



# View Royal Guide to Building Permits



This Guide is provided to guide you through the process of the building process. This guide will cover the following topics:

- When a building permit is required
- What is required for a building permit
- The application review process
- Additional permits you may require
- The types of inspections required
- Additional agencies you may need to contact
- Bylaw infractions and the related costs

**Please note:** This brochure is meant for guidance only and should not be construed by anyone as a right to a development approval if the steps indicated within are followed. Please consult the Local Government Act and its regulations, the Town of View Royal Building Bylaw, and the Town of View Royal Land Use Bylaw (zoning) for definitive requirements, procedures and policies. A member of the View Royal development team can always be contacted to answer any questions.

## A BUILDING PERMIT IS REQUIRED FOR:

- Construction of :
  - New homes;
  - Accessory buildings exceeding 10 m<sup>2</sup> or (107.6 ft<sup>2</sup>);
  - Additions to an existing buildings or structures;
  - Decks more than 30 centimeters (12 inches) above grade or built with a roof type structure (this includes pergola's and similar structures);
  - Commercial, industrial or public use facilities;
  - Retaining walls over 1.5 Meters.
- Any interior renovations that goes beyond cosmetic changes (ex. Moving or adding walls, installations of new bathroom facilities);
- Completing an unfinished basement;
- Enclosing a porch, deck or carport;
- Alterations to commercial, industrial or public use facilities;
- Moving a building;
- Demolishing a building;
- Changing the occupancy of a building or part thereof;
- Upgrading for a secondary suite.

## REQUIREMENTS TO OBTAIN A BUILDING PERMIT

**Please Note:** ALL of the following information is required at the time of application or it will not be accepted. Incomplete applications will be returned to the applicant.

- 1. A non-refundable application fee.** The application fee will be applied towards the building permit fee. **Please note:** If the plans do not meet municipal bylaws or the BC building code, your application will be rejected. A new application and fee will be required should you choose to reapply.
- 2. A letter of authorization.** A letter from the registered owner of the property if the applicant is not listed on the state of title certificate.
- 3. A completed application form.** The application must be submitted with a signed copy of the schedule "C".
- 4. The Homeowner Protection Office form.** This is a provincially regulated document that is required for ALL new dwelling applications. Any exemptions will be accompanied by an exemption form from the HPO office, as determined by them. Permits will not be issued until the correct HPO registration form has been received.
- 5. State of Title certificate** (no older than 30 days), accompanied by copies of ALL covenants, easements and right-of-ways registered on the state of title certificate.
- 6. Plans - 3 sets of metric plans, to scale.** (4 sets are required for commercial, industrial & Part 3 residential + 1 digital set) containing but not limited to the following (*Examples of all required drawings can be provided for no charge upon request.*) All sets of plans should include the following components:

A. Site Plan: Required for any construction that changes the footprint of the building or that happens outside of the principal dwelling.

- **BCLS Preliminary legal survey plan or a site plan created by a registered professional** showing the proposed location of the building front, rear and side yard setbacks, natural grade and finished grade elevations at main corners of the building, existing natural grade and finished grade elevations at lot corners, covenant areas, easements, statutory right-of-ways, basement and main floor elevations (BFE) and garage floor elevation (GFE) as explained in 10.1.4 of *Building Bylaw No. 742*.
- Elevation at curb.
- Storm and sewer invert elevations at property lines.
- Width and length of driveway from garage to the edge of pavement or curb.
- Driveway location, grades and parking plan for any possible secondary suites.
- This plan is not required to be stamped and sealed, however, **before a final inspection; a sealed survey plan signed by a registered BCLS is required.**

B. Foundation Plan:

- ALL plans to be:
- prepared by a registered professional.
  - stamped and sealed.
  - accompanied by schedule B.
  - include proof of insurance of the registered professional.

C. Floor Plans:

- Show use of all rooms on each separate floor.
- Location of all plumbing fixtures.
- Location, size and swing of all doors.
- Location and size of all windows.
- Location at which all sectional details required in the *Cross Section* are taken.

D. Cross Section:

- Sectional details including cross sections of the building taken at sufficient locations to adequately illustrate all structural details.
- Details showing foundations, walls, floors, joists, beams, columns, rafters or trusses.
- Stair details such as the rise and run, handrails and guardrails.

E. Specification Details:

- Details relating to the building which will designate all materials to be used.
- Roof and wall sheathing sizes.
- Insulation and vapour barrier details.
- Sub-floor materials.
- Interior finishing materials.
- Size and type of beams, joists, rafters, manufactured trusses, including the grade and species of the material being used.

