

## Permit Application Checklist – NEW HOUSE

**Home Owner/Builders:** The following information is required when submitting an application for a residential building permit and before a building permit is issued. The plan review will not begin until all required information is provided.

APPLYING FOR A BUILDING PERMIT DOES NOT EQUATE TO PERMISSION TO START CONSTRUCTION – BUILDING PERMITS WILL BE ISSUED BY THE MUNICIPALITY ONCE ALL ZONING AND BUILDING APPROVALS ARE COMPLETE.

### Required Information:

2 complete sets of house plans are required to be submitted along with the **Building Permit Application** for review and record. The plans shall include:

- **Site Plan** with the following information:
  - Show size and location of proposed house
  - Show size and location of existing buildings on property
  - Show lot dimensions and shape
  - Show distance between buildings and property lines
  - Show North direction arrow
- **House Floor Plans** with the following information:
  - Exterior and Interior wall locations / room sizes and overall dimensions
  - Stair locations and dimensions (cross sections)
  - Window sizes, locations, and type
  - Door sizes, locations and swing direction
  - HVAC unit/system location
- **House Structural Drawings** with the following information:
  - Foundation Detail (type, size, layout and location)
  - Wall Detail (interior and exterior)
  - Roof Detail (engineer truss design and layout, roof rafters)
  - Floor Detail (engineer joists design and layout, dimensional lumber)
  - Any "Tall Wall" design details; note substantial "Tall Walls" will require professional design and engineered sealed drawings
- **Mechanical Ventilation Design Worksheet** filled out by the mechanical contractor

### When is an Engineer Required?

- Professionally designed sealed engineer drawings are required for the following conditions:
  - Grade beam and pile foundation supporting living space
  - Shallow garage footing foundation supporting living space
  - Walk-out foundations
  - When set out by recommendations of a geo-technical investigation
  - Substantial "Tall Wall" systems (i.e. studs full height of 2-storeys)

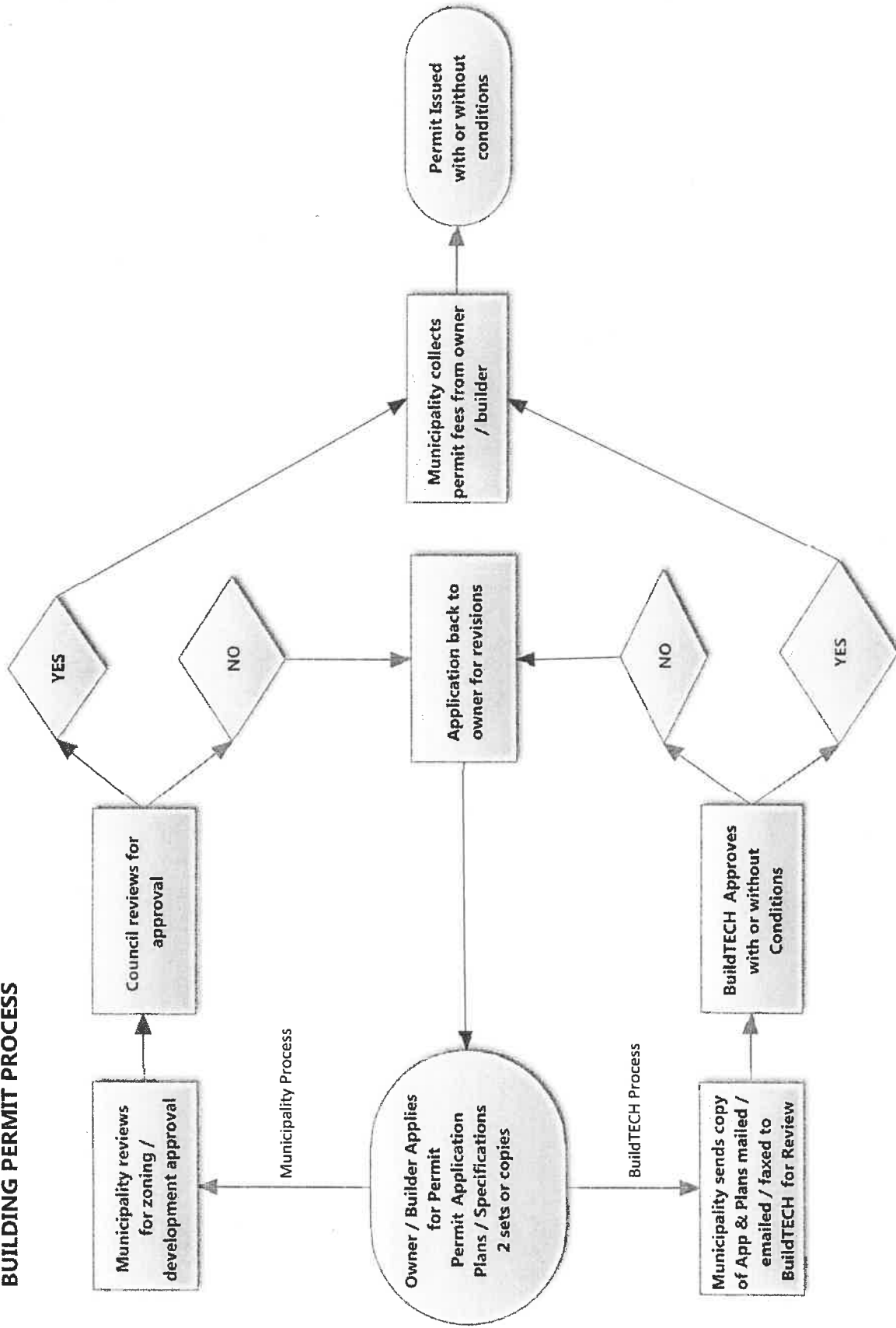
### Required On-Site Inspections: (inspection requirements may change depending on the project type and size)

