

Residential Building Permits

Application forms are available at the Development Services Department, located at Municipal Hall or on our website at www.summerland.ca

The time it takes to process your building permit is directly related to the quality of your application. The more complete an application is...the more quickly it can be processed. If you do not follow these submission requirements your application may not be accepted or may take many weeks to process.

Permit Issuance

Our office will phone you when your Building Permit is ready for issuance. You will be required to pay for your permit prior to receiving it.



BUILDING PERMIT FEES

\$100.00 for the first \$1000.00 of building costs. Plus \$10.00 per thousand thereafter if no engineer is involved.
\$100.00 for the first \$1000.00 of building costs. Plus \$9.00 per thousand thereafter if the building is professionally engineered.

Required Inspections

Building inspections are required throughout the construction process. Inspection is part of the service your building permit fees pay for.

Note: Applicants must give 24 hour notice prior to inspection



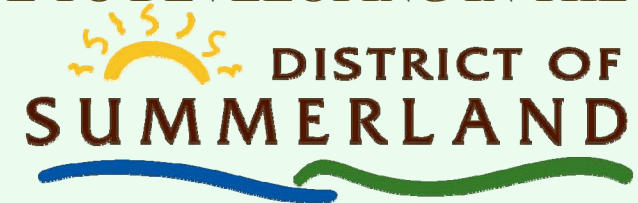
PLEASE NOTE:

NO excavation, erection, enlargement, alteration, repair, removal or demolition of any building or structure, or part thereof, shall be commenced or undertaken without a permit being first obtained.

Issued Building Permits are valid for two years

Accessory Building & Structures

A GUIDE TO DEVELOPING IN THE



Problems that can occur:

BUILDING SCHEME

A building scheme registered on the title of your property may require third party approval of your proposed design.

RESTRICTIVE COVENANT

A covenant registered on your property title may stipulate certain construction requirements or even restrict a use.

EASEMENT OR RIGHT-OF-WAY

The proposed position of your building may conflict with a registered easement or Right-of-Way.

RED ZONE

Summerland has areas designated as "Red Zone" due to soil stability. Proposals in this area will require site specific geotechnical investigation and a Development Permit prior to the issuance of any building permits.

AGRICULTURAL LAND RESERVE (ALR)

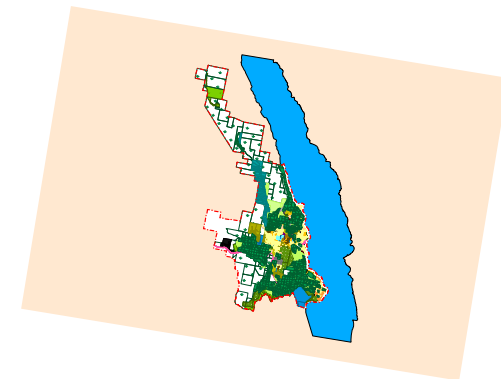
Many properties are located within the Provincial Agricultural Land Reserve (ALR). This land reserve area is intended to protect farmland and may limit what you build, or how you use your property.

RIPARIAN AREA

If you are within 30m of a lake or creek you will need a Development Permit and will require an assessment by a Qualified Environmental Professional.

There are things you should know when planning your project

- ◆ Check the Planning Department for the zoning to ensure your use is permitted.
- ◆ Check the required setbacks from property lines in your zone.
- ◆ Check to make sure the size of your building is permitted.
- ◆ Check your property title for easements or Rights-of-Way that may affect your property.
- ◆ Check with the Engineering Dept for location of services (water, sewer, etc.)



