

ANMORE BUILDING BYLAW NO. 583-2018

Do I Need a Building Permit?



When Do I Require a Permit?

An owner shall obtain a building permit:

- Prior to conducting any *alterations or new construction*. Examples:
 - Constructing a new dwelling, accessory building, or structure.
 - Adding to an existing building or structure.
 - 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).
- Prior to moving a building (Moving a building from one location to another).
- Prior to demolishing or relocating buildings on the same lot.
- Prior to installing or altering mechanical equipment (heating, ventilation, air conditioning).
- Prior to excavation and placement and/or removal of soil.
- Prior to *construction or alteration of retaining structures* where the vertical height is greater than 1.22 m (4'0"), as measured from grade to top of the wall; or tiered retaining structures spaced less than twice the vertical height of the immediate lower retaining structure.
- Prior to *constructing or alterations of swimming pools*.
- For an Occupancy Use Change.

An owner shall obtain a trade permit where:

- Prior to conducting plumbing work undertaken as regulated by the BC Plumbing Code
 - including installation of cross-connection control devices.
 - installation or alteration of fixtures and water piping.
 - Installing or altering of sanitary sewer, storm sewer and drainage piping outside of the building.
- Prior to *altering or installing fire sprinkler* undertaken as regulated by the Building Code.
- Prior to *installing a lawn irrigation* system.
- Prior to *altering or installing a wood-burning appliance*.

When Do I Not Require a Permit?

Permits not required for minor modifications and repairs. Examples:

- Interior or exterior painting.
- Roofing repair or replacement.
- Cabinet replacement or installation.
- Landscaping & Fencing construction.
- Exterior building repairs or replacement (siding, trim, stucco, etc.), unless structural modifications are made, such as moving or increasing window or door sizing.
- Installation of patios or decks less than 600mm (2'0") above grade supported on its own independent foundations (cannot be attached to an existing structure).

Building Permit Checklist – digital copies preferred for permit submissions.

1. **ESC - Erosion & Sediment Control Permit:** approval of submitted ESC Plan, Schedule D – Assurance Letter and onsite mitigation measure confirmation required prior to or concurrent with building permit issuance.
2. **Tree Permit:** approval of submitted tree management plan, arborist report onsite mitigation measure confirmation required prior to or concurrent with building permit issuance. Also, a bird nest report by a QEP required between March 15 and August 31 as per Bylaw No. 532-2014 OCP Full Consolidated April 2019.
3. **HUP/Driveway Permit:** approval of submitted driveway access plan required prior to or concurrent with building permit issuance.
4. **Pre-Construction Inspection:** required to verify ESC Plan and Tree Management Plan mitigation measures are in place and to verify no damage has occurred to Village property or infrastructure prior to building permit issuance.
5. **Civic Address:** please contact the Village office to apply for an immediate civic address if one has not previously provided.
6. **Business License:** As per Anmore Licensing and Regulating of Businesses Bylaw No. 263-1999 all contractors and businesses operating within the Village of Anmore shall hold a valid business license. Please submit copies with all permit applications.
7. **Building Permit Application(s):** must be submitted with the required \$500.00 application fee. Incomplete permit applications may be refused and returned.
8. **Construction Value:** please provide a fair market construction value of your project. If the property value declared is lower than reasonable value, then the building official may request a property appraisal prior to issuing final occupancy. Permit fees adjustments using the Marshall and Swift construction data guidelines will occur.

9. **Title:**

- Submit current title search, within 30 days of application. If ownership is not a person(s), then submission of corporation Notice of Articles showing all directors required.
- Submit all Notice of Charges on title (building schemes, covenants, right-of-way & easement, etc.) for Village review.

10. **Owner Authorization Form:** submit with signatures by all person(s) or director(s) of a company (attached).

11. **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.

12. **Legal Survey:** submit a topographical survey completed by a BC Land Surveyor and dated within 6 months of building permit application. Information to include all buildings and structures, setbacks to all buildings and structures, parcel boundaries, road access, driveway crossings, covenant and rights of way information, improvements, contours and or spot elevations, and other topographical details including lawn catch basins, swales, ditches, creeks, and trees.

13. **BC Housing (HPO):** provide confirmation of BC Housing Home Warranty approval.

14. **Sewage (RSS):** provide record of sewage system (RSS) filing and design details/drawings. