



BUILDING INSPECTION DEPARTMENT  
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## **Application Procedure for Standard Building Permit Requirements Single/Two-Family Dwellings**

The following is provided to assist builders and contractors in meeting the Building Permit submission and construction requirements.

This is intended to provide general information and should not be taken as complete. For specific submittal requirements, please contact the District of Kitimat Building Inspection Department.

## **Building permit Submittals (2 copies)**

### **1. Building Permit Application Forms**

- Building Permit Application - Standard
- Plumbing Permit Application & Plumbing Declaration (if required)
- Acknowledgements of Owner
- Owner's Authorization (if required)
- Damage Deposit
- See Attached Building Permit Checklist for additional information

### **2. Site Plan (Scale 1:100, or 1/8" = 1'-0")**

- Street name, north arrow
- Property lines, dimensions and lot area (m2)
- Location of buildings existing on lot and proposed buildings, Municipal Code setback dimensions from property lines and distances between buildings.
- Legal description of property.
- Locations of creeks/watersheds/high water mark of lake.
- Driveway and nearby lanes or streets.
- Final elevations of property corners, garage, main floor, road curb and others necessary to establish drainage directions
- Slope of driveway
- Location of residential services
- Septic field location (if required)

### **3. Two copies of complete building plans**

- Foundation Plans
- Size of building foundation.
- Size and location of footings, including those for decks or retaining walls.
- Structural components of main level.
- Floor beams.
- Floor joists and spacing/thickness of subfloor.
- Bridging and/or strapping.
- Identified point loads

### **4. Main Floor Plans (Scale 1:50, or 1/4"=1'-0")**

- Building layout and size, showing rooms, access, fixtures and appliances, structural requirements of roof structure (if no upper level exists).
- Proposed use of each room.
- Location of HWT, furnace, HRV
- Location of smoke and CO2 detectors
- Size and location of windows, doors and stairs (door swings should be indicated).

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### 5. Elevations (all sides) (Scale 1:50 or ¼"=1'-0")

- Roof slope.
- Guardrails, stairs and applicable information.
- Windows and doors.
- Proposed finished grades (accurate as possible).
- Locations of chimney or flue.

### 6. Cross-Sections (Scale 1:50 or ¼" = 1'-0")

- Structural details (i.e: floor joists, beam, roof information).
- Roof, wall and floor assemblies.
- Insulation location and "R" values.
- Stair details (rise, run, head room).
- Additional foundation information, including depths and frost protection.
- Perimeter drain and location.
- Heights of walls and overall building.
- Sprinkler System Plans (if applicable).
- Elevations of main floor

### 7. Professional Certifications

- Truss drawings
- Engineered Beams, Lintels, floor joists, post outside Part 9 of the BC Building Code, if required
- Engineered footings if required
- Schedule B's, as required

### 8. Inspection Requirements

- Footing forms
- Foundation forms
- Under slab plumbing
- Drain tile and damp proofing (prior to backfilling)
- Under slab/foundation insulation and poly vapour barrier (prior to pouring slab & backfilling)
- Water/sanitary/storm services
- Rough-in plumbing
- Rough-in ventilation (HRV)
- Chimney, fireplace (woodburning)
- Framing and fire-stopping
- Rain screen
- Insulation and vapour barrier

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### Professional Inspections

- Engineered beams, posts, floor trusses outside of Part 9 of the BC Building Code, if required
- Footings outside of Part 9 of the BC Building Code as provided above
- Truss installation, supports and bracing (? If deemed complex)
- Schedule C's as required

### 9. Proof of foundation location (at formwork stage)

- a. If the property corner legal pins are available with a clear sight line between then the owner will set stakes on the property line opposite each building corner for confirmation of setback to the site plan, the measured elevation difference between the curb and foundation is to be provided.
- b. Or completed survey certificate from a registered professional providing building location and dimension within the property.

### Other Jurisdictions

1. Current Title Search
  - Copies of easements, covenants, right of ways) as necessary.
2. Ministry of Health Permits
  - Septic Sewer System
3. New Single Family Dwelling (SFD) Home Owner Protection Form.
4. Development Permit, if applicable
5. Any other information that makes the details of the project clear.

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**Additional Information:** See Attached Building Permit Checklist