
PART 13 - BUILDING
Division 2 - Applications for Permits

Subdivision 1 – Applications for Permits

- 13.2.1. 1. Required Permits - Every person shall apply for and obtain:
- a. a building permit before constructing, reconstructing, repairing or altering a building or structure;
 - b. a plumbing permit before constructing or altering a plumbing system;
 - c. a demolition permit before demolishing a building or structure, or any part thereof;
 - d. a solid fuel burning appliance permit prior to the construction and/or installation of a solid fuel burning appliance within a building or structure;
 - e. an occupancy permit prior to occupying a building or structure;
 - f. a fence permit before construction of a fence, a partial fence or security fence;
 - g. a deck permit before construction of a deck;
 - h. a shed permit before construction of a shed that has a floor area less than 10m² measured to the outer surfaces of the exterior walls;
 - i. a fire sprinkler permit before installation of fire sprinklers within a building or structure.
2. Permit Application Forms – Applications for permits required by this Part shall be made on the forms provided.
3. Plans – Designer Name – All plans submitted with building permit applications shall bear the name and address of the designer of the building or structure.
4. Separate Building Permits – Each building or structure to be constructed on a parcel requires a separate building permit and shall be assessed a separate permit fee based on Schedule A of this Part.
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Subdivision 1 – Applications for Permits (Continued)

5. Separate Plumbing Permits – Each plumbing system to be constructed on a parcel requires a separate plumbing permit for each building and shall be assessed a separate permit fee based on Schedule A of this Part.
 6. Temporary Building Permits - Subject to any other Division, Council may issue a permit for the erection or placement of a temporary building, structure or shelter, if they are satisfied that the building, structure or shelter is safe, provided that:
 - a. the word "temporary" shall mean for a period not to exceed TWO (2) years;
 - b. application for a permit is made in writing to Council. The application shall be accompanied by:
 - (1) plans showing the location of the building/s on the site and sufficient construction details of the building;
 - (2) a statement of intended use and duration of the use; and
 - (3) a bond or certified cheque in the amount provided in Schedule A of this Part (per structure) which will guarantee that the building, structure or shelter will be removed entirely and the site left in a safe, tidy and sanitary condition when the permit has expired.
 - c. a permit for a temporary building may be renewed for a further term not exceeding one year.
 7. Construction Trailers – Subject to any other Division, the Building Official may issue a Construction Trailer Permit for the placement of a temporary trailer for the purposes of office, lunchroom, first-aid room or storage to support the primary building construction on the same lot, provided that:
 - a. the term of permit is not to exceed one (1) year.
 - b. payment of the fee amount as provided in Schedule A of this Part;
 - c. trailers are single units, unattached;
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Subdivision 1 – Applications for Permits (Continued)

- d. application shall be made on the form for such applications. The application shall be accompanied by:
- (1) plan showing the location of the trailer/s;
 - (2) a certified cheque or cash security in the amount provided in Schedule A of this Part (per trailer) which will guarantee that the trailer will be removed entirely and the site left in a safe tidy and sanitary condition when the permit expires.

A permit for a Construction Trailer may be renewed for a further maximum term not exceeding one (1) year with a written request and undertaking to remove the trailer when the permit extension expires and with new payment of the permit fee.

Subdivision 2 – Professional Plan Certification

- 13.2.2. 1. Letters of Assurance Required Under the *Building Code* – In addition to the circumstances where building design and field review are required to be performed by a registered professional under the *Building Code*, every owner applying to construct a complex building or standard building requiring a registered professional under this Part shall:
- a. provide to the building inspector prior to issuance of a building permit, letters in the form(s) set out in Schedules A and B of Division C Part 2 of the *Building Code*;
 - b. provide to the building inspector prior to issuance of a building permit, proof for each Registered Professional's liability insurance coverage by providing the completed Registered Professional Proof of Insurance form.
 - c. provide to the building inspector prior to obtaining a final inspection for an occupancy permit for the building, the form(s) set out in Schedules C-A and C-B of Division C Part 2 of the *Building Code*.
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Subdivision 2 – Professional Plan Certification (Continued)

