

DEVELOPMENT PROCESS FAQ

How do I know if I need a Development Permit?

You require a Development Permit (DP) if:

- You are constructing, adding to, or altering a building, or subdividing land located within the Development Permit Areas (DPAs) identified in the Smithers Official Community Plan, Bylaw No. 1935 on Map 6 (Environmental DPA) or Map 7 (Form & Character DPA); and
- None of the exemptions apply (see below).

How do I find out if any exemptions apply?

You are exempt from having to obtain a DP if any of the following apply:

- Construction is within a building with no exterior renovations.
- Replacement of exterior finishes using similar materials/colours.
- Replacement of signs with no change in location, size, type or signs approved by a Sign Permit.
- Total value of the proposed construction is less than \$75,000 as long as it adheres to the design guidelines. Only 1 of these exemptions will be granted to a property in a 2-yr period.
- Work relating to a single detached dwelling, duplex or semi-detached dwelling.
- Construction that amounts to less than 20% increase in total floor area or a maximum of 28 square meters of new floor area provided that the appearance of the building from the street on which the development fronts are not altered and required parking and landscaping are provided.
- Structural alteration of legal or lawful nonconforming buildings and structures within an existing footprint.
- Placement of impermanent structures provided that there is no site clearing.
- Construction of a fence or landscaping.

How do I know if I need a Building Permit?

Generally, a building permit is not required for any of the following non-structural modifications:

- 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 do I know if I am required to comply with Off-site Works and Services?

- Your project does NOT require off-site works if the total cost of the project is less than \$100,000.00 on an existing serviced property.
- Your property is residentially zoned and serviced with fewer than 3 residential dwellings.
- Please see the Smithers Bylaw on “Subdivision Servicing & Development Standards” for more information.

How do I find out if I am in the correct zone for my proposed use?

- Check the Zoning Map to confirm your zone (available online & at the Town Office).
- Check Zoning Bylaw No. 1936 to review the permitted uses in that zone.
- Contact the Planner if you require clarification or have any zoning-related questions.

This page is for informational purposes only. Please contact the Town office if you have any questions.

