2824 and by Web: www.worksafefbc.com**
14. Other information may be required upon review of the application and documentation.

CITY OF TRAIL

APPLICATION FOR BUILDING PERMIT

City of Trail
1394 Pine Avenue
Trail, B.C. V1R 4E6
Telephone: (250) 364-1262 / Fax: (250) 364-0830

Building Official's Office
Regional District of Kootenay Boundary
202 - 843 Rossland Avenue
Trail, B.C. V1R 4S8
Telephone: (250) 368-0222 / Fax: (250) 368-3990

Date: _____

This form must be submitted for all new construction, additions, alterations, a change in use or occupancy, demolition, exterior cladding / finishes, plumbing, reconstruction, renewals, renovations, repairs, re-roofs, retaining structures, signs, and moving a manufactured home or building.

The undersigned hereby applies for a Building Permit under all applicable bylaws, according to the following specifications and accompanying plans (please note reminders on back page):

1. Name of Owner _____ Mailing Address _____
Street Address of Project _____
Legal Description: Lot _____ Block _____ D.L. _____ Plan _____ PID _____
2. Name of Contractor _____ Mailing Address _____ Phone Number _____
3. Name of Architect/Designer _____ Mailing Address _____ Phone Number _____
4. Purpose of Building _____ If dwelling, how many families _____
5. Type of Building: New Building Manufactured Home Accessory Building Addition Sign
Alteration Change Occupancy Demolition Exterior Cladding / Finishes Plumbing
Renovation Repair Re-Roof Retaining Structure Renewal Application
Home Occupation / Home-Based Business Use Temporary Building / Structure
6. Provide Details of Project _____
7. Dimensions of Building: Main floor area _____ sq.m Front _____ Depth _____
8. No. of storeys _____ Height from average grade to highest point of building _____
9. Pre 1990 Building: Yes No (If yes, please refer to No. 13 of 'How to Obtain a Building Permit' page)
10. Estimated Cost \$ _____ (total cost of material and labour, exclusive of land)

In consideration of the granting of this permit, the undersigned: (a) releases the City of Trail and those acting on behalf of the City of Trail from all claims and expenses which the undersigned may have or incur as a result of the issue of this permit or the enforcement or non-enforcement of the City of Trail Bylaws or of the British Columbia Building Code; (b) indemnifies the City of Trail from all such claims and expenses which may be made by any other person; (c) acknowledges that the City of Trail owes no duty of care to the undersigned or anyone else in respect of these matters; (d) The personal information you provide on this RDKB document is being collected in accordance with the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at (250) 368-9148 or foi@rdkb.com. I / We have read the above agreement, release and indemnity and understand it.

Signature of owner or authorized representative: _____

Address: _____ Telephone: _____

Fax: _____ Cell No: _____ Email: _____

DRAWING EXAMPLES

(as applicable)

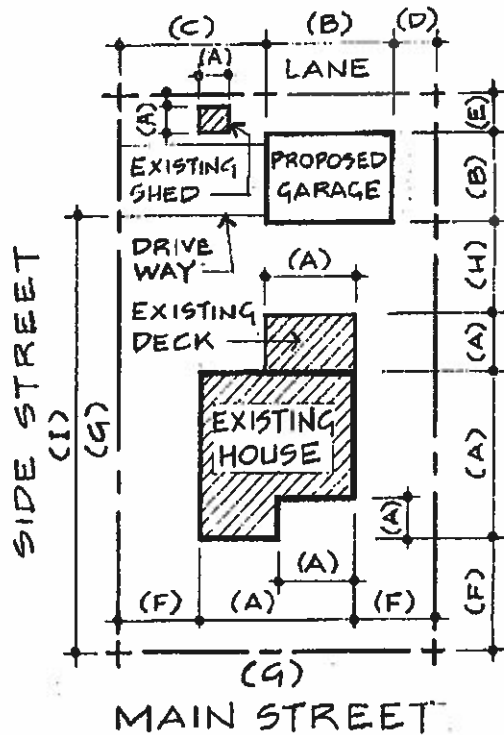
Site Plan - drawn to scale, indicating all distances to property lines, lot dimensions, including all other buildings and water courses on the property

Floor Plan - drawn to scale, indicating each room, doors / plumbing / windows etc. Include BEFORE and AFTER drawn plans of construction details, finished and unfinished

