

RENOVATION SCENARIOS



RENOVATION TO INCLUDE SECONDARY SUITE

The property owner, builder and CSR D have important and distinct roles in the building inspection service. This scenario describes these roles in the renovation of an existing house to include a secondary suite.

Property Owner

- ▶ hire a builder; discuss plans, materials, cost
- ▶ get certificate of title and copies of covenants
- ▶ obtain plans from builder, including
 - 2 sets of building plans showing elevations
 - site plan with dimensions
 - foundation plan
 - floor plan
 - cross sections
- ▶ estimate value of improvements
- ▶ obtain record of sewerage system (Interior Health)
- ▶ submit building application, along with fee, to CSR D
- ▶ sign and submit agent authorization form (www.csr d.bc.ca) if builder or contractor is making submissions and decisions on behalf of property owner
- ▶ pay remainder of building permit fee, once permit ready to be issued
- ▶ provide letter of certification for septic system (prior to final approval and occupancy)
- ▶ ensure that any other permits (e.g., electrical, gas) are obtained from BC Safety Authority



Home Builder

- ▶ become a Licensed Registered Builder
- ▶ prepare and discuss plans with owner
- ▶ submit plans as part of the building permit process
- ▶ coordinate and obtain any other relevant permits (e.g., electrical, gas) on behalf of owner
- ▶ begin work on house after permit(s) received
- ▶ contact CSR D building inspectors to inspect during framing, insulation and final stages
 - 2 or 3 inspections required, depending on age of home and level of insulation



CSR D

- ▶ review application and accompanying plans
- ▶ inform applicant of any additional requirements (e.g., other studies, development permits)
- ▶ confirm total fee and collect fee from applicant upon issuance of building permit
- ▶ identifies number of inspections required
- ▶ conducts inspections when contacted by owner/builder

RENOVATION OF KITCHEN AND BATHROOM

This scenario describes the roles in the renovation of a kitchen and bathroom, without structural change or relocation of plumbing fixtures.

Property Owner

- ▶ hire a builder; discuss plans, materials, cost
- ▶ confirm with builder that there are no structural changes to the house that require a CSR D building or plumbing permit
 - septic assessment and confirmation, as well as electrical / gas permits, may still be required



Home Builder

- ▶ confirms with property owner that no CSR D permits are required, based on plans



CSR D

- ▶ no applications, review or inspection required