2. Building Inspector Requirements for Letters of Assurance – In addition to the circumstances where building design and field reviews by a registered professional are required under the *Building Code*, the building inspector may require an owner applying for a building permit for a standard building or a structure to provide the District with the certifications referred to in Section 13.2.2.1.(a) and Section 13.2.2.1.c) of this Part if the building inspector considers that this is warranted by circumstances that relate to site conditions, size or complexity of development, or another aspect of development.
3. Reliance on Letters of Assurance - Building Permits issued pursuant to Section 13.2.2.1 and 13.2.2.2 shall include notice to the owners that:
 - a. the letters of assurance are relied upon by the District and its building inspectors as certification that the design and plans and construction to which the letters of assurance relate comply with the *Building Code*, this Part and other applicable enactments relating to health and safety.
 - b. When a building permit is issued in accordance with 13.2.2.3.(a) the permit fee shall be reduced pursuant to Section 13.4.1.4

Subdivision 3 – Applications for Standard Buildings

- 13.2.3.
1. Documents Required for Applications - An application for a building permit for a standard building shall be made on the District's form for such applications and the owner shall include the following additional information:
 - a. Owner's Declaration – the owner of a building or structure to be constructed requiring a building permit shall include with the permit application(s), a signed and completed "Acknowledgement of Owner" form;
 - b. Application Forms – if applicable, any other permit application form(s) made on the District's form for such applications;
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Subdivision 3 – Applications for Standard Buildings (Continued)

- c. Water Turn On/Off Application Form – if applicable, in accordance with Part 6, Division 3 of the *Municipal Code*;
 - d. Homeowner Protection Office Form – the form required by *Section 30 of the Homeowner Protection Act*, in the case of a residential use;
 - e. Site Plan – unless the building inspector waives the requirement for a site plan, in whole or in part, where the permit is sought for the repair or alteration/renovation of an existing building or structure, a site plan showing:
 - (1) Dimensions – the bearing and dimensions of the parcel, taken from the registered subdivision plan, if applicable;
 - (2) Legal – title search print, legal description, civic address and owner information of the parcel, and listing of restrictive covenants in favour of the District of Kitimat;
 - (3) No Building Areas – the location and dimensions of all statutory rights of way, easements, covenants, and zoning bylaw setback requirements;
 - (4) Buildings – the location and dimensions of all existing and proposed buildings or structures on the parcel, including on-site sewage disposal systems, if applicable;
 - (5) Foundation Elevations – proposed elevations for top of basement and garage foundation, garage floor, surface drainage to District of Kitimat Datum;
 - (6) Parking/Driveway – the location, dimension and slope of parking and driveway access;
 - (7) Lot Grading Plan – lot grading plans showing elevations of all corners of the parcel, which indicate the existing and final elevations and mandatory grades from the dwelling to the corners of the parcel on which is located. Elevations to be to District of Kitimat Datum;
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Subdivision 3 – Applications for Standard Buildings (Continued)

- (8) Floor Plans – floor plans showing the dimensions and uses of all areas; the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; stair dimensions; structural elements; plumbing fixtures including hot water tanks and tankless water heating systems; appliances, heating systems including heat recovery ventilation systems, and carbon monoxide and smoke detectors;
 - (9) Cross Section – cross sections through the building or structure at an appropriate scale and sufficient locations, illustrating foundations, drainage, ceiling heights and construction systems;
 - (10) Elevations – elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, and finished grade;
 - (11) Foundation Design – plans showing the layout, dimensions, widths and depths of all footings, foundation walls, pads and cross-sections of walls, footings, pads showing reinforcement location, size and spacing, prepared by a registered professional if 13.2.2.2. applies;
 - (12) Building Design – two sets of drawings illustrating the design of the building or structure;
 - (13) Truss Plan – a truss plan and truss drawings provided by the truss supplier and stamped by a professional engineer;
 - (14) Roof – a roof plan and roof height calculations;
 - (15) Spatial Separations – information on all window openings to enable the building inspector to calculate spatial separations.
1. f. Other Information – any other information required by the building inspector to consider compliance with this Part, the *Building Code* and other applicable Divisions and enactments.
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Subdivision 3 – Applications for Standard Buildings (Continued)

