

A GUIDE TO BUILDING PERMITS

Development Services Division

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This guide is not a bylaw. It is a guide prepared to assist you in understanding the process for obtaining a building permit in the City of Pitt Meadows. For details and legal documents, you must consult relevant bylaws and provincial legislation.

Introduction

This information handout provides a general overview of the minimum requirements for building permits and should be used in conjunction with the current British Columbia Building Code (Building Code) and applicable municipal regulations such as the Building Bylaw No. 2131 and the Zoning Bylaw 2505, 2011.

When Do I Need a Building Permit?

A building permit **IS** required in order to:

- Build any kind of structure larger than 10 m² (100 ft²);
- Make alterations, renovations and repairs to existing buildings or structures;
- Construct a swimming pool;
- Finish a previously unfinished area (i.e. basement);
- Enclose a carport to create a garage or living space;
- Demolish a building, all or portion of it;
- Move any building, structure or mobile home;
- Place a manufactured or factory built building on any land;
- Install a new wood stove or chimney;
- Repair a building damaged by fire, flood, earthquake or other causes;
- Construct a retaining wall which retains more than 1.5 m (5 ft) of fill; and
- Change a use or occupancy of a building.

A building permit **IS NOT** required for non-structural, minor modifications such as cabinets, painting, siding, re-roofing, landscaping, and sidewalks. Although the above work does not require permits, homeowners should ensure the construction conforms to the requirements of the Building Code and applicable City of Pitt Meadows bylaws.

What do I Need to Know Before I Submit an Application?

No matter how big or small a project is the property owner should consider the following when planning a project:

What do I Need to Know Before I Submit an Application – Cont’d...

Zoning of Property:

Determine the existing zone of the property to ensure the intended use is permitted. Also, confirm that the project is within the required setbacks and lot coverage. Please refer to the Zoning Bylaw 2505, 2011 for these regulations. Contact Planning Staff for assistance.

Location of Services:

Determine the location and depth of services (i.e. water, storm, and sanitary sewer). Locations of these services should be found online under City Services – City Maps & Open Data – Meadows Mapview. Contact Engineering Staff for assistance.

Registered Legal Documents:

Determine if there are any covenants, easements or right-of-ways registered on title for your property. Some of these are available online in Mapview. For a complete list of documents registered on your property, request a title search at the Land Titles Office.

Problems that can occur may involve:

Third Party Approval – a building scheme registered on title of your property may require the approval of your proposed design by a third party such as a Strata Council.

Registered Covenants:

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

Siting of Building/Structure:

The proposed siting of a building may conflict with the required zoning set-backs or with a registered easement/right-of-way.

Floodplain:

Your property may be located within a designated floodplain which may affect the design of the building.



Water Meters:

All newly constructed or renovated single-family residential parcels with an estimated construction value over \$50,000 must have a water meter installed effective June 13, 2023.

Types of Buildings

Complex Building:

Any buildings used for assembly, care, detention or high hazard industrial occupancy, and buildings that are greater than 600 m² (6459 ft²) in area or taller than three storeys.

Standard Buildings:

Buildings 600 m² (6459 ft²) or less in area and three storeys or less, and are not used for assembly, care, detention, or high hazard industrial occupancy.

BC Energy Step Code

Applications for Part 9 buildings (Standard Buildings) are required to meet Step 3 and Part 3 buildings (Complex Buildings) are required to meet Step 2 of the BC Energy Step Code. Information on the BC Energy Step Code can be found on the City's website.

Application Requirements

The following requirements are for both Complex and Standard Buildings unless otherwise noted.

- Completed **application form** signed by the property owner;
- Application **fee**;
- Signed copy of the ***Owner's Acknowledgement of Responsibility form****;
- Signed copy of the ***Owner's Acknowledgement of Professional Design and Review form**** (complex buildings only);
- Certificate(s) of Title** within 30 days of application;
- Three **sets of plans** drawn to scale (see sample drawings attached) that illustrate the following:
 - Site Plan
 - Elevations
 - Foundation/Basement Plan
 - Floor Plans
 - Cross Sections
- NOTE:** PDF versions of plans required for referrals to other city departments.
- Copies of **approvals** relating to health or safety where applicable (i.e. sewage disposal compliance with Fraser Health Authority, highway access permits, Strata Council approvals, etc.); and
- Letters of Assurance** from the Building Code signed by the registered professional(s)