- Pre-backfill / Foundation; an inspection prior to backfill is generally the first inspection, however, certain situations may require inspection of rebar prior to concrete or footing arrangement.
- Framing; typically house is at "lock-up" stage (shingles, doors & windows installed) with electrical and mechanical rough-ins complete, or nearing completion.
- Insulation / Poly; the pre-drywall inspection is not mandatory, however it is very beneficial and will be completed upon request and depending on schedule.
- Final; house is ready for occupancy with all health and life-safety systems operating.

**Inspection Call-In Program:**

- It is the owner's responsibility to contact BuildTECH to arrange for all mandatory inspections.
- Work shall not proceed to a point that would cover up any required inspection stages.
- Failure to notify BuildTECH with appropriate time frames could lead to measures to uncover work at the owner's expense.
- Contact BuildTECH at 306-370-2824, or call4inspection@gmail.com, to arrange for inspections; please provide at minimum 72 hours notice.

# BUILDING PERMIT PROCESS



## Building Permit Guide for Local Authority

As you read this guide, it is important to remember that BuildTECH's customer is the municipality. We work on your behalf to provide public safety, and reduce your risk of liability. BuildTECH is an extension of the administration team – we are your building department.

### Why are Building Permits Required?

The Uniform Building and Accessibility Standards Act (UBAS Act) identifies municipalities (Resort village, village, town, RM, city, regional parks, etc.) as the "Local Authority". With this Act, the local authority may prohibit the commencement of any construction, erection, placement, renovation, addition, etc. of any building unless that person is authorized by way of an approved building permit.

As buildings are constructed in municipalities there is a "duty of care", by the local authorities, to ensure code compliant structures are being delivered. Building owners have a substantial investment that can be seriously jeopardized through building code violations. Plan review and approval of building plans are a part of the building permit process. Follow up inspections made during construction verify that building code regulations have been followed. The intent is to establish a safe environment for building owners, neighbours, visitors and the general public.

### When is a Building Permit Required?

*Building Permit is required when:*

- Buildings are; erected, placed, altered, repaired, renovated, demolished, relocated, removed, used or occupied.