- g. Letter of Assurance – the applicable letters of assurance as referred to in Division C Part 2 of the *Building Code*, each signed by the relevant registered professionals, if professional plan certification is required by the *Building Code* or this Part.
 - h. Securities – completed “Damage Deposit” form and pay the security amount.
2. Manufactured Homes – in addition to the requirements of *Section 13.2.3.1.*, the following shall be submitted with a moving permit application and building permit application for the installation of a manufactured home.
- a. Standards – evidence that the manufactured home will be constructed and certified under current Canadian Standards Association (CAN/CSA) A277 or Z240MH standards, and certification that it meets the Climatic Data requirements for Kitimat, set out in “Climatic Data” form;
 - b. Registered Professional – where a foundation and site prepared for a manufactured home does not comply with *Section 13.2.2.2.* of this Part, Schedules A and B of Division C Part 2 of the *Building Code* will be required from a registered professional;
 - c. Site Information – details of siting, servicing, foundations or tie downs.

Subdivision 4 – Applications for Complex Buildings

- 13.2.4.
- 1. Documents Required for Application – An application for a building permit for a complex building shall be made on the District’s form for such applications and the owner shall provide the following additional information:
 - a. Drawings – two complete sets of drawings at a suitable scale of the design, illustrating that the building or structure substantially conforms to the *Building Code*, prepared by each registered professional and including all necessary information;
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Subdivision 4 – Applications for Complex Buildings (Continued)

- b. Other Permit Applications – if applicable, any other permit application which shall be made on the District of Kitimat’s form for such applications;
 - c. Cost Estimate – a construction cost estimate from a registered professional or a signed copy of the actual contract between the contractor and the owner, the cost estimate to include site drainage collection infrastructure, parking infrastructure and servicing utilities;
 - d. Water Turn On/Off Application Form – if applicable, in accordance with Part 6, Division 3 of the *Municipal Code*;
 - e. Application Forms – if applicable, any other permit application form(s) made on the District’s form for such application;
 - f. Home Protection Office form – the form required by section 30 of the *Homeowner Protection Act*, in the case of a residential use;
 - g. Declaration Forms – each owner of a building or structure to be constructed requiring a building permit shall include with the permit application(s), a signed and completed “Acknowledgement of Owner” form and if applicable an “Owner’s Authorization”;
 - h. Title Search – print providing the legal description, owner information and listing all restrictive covenants pertaining to the title;
 - i. Letters of Assurance – letters of assurance as referred to in Division C Part 2 of the *Building Code*, each signed by the relevant registered professionals;
 - j. Report – a geotechnical engineer’s report providing detailed information on site conditions, including but not limited to, soils, drainage requirements, slope, stability and contamination, except to the extent that a building inspector has determined that such report is not required;
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Subdivision 4 – Applications for Complex Buildings (Continued)

- k. Approvals – copies of approvals required under any enactment relating to health or safety, including, without limitation, filings made with the Northern Health Authority with regard to on-site sewage disposal, highway access permits and Ministry of Health approval of on-site potable water supplies;
 - l. Business License – copy of current business license for each general contractor, subcontractor and owner/contractor's;
 - m. Development Permit – copy of any required development permit;
 - n. Securities – completed “Damage Deposit” form and pay the security amount;
 - o. Site Plan – a site plan, prepared by a British Columbia Land Surveyor unless a building inspector determines that a plan prepared by a person of lesser qualification is adequate, showing:
 - (1) Dimensions – the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (2) Site Information – the location and size of the building and the floor area and lot coverage ratio;
 - (3) Legal – the legal description and civic address of the parcel;
 - (4) No Build Area – the location and dimensions of all statutory rights of way, easements and zoning bylaw setback requirements;
 - (5) Buildings – the location and dimensions of all existing and proposed buildings or structures on the parcel;
 - (6) Bins – the proposed location and dimensions of garbage and recycling bins;
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Subdivision 4 – Applications for Complex Buildings (Continued)