- F. Elevation Plans:
- Front and back, both side elevations to the midpoint of the highest roof with elevation reference to natural grade.
  - Finished grades, including road elevation, natural grade.
  - Exterior finishes.
- 7. Storm Water Treatment:** Plans must be submitted indicating the method that will be utilized for dealing with Storm Water management. An example drawing can be obtained by request.
- 8. Additional information** may be required for demolition and renovation permits is directed under *Occupational Health and Safety Regulation, Section 20.112* in the form of a Hazardous Material Survey. Please see Worksafe BC regarding this regulation and form. This deals with asbestos and other hazardous materials that may be present.
- 9. Complex Buildings:** Additional information that may be required for complex buildings include, but is not limited to:
- Mechanical drawings
  - Electrical drawings
  - Relevant shop drawings
  - Site service drawings
  - Fire suppression drawings
  - Site safety and fire safety plans for the construction period
  - Landscape Plan

**Please Note:**

- **ALL** plans to be in metric. Plans may be hand drawn and scaled in imperial, however, metric equivalents **must** be provided.
- If, in the opinion of the building inspector, specialized technical knowledge is required to ensure that the proposed works will be structurally sound or based upon good engineering practice, then it may be necessary that an architect or professional engineer prepare and seal the drawings, specifications and carry out supervision of the project.
- As of June 21, The Town of View Royal, through the Province of British Columbia will require your new home to be Solar Hot Water Ready. The requirement to install a solar hot water system is not necessary, but all new homes must be built in anticipation of the new systems. Please see your building official for more information.

## APPLICATION REVIEW PROCESS

We always get questions about what happens to the application once it is received. The building permit application goes through the following checks and approvals:

- 1.** The applicant meets with a member of staff who at this time ensures the appropriate plans, documentation and fees are ready for submittal. ***We regret, if any of the requirements are missing, the application will not be accepted and will be returned to applicant.***

2. The application is reviewed for consistency with approved Development Permit, Development Variance Permits and Board of Variance approvals and compliance with the Land Use Bylaw (zoning) and other land use regulations, such as, but not limited to the following:
- Proposed use
  - Building height
  - Floor space ratio
  - Off-street parking
  - Land use contracts
  - Setbacks from water courses
  - Soil removal/deposit
  - Applicable development cost charges
  - Density
  - Building setbacks
  - Site coverage
  - Grading changes
  - Accessory buildings
  - Secondary suites
  - Landscaping

***If the application is inconsistent with a bylaw requirement the application must be modified or appropriate permit approval met.***

3. The application is reviewed by the Engineering department for:
- Water/sewer/storm connections
  - Driveway access
  - Tree retention/protection
  - Site drainage

For large or complex projects or where the Town's road right-of-way will be modified a Servicing Agreement may be required prior to Building Permit issuance.

4. The building official/plan checker performs a technical review of plans for compliance with the BC Building Code.
5. The file is reviewed and owner notified that the permit is ready for issuance upon receipt of remaining fees. Please note, you will have 45 days upon notification to pay for and pick up your permit, otherwise it will be cancelled.

Staff is available to discuss the process, requirements and fees involved at any stage of the process.

## **POSSIBLE ADDITIONAL PERMITS**

**Plumbing Permit** – Plumbing permits are required for the installation or relocation of any plumbing fixtures, the replacement or installation of water and sewer lines and the installation of irrigation systems. With the exception of a homeowner submitting an approved plumbing schematic and list of materials to be used, a plumbing permit will only be issued to qualified tradesmen.

**Tree Removal Permit** – Prior to any trees being removed or trimmed, a tree removal permit must be made and approved by the View Royal Parks Department.

**Demolition Permit** – A demolition permit is required for the demolition of any buildings within the Town of View Royal. Permit approval is required prior to any demolition being undertaken. The permit requires the applicant to provide, in writing, that all utilities have been disconnected prior to the demolition permit being issued.

**Sewer and Storm Drain Permits** – This permit may be required for any changes, installations or additions to the Town of View Royal infrastructure.

**Highway (Driveway) Access Permits** – This permit is required for any new dwelling or modifications to existing driveways.

**Development Permit** – This permit is required prior to a building permit being considered in most circumstances for commercial, apartment, townhouse and duplex buildings. Likewise, this permit is required in most instances prior to a building permit for lots abutting the ocean or freshwater. Please consult with the Planning Department to determine whether a permit will be necessary and application requirements.

**Soil Permit** – Soil permits are required for large residential and commercial permits.

**Electrical and Gas Permits** – Please contact the BC Safety Authority for all of your electrical and gas permits. Contact information listed under “Additional Agencies” that follows

## REQUIRED INSPECTIONS

### 1. Footings and Foundation

This inspection takes place when the forms are in place, prior to placing the concrete. Footings and walls may be poured separately or together. The Engineer is required to have inspected and left a field report for the building inspector to review.

### 2. Damp Proofing, Drain tile and Rain Water Leaders

This inspection takes place after the walls have been damp proofed and the drain tile and rain water leaders have been installed, but prior to backfilling.

### 3. Under Slab Plumbing

This inspection takes place after the under slab plumbing has been installed and placed under a water test with 3 meter water column or under an air test of a minimum 5 psi, prior to backfilling. It must be properly bedded in sand.

