



## Building Permit - Application Guide 'Smithers Fairgrounds' Licensed areas

### **Important:**

Approval to proceed with construction projects at the Fairgrounds must be obtained from the Fall Fair Management Committee and receive the endorsement of Town of Smithers' Council.

Please submit a written proposal, including site plan and building plan, to attention of the Fall Fair Management Committee at [general@smithers.ca](mailto:general@smithers.ca) or drop off at the Town Office at 1027 Aldous St.

### **When do I require a building permit?**

Prior to beginning construction or submitting a building permit application, the Town of Smithers Building Inspector will be pleased to meet with you to discuss your plans and identify permit requirements.

You require a building permit before starting construction if you plan to:

- Construct a new building or structure on your property, including a deck or shed (if shed size is more than 108 ft<sup>2</sup> or 10 m<sup>2</sup> and the building does not create a hazard) or if you are changing the original building plans in any way
- Renovate or make an addition to an existing building
- Change the use of an existing building
- Build a secondary suite
- Excavate or construct a foundation
- Install a heating, ventilation, air conditioning, fireplace or solid wood burning appliance
- Demolishing a building
- Moving a building from one location to another
- Finish a basement
- Change the size of windows or doors or adding new ones

### **Why do I need a building permit?**

The Town of Smithers administers the BC Building Code to govern standards of construction, alteration, repair or demolition of buildings and structures. This process protects the individual's interest and safeguards public health and safety.

### **When don't I need a building permit?**

Building permits are not required for non-structural modifications such as:

- Renovations based on maintenance or esthetics (i.e. painting or replacing carpet)
- Replacing windows and doors that are the same size, in the same location
- Fences (see the Zoning Bylaw for height restrictions and setbacks)
- Sidewalks on private property
- Installing a new roof or siding on an existing building, if non-structural

### **How much does it cost?**

The cost of a building permit depends on the scope of the work being done, the building inspector's estimates and the projected value of construction. The application fee is \$35.00 for a residential building permit and \$50.00 for a commercial building permit. The total fee for a building permit is calculated by the following construction values:

If the value is between \$1 and \$1,000,000.....\$6.25 per \$1,000 of total

If the value is over \$1,000,000.....\$5.50 per \$1,000 of total

\*There are no additional charges for inspections of a building project.

\*If the project requires a water meter or service connection, additional costs will apply.

### **How long will it take to get a building permit?**

Depending on the complexity of the project and the sufficiency of the plans and supporting documents submitted with the application, most permits will be issued in 1-10 working days.

**What do I need to provide in order to obtain a building permit?**

In order to obtain a building permit, the following should be provided:

- A building permit application form (available at the Town Office or on the website [www.smithers.ca](http://www.smithers.ca))
- Site Plan (2 copies) which identifies the lot shape and size, driveway location, existing buildings, setbacks and where the planned project will be placed
- Drawings of building plans (2 copies) illustrating cross sections, foundation plan, floor plan(s) and exterior elevations
- If a foundation (including sono-tubes, concrete slab etc) is needed, a Form 'M' Owners Undertaking of Building Foundation
- The required application fee (\$35 residential, \$50 commercial)

For all new homes, you are required to submit:

- Approval from BC Housing, Licensing and Consumer Services (formerly Home Owner Protection Office), for any new residence (1-800-407-7757 or [www.bchousing.org](http://www.bchousing.org) )
- Plans indicating elevations and floor plans
- Truss layout including Engineered details from the company supplying the trusses
- Foundation design, other than a Part 9 Design, prepared by a registered professional accompanied by letters of assurance in the form of a Schedule B signed by a registered professional

If a new building will be classified for major occupancy use (i.e. hotel, motel, care facility), a Form 'N', Complex Building Notice to Owner is required

**Why are inspections necessary?**

Inspections assist the homeowner or builder in constructing a building that meets current structural, health, security, energy efficiency, and fire protection safety standards.

**How do I book an inspection?**

When you pick up your approved building permit, you will be given a list of required inspections. Inspections should be made at every stage of work during the building process. **Call the Development Services Clerk at (250) 847-1600 to schedule an appointment.** All work should be substantially completed before you request an inspection. There are no additional costs for building inspections.

In addition to your cooperation with any inspections, you must:

- Post your building permit in a visible location
- Keep a copy of the approved plans on site
- Bring any proposed changes to the attention of the Building Inspector

**What else should I consider when planning a project?**

Things you should know when planning your project:

- Check the zoning of the property to ensure your intended use is permitted
- Check the required setbacks from the property lines and the maximum site coverage permitted in the Town of Smithers Zoning Bylaw No. 1403
- **Call BC One Call to locate water, storm and sanitary sewer and gas lines before you dig (1-800-474-6886)**
- Identify if there are any easements or right-of-ways on your property
- For more information, refer to the Town of Smithers Building Bylaw No. 1673