



COLUMBIA SHUSWAP REGIONAL DISTRICT

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Building Permit Application Process

- Application** - The applicant will submit a **complete application** that details the type of construction, alteration or repair and the value of the proposed work. A member of the Building Department will ensure that the appropriate number and type of plans and fees accompany the Building Permit Application. The Building Permit Application Fee of \$72.00 must be paid at time of permit application.
 - accessory buildings
 - building height
 - building setbacks
 - building size
 - density
 - off-street parking
 - off-street loading
 - parcel coverage
 - proposed use
 - landscaping
 - screening and fencing
 - watercourse setbacks
- Application Review** - The application and plans will be reviewed for compliance with the Zoning Bylaw and Development Permit guidelines related to the applicable OCP. If it is found that a development permit is necessary then the applicant will be contacted. Compliance with other agency approval processes will also be reviewed. Items reviewed include but are not limited to the following:
- Building Plan Review** - The Building Inspector performs a technical review of the plans for compliance with the Building Bylaw, BC Building Code. Any deficiencies noted during the application review will be conveyed to the applicant in as timely a manner as possible. The applicant is required to address and correct all deficiencies prior to issuance of a building permit. **Permit Issuance:** Once the review is complete the applicant will be contacted to pick up their permit and pay the applicable Building Permit Fee. The Building Permit and Placard is to be posted conspicuously on the site and legible from the road during the entire execution of the work. All plans, specifications, supporting documents, inspection certificates and professional field reviews are to be available on site during normal working hours.
- Inspections** - The CSR D will perform six (6) on-site building inspections, with forty eight (48) hours' notice from the property owner or agent, at key points of construction. Refer to Inspection List for details on 6 inspections.
- Occupancy** - Once the Final Inspection is completed with no deficiencies all relevant and outstanding documentation has been provided, as required by the Building Bylaw, then the building official may issue a final inspection notice authorizing *occupancy – Final Occupancy Permit*.

ADDITIONAL PERMITS:

- **Plumbing Permit** - A plumbing permit is required for the installation or relocation of any plumbing fixtures. With the exception of a homeowner doing his own plumbing work and the acceptance of a plumbing schematic drawing, plumbing permits will only be issued to qualified tradesmen.
- **Demolition Permit** - A demolition permit is required for the demolition of any buildings within the Regional District. Permit approval is required prior to any demolition being undertaken. The permit requires a signed Owner's Declaration of Site Conditions.
- **Solid Fuel (Wood) Burning Permit** - This includes wood stoves, pellet stoves, factory built chimneys, factory-built fireplaces, masonry chimneys and fireplaces. The owner is responsible for providing a WETT Inspection Report by an individual with a WETT Certification Number.