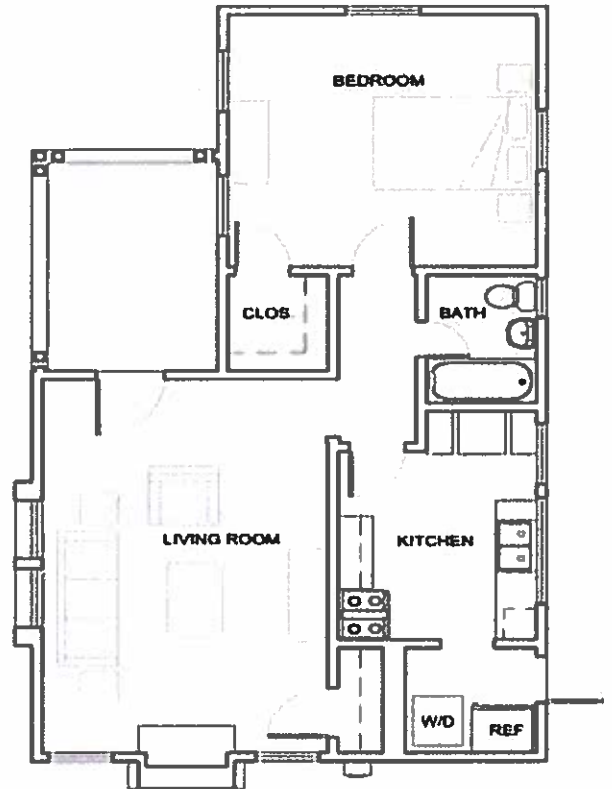
Cross-Sectional Plan - drawn to scale, indicating footings, beams, columns, trusses, floor joists, spacing etc.

Elevation / Grade Plan - drawn to scale, finished grade - average elevation of finished ground taken at the midpoint of the exterior walls, and exterior finish