*Building Permit is generally NOT required for:*

- Buildings or structures less than 9.2 m<sup>2</sup> (100 ft<sup>2</sup>),
- decks lower than 600 mm (24") from the ground, the point at which guards are required. (This is a BuildTECH recommendation only, some municipalities regulate deck construction at 200 mm (8"), the point at which steps will be expected, and
- sidewalks, driveways, or fences (may be regulated by other bylaws or standards, but not by BuildTECH).

### Building Permit Application Process:

- Owner's / applicants apply for building permit through the municipality, never directly to BuildTECH;
  - *This is not the time to issue the building permit*, it is application only; issuing permits and expecting BuildTECH to chase owners for appropriate info after the permit has been issued makes enforcement extremely difficult and often leads to non-approved construction starting.
  - The more information provided at time of application, the quicker the owner will receive their permit (no chasing).
  - Assistance with info collection at the front end by administrators is greatly appreciated and shortens turn-around times;
    - i.e. provide owner with appropriate 'checklist' available at <http://buildtechinspections.ca/downloadable-forms/>,
    - ensure deck and garages have appropriate fill-in the blank worksheets and site plans accompanied with application.
- Municipality forwards building permit applications and all drawings and design info to BuildTECH (scan and email is most efficient, or get owner to provide electronic versions of drawings); at this time BuildTECH will assume the municipality has approved, or will approve the development permit – BuildTECH does not review zoning requirements or issue development permits.



- Once the permit application is received, BuildTECH begins the plan review process; this may require ongoing contact with the owner to receive additional information or clarification.
- BuildTECH issues a Plan Exam report and sends (by email) to the municipality only (not the owner / applicant); the Plan Exam report will contain the following info:
  - 'conditions of permit' which are code requirements that may not have been shown or clear on the plans, and
  - an inspection schedule for the owner to follow (it is always the owner's responsibility to contact BuildTECH to arrange for inspections).
- The Plan Exam report is the trigger for the municipality to issue the building permit (assuming development has been approved), and collect the permit fees;
  - It is important to note on the Building Permit that the Plan Exam report conditions are part of the Building Permit.
  - An invoice from BuildTECH will also be forwarded to the municipality at the time of the Plan Exam report so the municipality will always know up front what our fees will be;
    - NOTE: BuildTECH's fees are always invoiced to the municipality; NEVER to the owner. We work on behalf of the municipality. The permit fees charged by the municipality to the owner are not our matter or business. The municipality can charge whatever they see fit to recoup our fees and any additional administrative fees. We do not answer fee questions from owners.
- Once the owner has been issued the building permit from the municipality, they can begin construction and contact BuildTECH to arrange for appropriate inspections.
  - BuildTECH works very closely with the owners during the construction process on technical code matters and inspection requirements, and provides inspection reports to both owners and municipalities following every inspection.

#### **What happens if someone starts construction without a permit, or ignores the permit process?**

- The powers of an appointed Building Official (along with all building code enforcement tools and permissions) are set out in the *Uniform Building and Accessibility Standards Act & Regulations*.
- Included in the legislation is the right to write orders for contraventions of the Act, including commencing construction without a permit.
- Orders can also be written for non-compliant work where owner's or builders are not willing to comply with code requirements, or requirements set out in the Act.
- Orders can be written to stop work during construction, or stop-use if a project is complete and already in use.
- Orders are typically the last measure taken, after all other measures to achieve compliance have failed.

#### **Reasonable Application of Building Code Enforcement:**

- BuildTECH's approach to building code enforcement is to work reasonably and co-operatively with owners and contractors.
- We provide insight and educate on the intent of building codes to help achieve compliance, vs. a "because the code says so" approach.
- We are accessible to owners and builders throughout the process for questions.
- We provide information and communication tools for both municipalities and owners / builders, including a comprehensive list of material on our website at [www.buildtechinspections.ca](http://www.buildtechinspections.ca).
- However, we will take any and all reasonable actions to achieve compliance when met with resistance to compliance; it is our experience that these cases are not prominent, but do occur.
- Ultimately, our goal is public safety through reasonable code enforcement application, and reducing the risk of liability for our customer... *the municipality!*