

**Note:** It is the responsibility of the property owner to obtain a permit.

Building permit fees are paid for once plans have been checked. The fee is based on the true value of the project (excluding value of land).

The Regional District must be advised of the following circumstances:

- If work will not proceed as applied for, or if the project has been cancelled.
- Any alterations to building plans as submitted to the Regional District.

A permit may expire if:

- Work is not started within 6 months from the date of issuance of permit or
- 12 months from the date of the last inspection or
- Upon completion of work or 3 years from date of issue



1-800-474-6886  
or  
bconecall.ca

## Agencies involved with Rural Construction

Northern Health Authority  
(for on-site sewage)  
4<sup>th</sup> Floor, 1600 Third Avenue  
Prince George, BC V2L 3G6  
Phone: 250-565-2150  
Fax: 250-565-2144  
[www.northernhealth.ca](http://www.northernhealth.ca)

Licensing and Consumer Services  
Suite 203 – 4555 Kingsway  
Burnaby BC V5H 4T8  
[licensinginfo@bchousing.org](mailto:licensinginfo@bchousing.org)  
Toll Free: 1-800-407-7757  
Phone: 1-604-646-7050  
Fax: 1-604-646-7051  
[www.bchousing.org/licensing-consumer-services](http://www.bchousing.org/licensing-consumer-services)

Technical Safety BC  
(gas & electrical inspectors)  
2977 Ferry Ave  
Prince George, BC V2N 1L3  
Phone: 1-866-566-7233  
[www.technicalafetybc.ca](http://www.technicalafetybc.ca)

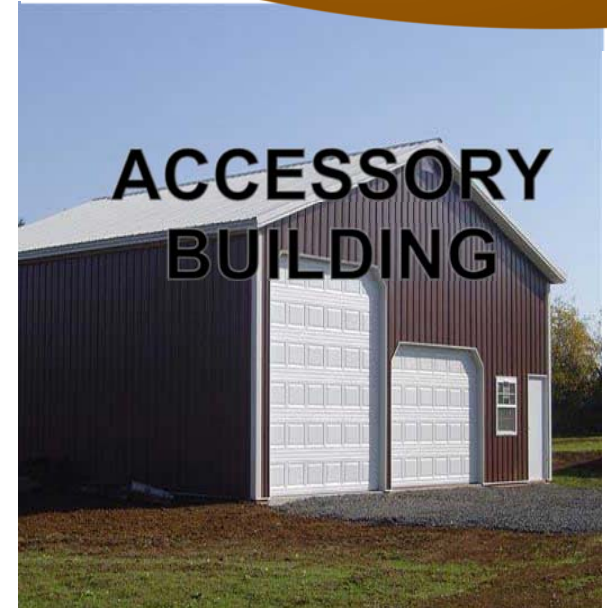
Ministry of Transportation and Infrastructure  
(for culvert and driveway information)  
306-1011 Fourth Avenue  
Prince George, BC V2L 3H9  
Phone: 250-565-4410  
Fax: 250-565-6065  
<http://www.th.gov.bc.ca/permits/Highway%20Access%20Permits.asp>



**REGIONAL DISTRICT**  
of Fraser-Fort George

155 George Street, Prince George, BC V2L 1P8  
Tel: 250-960-4400 • Toll Free: 1-800-667-1959  
Fax: 250-562-8676 • Email: [district@rdffg.bc.ca](mailto:district@rdffg.bc.ca)

[www.rdffg.bc.ca](http://www.rdffg.bc.ca)



**Valemount:** 250-566-4435  
Village of Valemount  
735 Cranberry Lake Rd V0E 2Z0  
[building@rdffg.bc.ca](mailto:building@rdffg.bc.ca)

**McBride:** 250-569-4211  
Robson Valley Community Centre  
441 Columbia Street  
McBride V0J 2E0  
Wednesdays 10 – 4  
[building@rdffg.bc.ca](mailto:building@rdffg.bc.ca)

## Building permits are required to:

- Construct **any** new building or structure
- Construct a new accessory building over 10m<sup>2</sup>
- Make alterations, additions or repairs to an existing building or structure
- Make interior structural renovations
- Demolish or relocate a building or structure
- Locate or relocate a manufactured or mobile home on a lot
- Remodel or construct a deck
- Install or alter plumbing within a building or structure
- Install a new chimney or fireplace
- Install a wood stove, fireplace insert or solid fuel burning appliance
- Enclose your carport or change your garage to living space
- Change the use/occupancy of an existing building (i.e. from office to retail).

**NOTE:** A detached accessory building less than 10m<sup>2</sup> (**107.6 sq. ft**) is exempt from requiring a building permit, but must still meet setback requirements specified in the Zoning Bylaw.

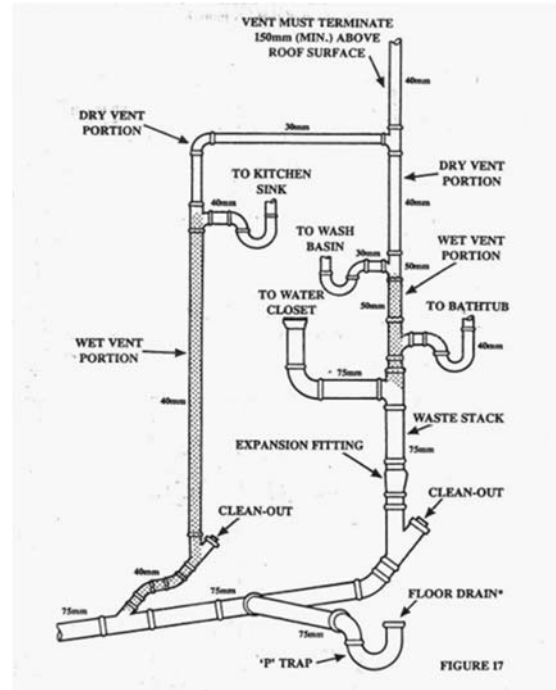
## Accessory Building Requirements:

- Development Permit required for lake properties
- Confirmation of setback and zoning requirements from Planning Services
- Building Permit Application Form, completed by owner or agent
- Site plan showing location of existing and proposed:
  - a) buildings
  - b) driveway and/or access road
  - c) property lines
  - d) measurements from new building to the closest two property lines

- Two sets of building plans, in metric or imperial measure, that are to include:
  - a) foundation plan showing footings and foundation walls
  - b) floor plan showing detailed layout and measurements
  - c) cross section showing details of:
    - i) footings, foundation, all framing
    - ii) posts and beams
    - iii) floor & roof structures
    - iv) interior & exterior finishing.
  - d) engineer's stamped truss, floor and beam details showing snow load and other engineer's design components in the structure.
  - e) engineered floor joist layouts
- Separate permit required if installing a solid fuel burning appliance.

## Plumbing Permits

If plumbing is being installed a plumbing permit will be required and can be obtained by either the owner or the plumbing contractor before any plumbing is ready to be inspected. The plumbing permit fee is based on the number of fixtures to be installed.



## INSPECTION SCHEDULE

The owner or agent/contractor is responsible to call for the appropriate inspections at the following stages, giving the inspector **48 hours notice**:

### The plan-checked drawings & truss details must be on site.

1. **Footings:** When footing forms are complete, prior to pouring concrete.
2. **Foundation:** When foundation wall forms are complete, **prior** to pouring. If required, submit registered professional's letters of assurance prior to framing.
3. **Backfill:** When the perimeter drain rock, drain tiles, foundation insulation (if applicable) and damp proofing is completed, **prior** to backfilling. The survey (if required) for the foundation location is required **prior** to approval of Backfill.
4. **Rough-In Plumbing:** When rough-in plumbing is completed **prior** to covering. Water or air test must be visually confirmed by Building Official. This can be completed in two inspections; Plumbing under the slab and above ground.
5. **Soil Gas:** After the soil gas control is installed.
6. **Pre Slab:** **Prior** to pouring concrete floor slab. Air barrier system and insulation must be installed where applicable.
7. **Masonry Fireplace:** When masonry fireplace is constructed to the smoke chamber and again when the chimney is complete, **prior** to interior or exterior finish.
8. **Framing:** When framing, exterior sheathing, fire stopping, bracing, plumbing, HVAC and electrical are all completed and **prior** to any interior and exterior finish being applied. **The Regional District Plan – reviewed/stamped drawings, truss/beam details and mechanical ventilation checklist must be on site.**
9. **Chimney:** When the chimney is installed prior to interior or exterior finish.
10. **Insulation:** When insulation and vapour barrier are completed, **prior** to installing drywall or other finish.
11. **Solid Fuel burning Appliance:** When the solid fuel burning appliance is installed but prior to covering up.
12. **Occupancy:** When a building has received all applicable inspections and meets all health and safety requirements. If registered professional's letters of assurance are required, no occupancy will be granted until the letters of assurance has been received. Final sewage approval and proof of potable water is required prior to the occupancy inspection.
13. **Final:** When building is completed.