



REGIONAL DISTRICT  
of Fraser-Fort George

## BUILDING INSPECTION



# BUILDING INSPECTION – BUILDING REQUIREMENTS

The objective of the Building Inspection Services is to ensure the health, safety, accessibility for persons with disabilities, fire and structural protection of buildings, energy and water efficiency and protection of persons and property by confirming that buildings and their systems generally conform to relevant bylaws, the BC Building Code, and other applicable standards.

### Do I need a Permit?

Building permits are required to:

- Construct any new building or structure
- Construct a new accessory building over 10 m<sup>2</sup> (107sqft)
- Make alterations, additions or repairs to an existing building or structural alterations
- Locate or relocate a manufactured or mobile home on a lot
- Structurally altering or construction of a deck attached to another building
- Construct a free standing deck more than 24" above finished grade
- Install or alter plumbing within a building or structure
- Install a new chimney or fireplace
- Install a wood stove, insert or other 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 storage to residential)
- Demolish or relocate a building or structure.

This is not a comprehensive list. If you are unsure whether your project will require a permit, please call Building Inspection Services at 250-960-4400

It is the property owners responsibility to ensure all necessary permits are obtained prior to construction of any works.

The Regional District must be advised if ;

- Work will not proceed as applied for or the project has been cancelled.
- If there are any alterations to building plans as submitted to the Regional District.

### How do I apply for a Permit ?

Requirements vary depending on the extensiveness of the project being built and vary between Accessory buildings and Single Family Dwellings. A registered owner or agent appointed by the homeowner may apply for a permit.

Documents required but not limited to include;

- Building Permit Application
- One (1) copy of a Site Plan
- Two (2) copies of Building Plans to scale – ¼" per foot (preferred) 11 X 17 or larger
- Title Search (within 3 months)
- Application Processing fee \$100
- Truss Layout / Truss Details
- Other Supporting documents that may be applicable
- Engineering schedules and/or reports
- Home Warranty Insurance [BC Housing](#)
- Septic Filing - from ROWP & accepted by [Northern Health Authority](#)
- Appointment of Agent Form
- Development Permit

Incomplete applications will be rejected. Building plans must show all necessary details for review.

We advise to contact Building Inspections early if you are not familiar with preparing construction drawings and are wanting to produce them yourself. Except for the site plan, single line drawings are not acceptable. Professional plans are required for all Single Family Dwellings any other buildings over 1200ft<sup>2</sup>

**Regional District of Fraser-Fort George**

155 George Street, Prince George, BC V2L 1P8

Tel: 250-960-4400 • Fax: 250-562-8676 • Toll Free: 1-800-667-1959 • [www.rdffg.bc.ca](http://www.rdffg.bc.ca)

## How do I get an inspection ?

It is the responsibility of the permit holder to call and schedule the necessary inspections of the build. Failure to do so may result in additional cost or having to expose work for inspections. Please allow 48 hours' notice when booking an inspection.

Typical inspections include;

- **Footings**- prior to pour
- **Foundation** – when wall forms are complete prior to pour
- **Backfill** – when drain rock, drain tiles, foundation insulation and damp proofing is complete. Prior to Backfill
- **Plumbing** – 2 inspections above slab and below. Water or Air test must be visually confirmed by Building Official
- **Soil Gas**- After Soil Gas is installed. Usually with preslab
- **Preslab**- prior to pouring concrete floor slab
- **Framing**- when all electrical and mechanical has been installed prior to insulating – Approved plans and stamped details must be onsite
- **Insulation and Vapor Barrier**- prior to covering
- **Occupancy**- when all prior inspections have passed, and all health and safety requirements have been met.
- **Final**- when building is completed

An approved Occupancy Inspection is required prior to occupying a building, this is passed when all previous inspections have been approved, profession letters of assurance have been submitted, final sewage, proof of potable water, final gas and electrical declarations have been provided.

### Other Agencies involved in Rural construction

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

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

BC OneCall  
bconecall.ca  
1-800-474-6886

Agricultural Land Commission  
[ALC.North@gov.bc.ca](mailto:ALC.North@gov.bc.ca)  
1-800-663-7867

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



Provincial  
Agricultural  
Land Commission

Note : If you are in the Agricultural Land Reserve and are building a second home , please contact our office early, as additional requirements through the ALC may be required prior.

### Building Permit Expiration

Every building permit is issued on the condition that the permit expires if;

- The work has not begun within 270 days (approx. 9 months) of being issued
- The work has been discontinued and no inspections have been placed within 180 days (approx.6 months)
- The project is not completed within 3 years

A building permit may be extended only twice for a one year period. And the application for extension must be made at least 30 days prior the date of expiration. The first extension fee is \$300, and \$600 to extend a second time.

### How much is a Building Permit ?

The building permit is based on the true value of construction and labor as determined by the building inspection staff. Permits are calculated at \$6 for every \$1,000 true value.

Upon application for **ANY** permit a \$100 non-refundable application processing fee will be charged.

When the building permit has been issued a security deposit fee based on the type of construction will be charge as well. This security deposit must be paid by the owner and is refunded within 30 days of written request from the payor after Final inspections is complete and acceptable by the building official.

*This information has been provided for convience only. It is neither a bylaw nor a legal document. If any contradiction between this information and relevant bylaws and/or applicable codes arises, such bylaws and/or codes shall be the legal authority.*

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