* *Forms available online within the Schedules of the Building Bylaw No. 2131.*

Items that may be required depending on the application:

- Registration form**
From the Homeowner Protection Office (HPO) for new houses
- Site servicing drawings**
That detail off-site services at the property line and are prepared and sealed by a registered professional
- A site section**
Showing grades, buildings, parking areas and driveways
- Geotechnical Report**
Prepared by a professional engineer. Please refer to the *Geo-technical Report Guidelines Policy* for detail
- Additional information**
May be required to establish compliance with the Building Code and municipal bylaws
- Good Neighbor Agreement**

Permitting Timeline

Permit processing time for complete submissions is approximately 8 to 10 weeks for standard buildings and 12 to 16 weeks for complex buildings. These timelines are estimates and may vary based on project complexity. You will be notified once your permit is ready.

A building permit application will expire if there is no activity on the part of the applicant or their appointed agent to address information requested upon review of the application, after six months of being notified by the City.

Permit Expiration and Termination

Every permit is issued upon the condition that the permit shall expire and the rights of the owner under the permit shall terminate if:

- The work authorized by the permit is not commenced within six months from the date of the permit issuance;
- The work is discontinued for a period of 12 months.

Plumbing & Fire Sprinkler Permits

When a building permit is issued for any construction work, separate plumbing or fire sprinkler permits are not required.

Where do I get Electrical & Gas Permits?

For electrical and gas permits and inspections, please contact Technical Safety BC at:

- 1-866-566-SAFE (7233)

Inspections

Essential inspections are required before concealing or burying any building component. Typical times for inspections are prior to:

- Placing concrete for foundations (completion of concrete framework for footings);
- Backfilling any foundation or services;
- Concealing any framing, plumbing, vapour barrier; and
- Occupying any building.

All work being inspected must be complete and ready prior to inspection. Work must not proceed past any of the stages listed above without prior clearance. Inspections may be requested by:

- Booking online
- Calling 604-465-2428
- Emailing building@pittmeadows.ca

Please leave a message clearly indicating the address of the job site and required inspection. Inspections will not be scheduled unless formally requested by the owner or his/her agent with at least one full working day in advance.

**The street address must be posted on the lot.
Approved plans must remain on site.**

When is a Building Permit Considered Complete?

A building permit is complete when all aspects of the plan submitted for the permit have been completed. In the case of a new building, an Occupancy Permit will be issued when all inspections are satisfactorily complete, and once all survey certificates, engineer reports (if applicable) and list of sub-trades (for business license compliance) are submitted.

Building Permit Fees *(subject to change)*

Type	Fee
Minimum Building Permit Fee	\$100.00
Commercial, Industrial, Institutional	1.0% of construction value
Residential (including garages, carports, patios)	1.0 % of construction value
Farm Buildings	0.7% of construction value
Mobile/Modular Home	
Single-wide	\$100.00
Double-wide	\$200.00
New Wood Burning Appliance	\$100.00
Move a Building	\$100.00
Voluntary or other single inspections, including minor alterations and repairs	1.0% of construction (\$10.00 per \$1,000) \$50.00 minimum plus applicable taxes
Change of Occupancy	\$100.00 + 0.7% of construction value
Multiple inspection or off-hour inspections, as per Section 12 of the Building Bylaw 2131	\$100.00 + 0.7% of construction value
*all plumbing & fire sprinkler work is included in permit fee	

Contact Information

Building Inspectors:

Chantal Gemperle 604-465-2460
 Travis Friesen 604-465-2430
 Inspection Line 604-465-2428
building@pittmeadows.ca

Development Services:

Ph: 604-465-2428 Fax: 604-465-2404

BC Housing:

Toll Free 1-800-407-7757
 Switchboard 1-866-465-6873
www.bchousing.org

Technical Safety BC:

Toll Free 1-866-566-SAFE (7233)
www.technicalsaftybc.ca

Land Titles Office:

Greater Vancouver Area 604-630-9630
www.ltsa.ca

Fraser Health Authority:

Maple Ridge office 604-476-7000

Sample Drawings

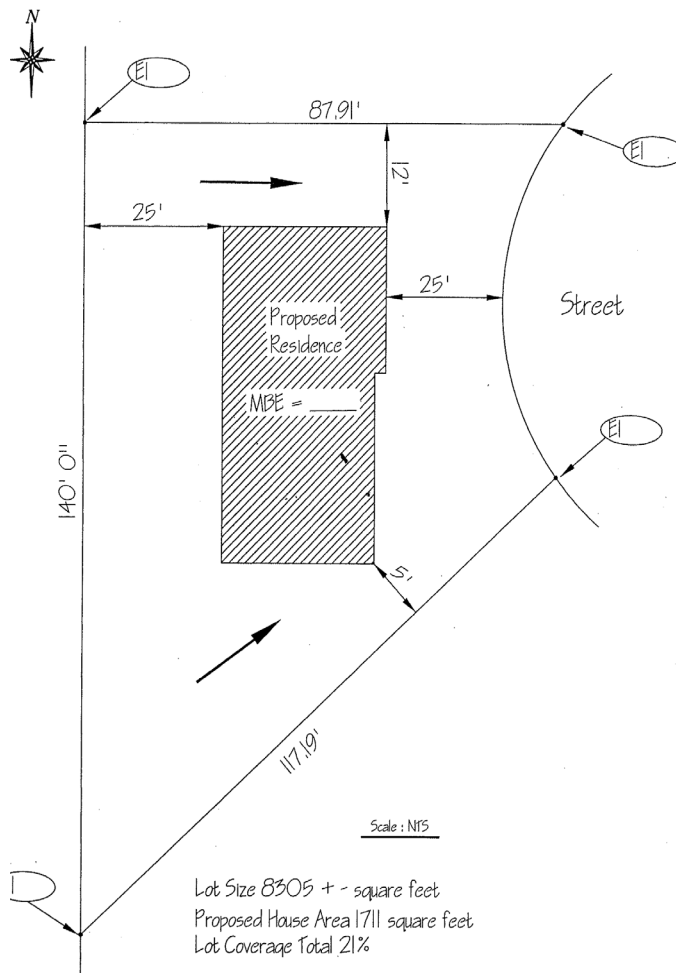
The following information is required for each of the drawings.

Site Plan:

(Scale 1:100 or 1/8" = 1'-0")

- Direction (north arrow, street names);
- The bearing and dimensions of the parcel;
- The legal description and civic address of the parcel;
- Location and dimensions of all existing and proposed buildings and structures on the parcel;
- Distance of all building setbacks measured perpendicular to the property lines;
- Distance between principle building and accessory buildings and structures;
- Location and dimensions of all statutory right-of-ways, easements and setback requirements;
- Setbacks to the natural boundary of any lake, swamp, pond or watercourse where the City of Pitt Meadows' land use regulations establish setback requirements related to flooding;
- SPEA (where applicable);
- Location of septic tank and fields to meet the Ministry of Health, *Sewerage System Standard Practice Manual*, ensuring a minimum of:
 - o 30 m (100 ft) from a well or water body;
 - o 3 m (10 ft) from a property line;
 - o 1 m (3 ft) from a building, structure, or buried utility service, and
- Site statistics (such as lot area, lot coverage, gross floor area).

*Lot Grading must be shown on the Site plan



This sample plan is for reference only! Do not copy the numbers on your application.

Sample Drawings – Cont’d...

Foundation/Floor/Roof Plans:

(Scale 1:50 or 1/4" = 1'-0")

- Dimensions and uses of all areas;
- Location, size and opening/swing of doors and windows;
- Stairs showing travel direction and dimensions;
- Floor, wall and ceiling finishes;
- Plumbing fixtures, appliances, fireplaces, heating and ventilation systems, and smoke alarms (where applicable); and
- Direction and sizes of all floor/ceiling/roof structural elements such as footings, beams, joists and roof slopes.

Note: For new homes foundation designs must be prepared by a registered professional and be accompanied with a Building Code Schedules B.

These sample plans are for reference only! Do not copy the numbers on your application.