- (7) Hydrants – the locations of all nearby fire hydrants, fire sprinklers/standpipe connections and fire flow calculations;
 - (8) Landscape Area – the detailed description and illustration of the landscape plan;
 - (9) Levels – the existing and finished ground levels to an established datum at or adjacent to the site and to the District of Kitimat Datum of the underside of the floor system of a building or structure where the District's zoning regulations establish siting requirements related to a minimum floor elevation; and
 - (10) Roads – the location, dimension and gradient of access roadways, parking and driveway access.
- p. All necessary building plans including but not limited to:
- (1) Architectural Plans – floor plans showing the dimensions, and uses of all areas: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and openings of windows; floor, wall and ceiling finishes; structural elements; and stair dimensions;
 - (2) Structural Plans – showing the details for the footings/foundation plans, load bearing members, fasteners and connectors, concrete reinforcing, roof slope, finishes; structural elements; and stair dimensions;
 - (3) Mechanical Plans – including the heating, ventilation and air conditioning details, plumbing details, site servicing for water, sewer and drainage outside the building envelope, fire suppression systems and roof drainage systems;
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Subdivision 4 – Applications for Complex Buildings (Continued)

- (4) Electrical Plans – prepared by an electrical engineer including all electrical systems of the building and fire alarm systems;
2. Security Fence - An owner must install a security fence prior to constructing a complex building and;
 - a. The owner must include a fence permit application made under Section 13.2.10 of this Part with the building permit application;
 - b. The owner must ensure that the security fence surrounds the entire construction site, is properly maintained throughout the construction period and complies with the *Building Code* Municipal bylaws and has been approved by a building inspector.
3. Additional Information – In addition to the requirements of Section 13.2.4, the owner may be required by a building inspector to submit site servicing drawings, including sufficient detail of off-site services to indicate location at the property line, prepared and sealed by a registered professional, in accordance with the District of Kitimat’s Subdivision and Development Servicing Division.

Subdivision 5 - Moving Permits

- 13.2.5.
 1. Documents Required for Application – An application for a moving permit shall be made on the District’s form for such applications.
 2. Disconnection of Services – Prior to moving any building, the owner must submit a Water Turn On/Off application to have the water turned off by the District of Kitimat and the owner must disconnect all services, cap all underground services and install stakes at the end of those services.
 3. Highway Closures – If an owner requires any temporary highway or lane closures for the moving of a building, permission must be received from the District and the District’s costs to accommodate the move are the responsibility of the owner.
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Subdivision 6 – Fire Sprinkler Permits

- 13.2.6. 1. Documents Required for Application – An application for a fire sprinkler permit shall be made on the District's form for such applications and the owner shall provide letters of assurance from the registered professional who designs the system.

Subdivision 7 – Demolition Permits

- 13.2.7. 1. Documents Required for Application – An application for a demolition permit shall be made on the form for such applications.
2. Disconnection of Services – Prior to demolition of any building, the owner must submit a Water Turn On/Off Application. The owner must coordinate disconnection of all utility services in accordance with the applicable utility standards as well as cap all underground services and install stakes at the end. Services older than 25 years shall be excavated, removed and capped at the service mains or, if to be reused, replaced at the developers' cost.
3. Backfilling – Upon completion of demolition of a building, the owner must remove all cellars, foundations and other remaining structures, and backfill excavations to grade level with uncontaminated native backfill or other uncontaminated granular material.
4. Site Profile – Before issuance of a demolition permit the owner shall complete and submit, if required, the Ministry of Environment's Schedule 1 Form indicating that no Schedule 2 activities were performed on the site, or provide a site profile and Ministry of Environment clearance documentation.
5. Security Fence – If required by the *Building Code* the owner must install a security fence prior to demolition and after obtaining a fence permit under Section 13.2.10 of this Part, and Section 13.2.2.2 of this Part applies to the fence.
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Subdivision 8 – Solid Fuel Burning Appliance Permits