### 4. Under Slab Poly

This inspection takes place prior to pouring the slab or any ground cover. All joints must be properly over lapped and all penetrations sealed.

### 5. Framing

This inspection takes place after all exterior doors and windows, plumbing, heating and electrical have been installed. All beam and truss engineered specifications are required to be on-site. Proof of Electrical or Gas permit is required to be submitted at this time.

### 6. Rough In Plumbing

This inspection takes place upon completion of the plumbing rough in. An air test of 150 PSI minimum is required on the water lines and either a water test or an air test (5 psi) on the DWV.

## 7. Masonry Fireplace

This inspection takes place in several steps. They are as follows:

- when cantilevered hearth forms are in place, but prior to placing concrete
- at the smoke chamber stage
- for free standing fireplaces, at the thimble stage
- before any site built or factory built unit is enclosed by combustible material
- before the chimney cap is placed on a masonry chimney.

## 10. Insulation, Vapour Barrier, Second Plane of Protection and Stucco Wire

This inspection takes place prior to the installation of drywall or any other finish material. Insulation values and fit will be inspected. The seal on the vapour barrier as well as the second plane of protection will be inspected. If stucco is to be used, the wire is to be inspected prior to the scratch coat being applied.

## 11. Final Inspection

This takes place upon completion of the project. All health and safety issues must be covered. All professionals involved must submit their final schedules at this time.

Also the final stamped and sealed survey certificate is required at this time. The final inspection must be passed before occupancy is issued.

**If more than 2 inspections are required for any of the listed inspections, a \$75.00 re-inspection fee will be required prior to any subsequent inspections being performed.**

## ADDITIONAL AGENCIES

### View Royal Fire Department

280 Island Highway. Victoria, BC, V9B 1G5  
Ph: (250)479-7322  
Fx: (250)479-7395

### BC Safety Authority

505-6th St, Suite 200. New Westminster, BC, V3L 0E1  
Ph: (778) 396-2000 or 1-866-566-7233  
Fx: (778) 396-2064  
[www.safetyauthority.ca](http://www.safetyauthority.ca)

### Homeowner Protection Office

PO Box 11132 Royal Center.  
Suite 2270-1055 West Georgia St. Vancouver, BC. V6E 3P3  
Ph: (604) 646-7050 or 1-800-407-7757  
Fx: (604) 646-7051  
Email: [hpo@hpo.bc.ca](mailto:hpo@hpo.bc.ca)  
[www.hpo.bc.ca](http://www.hpo.bc.ca)

### Worksafe BC

4514 Chatterton Way Victoria, BC, V8X 5H2  
[www.worksafebc.com](http://www.worksafebc.com)

### Vancouver Island Health Authority

1952 Bay St, Victoria, BC, V8R 1J8  
Ph: (250)370-8699 or 1-877-370-8699  
Fx: (250)370-8750  
Email: [info@viha.ca](mailto:info@viha.ca)  
[www.viha.ca](http://www.viha.ca)

## BUILDING BYLAW INFRACTIONS

This section includes but is not limited general infractions and their related costs and fines.

### Building or Demolition Without a Permit:

- 6.1 No person shall commence or continue any construction, alteration, reconstruction, demolition, **removal**, relocation or change of **occupancy** of any **building** and **structure** including excavation or other work related to construction unless a **Building Official** has issued a valid and subsisting permit for the work.
- 24.1 Every person who contravenes any provision of this bylaw commits an offence punishable on summary conviction and shall be liable to a fine of not more than \$10,000.00 (Ten Thousand Dollars) or to imprisonment for not more than six months.
- 24.7 Every person who commences work requiring a **building** permit without first obtaining such a permit pay, an additional charge equal to 50% of the **building** permit fee.

### MTI Bylaw 643 Schedule 7

Failure to obtain building permit **\$100.00**

### Occupancy Without Permit:

- 6.2 No person shall occupy or use any **building** or **structure** unless a valid and subsisting occupancy permit has been issued by a **Building Official** for the **building** or **structure** or contrary to the terms of any permit issued or any notice given by a **Building Official**.

### MTI Bylaw 643 Schedule 7

Occupancy without permit **\$100.00**

### Alteration of Notice or Certificate:

- 6.4 No person shall, unless authorized in writing by a **Building Official**, reverse, alter, deface, cover, remove or in any way tamper with any notice, permit or certificate posted or affixed to a **building** or **structure** pursuant to this bylaw.

### MTI Bylaw 643 Schedule 7

Alteration of notice/certificate **\$100.00**

### Failure to Obey Stop Work Order:

- 24.3 A **Building Official** may order the cessation of any work that is proceeding in contravention of the **Building Code** or this bylaw by posting a Stop Work notice.
- 24.4 The owner of property on which a Stop Work notice has been posted, and every other person, shall cease all construction work immediately and shall not do any work until all applicable provisions of this bylaw have been substantially complied with and the Stop Work notice has been rescinded in writing by a **Building Official**.