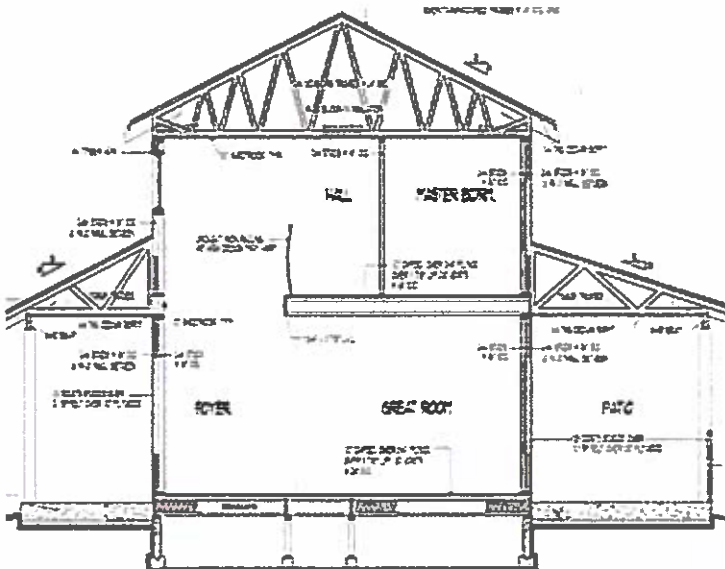
SITE PLAN



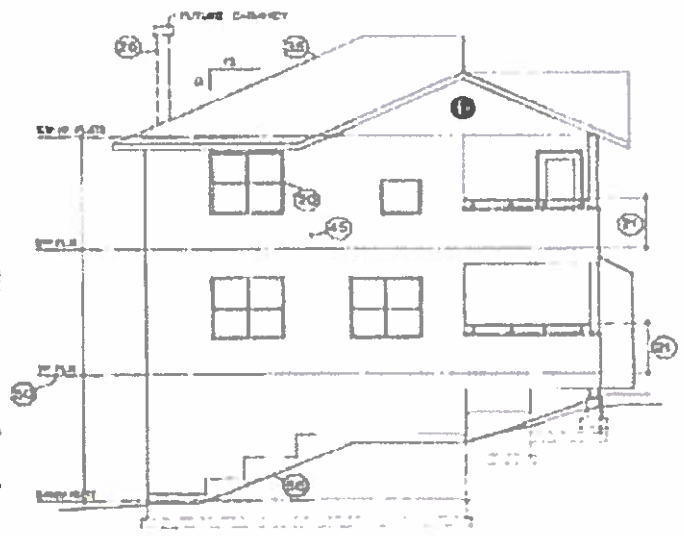
FLOOR PLAN



CROSS-SECTIONAL PLAN



ELEVATION / GRADE PLAN

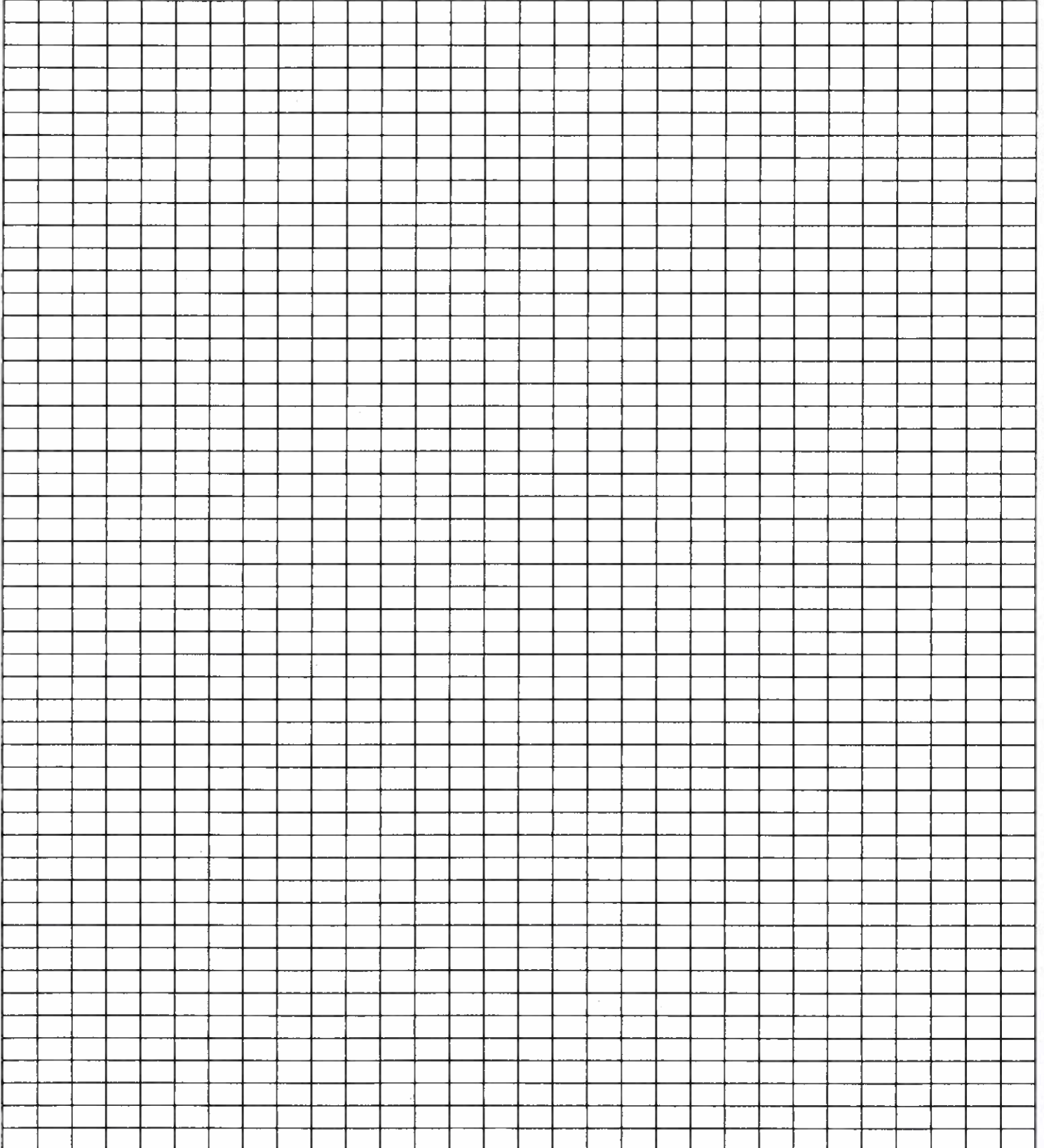


RIGHT ELEVATION ALL ELEVATIONS REQUIRED IN SCALE: W = 1" = 0'

CROSS SECTION

BUILDING SITE PLAN

1. Draw proposed location of home or building on space provided below, and show distances to ALL PROPERTY LINES;
2. Show location of street access and names of streets;
3. Show location and distances of any water courses;
4. Please show north arrow.



REMINDERS

1. It is an offense to commence construction without a Building Permit;
2. Submitting this application does not authorize the Owner to commence construction;
3. It is the Owner's responsibility to obtain the Building Permit and notify the Building Inspector when construction is to commence;
4. Before a Building Permit can be issued, it is necessary for the Owner to obtain the written approval of the Interior Health Officer for the system of sewage disposal where such is required and to obtain a Highway Access Permit where such is required;
5. When requesting an inspection, the owner or contractor must give 24 hours notice as per relevant building bylaw;
6. An Occupancy Permit is required prior to occupancy of a building.

FOR OFFICE USE ONLY

Zoning: _____

Zoning Bylaw Compliance:

- | | | |
|-----------------------------|----|----------------|
| • Present Land Use: | OK | NON-CONFORMING |
| • Intended Land Use | OK | NON-CONFORMING |
| • Setbacks / Siting | OK | NON-CONFORMING |
| • Floodplain | OK | NON-CONFORMING |
| • Height | OK | NON-CONFORMING |
| • Area | OK | NON-CONFORMING |
| • Agricultural Land Reserve | OK | NON-CONFORMING |

Building Bylaw Compliance:

- | | | | |
|-------------------------|-----|----|--------------|
| • Highway Access Permit | YES | NO | NOT REQUIRED |
| • Health Sewage Permit | YES | NO | NOT REQUIRED |
| • Development Permit | YES | NO | NOT REQUIRED |

APPROVALS	SIGNATURE	DATE	COMMENTS / RECOMMENDATIONS
DRIVEWAY			
OFFICE			
SEWER			
WATER			
OTHER			