- 13.2.8.
1. Documents Required for Application – An application for a solid fuel burning appliance permit shall be made on the District's form for such applications and be accompanied by a copy of the manual for the solid fuel burning appliance.
 2. Certifications of Appliances – All appliances installed pursuant to a solid fuel burning appliance permit must have a certification label attached to the unit from the Canadian Standards Association, Underwriters Laboratories of Canada, or another certifier acceptable to the building inspector.
 3. Manufacturer Specifications – All solid fuel burning appliances and chimneys must be installed in accordance with manufacturer specifications including but not limited to pipe sizing and clearances.
 4. Required Inspections – Every owner shall obtain an inspection and acceptance of the installation of a solid fuel burning appliance, after installation and before any portion of the work is covered or concealed. If the work is covered or concealed prior to inspection, the owner shall uncover the work, remove construction materials and do everything else necessary for the building inspector to conduct inspection.
 5. Owner Must Call for Inspections – The owner shall give at least 24 hours notice to the building inspector of the owner's request for an inspection of a solid fuel burning appliance and the District of Kitimat is not required to undertake any inspection under Section 13.2.8.4 until requested by the owner.
 6. Plans Available – An owner is not entitled to request an inspection of work under Section 13.2.8.4 unless a copy of the issued solid fuel burning appliance permit and all applicable plans and manufacturer specifications are available at the site and the civic address is clearly visible from the street.
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Subdivision 9 – Plumbing Permits

- 13.2.9.
1. Documents Required for Application - An application for a plumbing permit shall be made on the District's form for such applications.
 2. Certified Tradesman - All plumbing must be installed by a certified tradesman unless being installed by a home owner occupying or intending to occupy the residential building in which the plumbing is installed. Owner/installers must complete, acknowledge and sign the Home Owner's Plumbing Declaration Section of the Plumbing Permit Application.
 3. Required Inspections – Every owner shall obtain an inspection and acceptance of the installation of plumbing fixtures, after installation and before any portion of the work is covered or concealed. If the work is covered or concealed prior to inspection, the owner shall uncover the work, remove construction materials and do everything else necessary for the building inspector to conduct the inspection.
 4. Owner Must Call for Inspections – The owner shall give at least 24 hours advance notice to the building inspector of the owner's request for an inspection of plumbing and the District is not required to undertake any inspection under *Section 13.2.9.3* until requested by the owner.
 5. Plans Available – An owner is not entitled to request an inspection of work under *Section 13.2.9.3* unless a copy of the issued plumbing permit and all applicable plans are available at the site and the civic address is clearly visible from the street.

Subdivision 10 – Fence, Security Fence, Deck and Shed Permits

- 13.2.10.
1. Documents Required for Application – An application for a fence permit, a security fence permit, a deck permit or a shed permit shall be made on the District's form for such applications.
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Subdivision 10 – Fence, Security Fence, Deck and Shed Permits (Continued)

- 13.2.10.
2. Required Inspections – Every owner shall obtain an inspection and acceptance of the installation of a fence, security fence, deck or shed, after installation and before any portion of the work is covered or concealed. If the work is covered or concealed, every owner shall uncover the work, remove construction materials and do everything else necessary for the building inspector to conduct the inspection.
 3. Owner Must Call for Inspections – The owner shall give at least 24 hours notice to the building inspector of the owner's request for an inspection and the District is not required to undertake any inspection under *Section 13.2.10.3* until requested by the owner.
 4. Plans Available – An owner is not entitled to request an inspection of work under *Section 13.2.10.3* unless a copy of the issued fence permit, deck permit or shed permit as applicable, and all applicable plans are available at the site and the civic address is clearly visible from the street.

Subdivision 11 – Retaining Structures

- 13.2.11.
1. Documents Required for Application – An application for a building permit for a retaining structure shall be made on the District's form for such applications.
 2. Requirement for Professional Design and Field Reviews – A registered professional shall undertake the design and conduct field reviews of the construction of a retaining structure greater than 1.2 metres in height and tier walls with a total height greater than 1.2 metres spaced at a distance less than each tier height.
 3. Information with Permit Application – Sealed copies of the design plan prepared by the registered professional for all retaining structures greater than 1.2 metres in height shall be submitted to a building inspector prior to issuance of a building permit.

Subdivision 12 – Fuel Tank Storage – Commercial Property

- 13.2.12.
1. Documents Required for Application – An application to remove, install, repair or upgrade a fuel storage tank and/or piping for commercial property shall be made and a permit fee shall be paid in accordance with the Fire Prevention Part of the *Municipal Code*.
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PART 13 - BUILDING
Division 2 - Applications for Permits

Subdivision 12 – Fuel Tank Storage – Commercial Property (Continued)

2. Required Inspections – An on-site inspection is required during tank removal by the Fire Department.
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