ZONING REGULATIONS

Setbacks and Building Heights

In a typical single family residential situation, the yard setbacks and height requirements are:

ZONE	REAR SET-BACK	SIDE SET-BACK	BLDG HEIGHT
RSD1	1.5m	1.5m	4.5m
RSD2	1.5m	1.5m	4.5m
RSD3	1.5m	1.5m	4.5m

Note extra setbacks required on flanking streets

A GUIDE TO DEVELOPING IN THE



Ian McIntosh, Manager (250) 404-4048
Chief Building Official (250) 404-4050
Dawn Boothe (250) 404-4054

Building Permit Application Drawing Requirements

Development Services staff cannot process your building permit application without the Building Permit Application Checklist

The Building Permit Application Checklist helps you to ensure you submit all the information that is required to process your building permit. The drawings listed below are a general guide however the checklist contains the detailed list of requirements.

SITE PLAN

Drawn accurately to a minimum scale of 1:100 or 1/8" = 1'0"

- ◆ Where is the structure located on the property?
- ◆ Does it have the proper setbacks from property lines?
- ◆ Is the house footprint too big?
- ◆ Is it located near a stream, lake or steep slope?
- ◆ What other structures are on the property?

ELEVATION PLANS of all four sides

Drawn accurately to a minimum scale of 1:50 or 1/4" = 1'0"

- ◆ What does the structure look like?
- ◆ How tall is it?
- ◆ How many stories is it?
- ◆ What is the exterior finish material?
- ◆ Are there too many openings located next to a property line

FLOOR PLANS of all floors

Drawn accurately to a minimum scale of 1:50 or 1/4" = 1'0"

- ◆ What are the rooms used for?
- ◆ Are you within the allowable floor space?
- ◆ Are the rooms the minimum size?
- ◆ Is a secondary suite proposed?



CROSS SECTIONS WITH DETAILS of all four sides

Drawn accurately to a minimum scale of 1:50 or 1/4" = 1'0"

- ◆ How is the exterior membrane constructed?
- ◆ How is the roof constructed and attached?
- ◆ How is the structure framed?
- ◆ How is your structure attached to the site?
- ◆ Is your site flat or steeply sloping?
- ◆ Are the footings flat or stepped?
- ◆ How tall are foundation walls?

FRAMING SYSTEMS

Drawn accurately to a minimum scale of 1:50 or 1/4" = 1'0"

- ◆ Is a roof truss system proposed?
- ◆ Is a manufactured floor system proposed?
- ◆ Is traditional dimension lumber framing proposed?
- ◆ Is engineering required?

BC BUILDING CODE

- ◆ Does your design meet the minimum requirements of the BC Building Code?

Current Property Title along with copies of any land related charges on the title. This ensures there are no encumbrances that may prohibit your project.

Agency Agreement. This document is required if the applicant is not the property owner. The Agency Agreement must be signed by the property owner. This process protects you from unauthorized enquiries regarding your property.

A GUIDE TO DEVELOPING IN THE



Are you building a structure?



This guide has been prepared to assist you in understanding the complex regulations and requirements that apply when making an application for a residential accessory building permit.

New construction within the District of Summerland requires a building permit. This is to ensure all new construction meets the minimum requirements of the BC Building Code. Building permits also help to ensure your construction project meets all the requirements **BEFORE** you start construction. This can save time and money through the construction process.

HIRING PROFESSIONALS WILL ENSURE YOUR PROJECT RUNS SMOOTHLY

WHEN DO YOU REQUIRE A BUILDING PERMIT?

Detached buildings and structures under 10 square meters (108 sq ft) do not require a building permit, but must comply with the setback requirements set out in the Zoning Bylaw #99-001 for accessory buildings and structures. All construction and additions to existing buildings require a building permit prior to commencing construction.

WHAT IS CONSIDERED AN ACCESSORY BUILDING?

Accessory building means a subordinate detached building that is customarily ancillary to a principle building and is used for the better enjoyment of the principal building to which is accessory.

CAN I CREATE MY OWN DRAWINGS?

There are no restrictions on who can create working drawings for simple buildings and structures. However, hiring a professional designer or Architect can ensure that the information is complete and may allow for a quicker processing time.

It is much cheaper and easier to change paper and pencil than change construction

Development Services Dept (250) 494-1373

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