Elevations:

(Scale 1:50 or 1/4" = 1'-0")

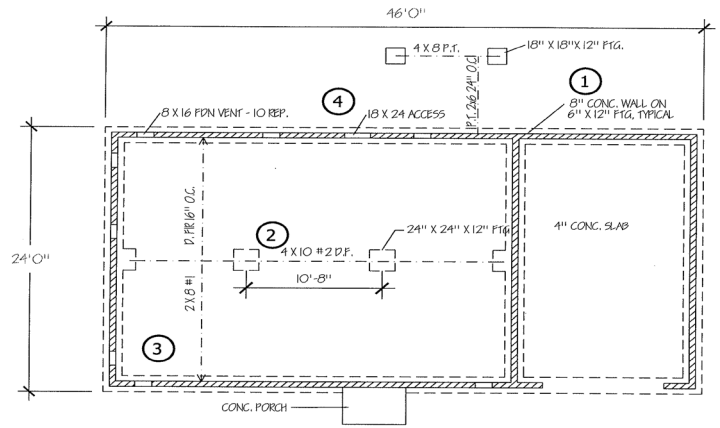
All sides of the building or structure showing:

- Height
- Windows
- Doors
- Finish details
- Roof slopes
- Existing and finished grades

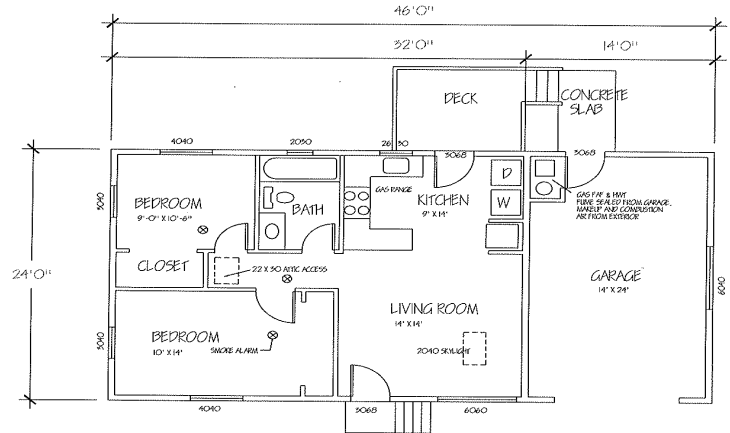
Cross Sections:

(Scale 1:50 or 1/4" = 1'-0")

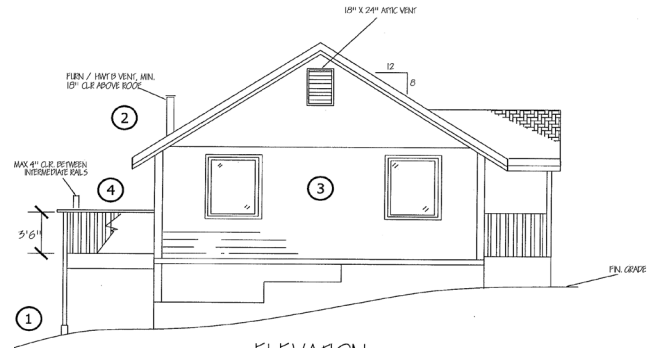
- Floor to ceiling height of all rooms (including crawlspaces);
- One through stairs to show headroom; and
- Floor, ceiling, roof and wall assembly.



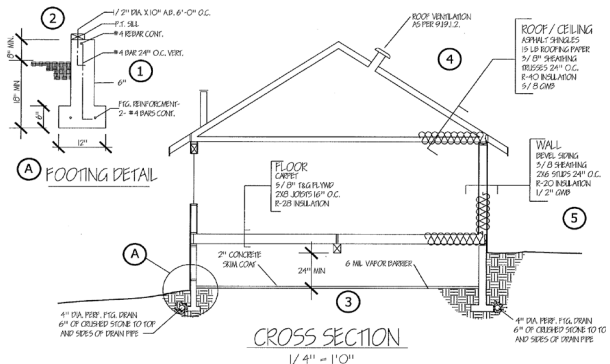
FOUNDATION PLAN
1/4" = 1'-0"



FLOOR PLAN



ELEVATION
1/4" = 1'-0"



CROSS SECTION
1/4" = 1'-0"