

Do I Need a Building Permit?

When do I require a permit?

A permit is required before any new construction takes place. For example:

- Constructing a new dwelling or accessory building
- Adding to an existing building
- Altering, renovating or repairing existing buildings or structures
- Repairing fire damaged buildings or structures
- Completing an unfinished area in an existing building, (i.e. basement, recreation room.)
- Moving a building from one location to another
- Demolishing or relocating buildings on the same lot
- Installing or altering plumbing fixtures or piping
- Installing or altering sanitary, storm sewers and drainage outside of the building
- Constructing swimming pools
- Constructing retaining walls greater than 1.2m (4'-0") in height
- Installing a chimney for a wood-burning appliance

When do we not require a permit?

A permit is not required for minor modifications and repairs. For example:

- Cupboard installation or replacement
- Building of planters or partial height room dividers
- Interior or exterior painting
- Landscaping
- Installation of patios or decks less than 600mm (2'0") above grade and independently supported
- Fences
- Roofing repair or replacement
- Exterior finish repair or replacement, (i.e. siding or stucco)

Note: Regardless if a permit is required, homeowners are responsible to ensure that all work conforms to the requirements of the current editions of the B.C. Building Code and all applicable Village of Anmore Bylaws; and that all proper forms and permits are submitted and on file with the Village of Anmore.

Building Permit Checklist

1. **ESC Permit:** ESC Plan and Schedule D – Assurance Letter must be submitted and approved with all mitigation measures in place prior to building permit issuance.
2. **Tree Permit:** tree management plan and arborist report must be submitted and approved with all mitigation measures in place prior to building permit issuance. Also a bird nest report by a QEP is also required between March 15 and August 31 as per Bylaw No. 532-2014 OCP Full Consolidated April 2019.
3. **HUP/Driveway Permit:** driveway plan must be submitted and approved prior to building permit issuance and/or may be done concurrent with building permit application and drawing sets.
4. **Pre-Construction Inspection:** required to verify ESC Plan and Tree Management Plan mitigation measures are in place and to verify no damage has been done to Village property or infrastructure prior to building permit issuance.
5. **Civic Address:** must be assigned to the property. Please contact Michelle at the Village office to apply for an immediate civic address change if one has not already been assigned.
6. **Building Permit Application(s):** only complete permit applications will be accepted.
7. **Construction Value:** please provide a fair market construction value of your project. If the property value declared is substantially lower than fair market value then the building official may request an appraisal of the property be conducted prior to issuing final occupancy. The appraised value will then be used to adjust the permit fees using the Marshall and Swift construction data guidelines.
8. **Title:**
 - Submit current title search and If ownership is not a person(s), then submission of corporation Notice of Article showing all directors must be provided.
 - Submit all Covenant, Right-of-Ways & Easement for Village review.
9. **Owner Authorization Form:** submit with signatures by all person(s) or director(s) of a company (attached).
10. **Strata or HOA:** submit dated and signed approval letter for proposed project and provide current copy of minutes confirming signatories for person(s) permitted to approve changes on the strata or HOA's behalf.
11. **Legal Survey:** submit sealed drawings by BC Land Surveyor. Shall show all buildings and structures, setbacks to all buildings and structures, ground elevations, contour information, ground breaks/swales, lawn catch basins, all easements, right-of-ways and restrictive covenant information.
12. **BC Housing (HPO):** provide confirmation of BC Housing Home Warranty approval.
13. **Sewage (RSS):** provide Record of Sewage System (RSS) filing and design details/drawings.
14. **Step Code 3 Energy Compliance Reports:** submit pre-construction energy efficiency compliance reports, Hot2000 or ERS modeling calculation reports for both your reference house and proposed building as well as your EnerGuide HOIS Summary and ensure they all utilize Anmore Building Bylaw Climatic Data and Pitt Meadows Weather Station for climate Zone 5.

15. HVAC (Heating, Cooling & Ventilation):

- Provide F280 heating & cooling load calculations for all heating systems.
- Note Primary and Secondary Heating Sources on the drawings for all occupied dwellings (primary, secondary, coach, etc.).

16. **Building (Architectural) Drawings:** required.

17. **Truss & Floor Layouts:** required.

18. **Structural Drawings:** required.

19. **Structural Schedule B:** required.

20. **Structural POI (proof of insurance):** required.

21. **Geotechnical Drawings:** required.

22. **Geotechnical Schedule B:** required.

23. **Geotechnical POI (proof of insurance):** required.

24. **Fire Suppression (Sprinkler) Drawings:** required.

25. **Fire Suppression (Sprinkler) Schedule B:** required.

26. **Fire Suppression (Sprinkler) POI (proof of insurance):** required.

27. **DPA – Development Permit Area:** your property may be in a known Development Permit Area.

DPA permits are required when constructing in proximity to known watercourses for Riparian Area Protection. Flooding and Steep Slope Hazard Assessments may also be required when constructing in proximity to known watercourses or steep slopes.

Refer to Bylaw No. 532-2014 OCP Full Consolidated April-2019 for more details and mapping. Review all Notices of Charges on Title to determine if known restrictive covenants are already registered on title for riparian areas or hazards.

Policy E-9: provide QEP RAR report for lands identified in a Watercourse Protection Development Permit Area.

Policy E-15: provide flood hazard assessment report to identify potential hazards with recommendations on mitigative measures to protect against such hazards.

Policy E-16/17/18: provide steep slopes hazard assessment report to identify potential hazards with recommendations on mitigative measures to protect against such hazards. Registration of restrictive covenant for flooding and/or steep slopes report will be required with the Village of Anmore providing the covenant template at a later date. The hazard assessment reports shall say “the land may be used safely for the use intended” and shall include the Assurance Statements from the EGBC Legislated Guidelines.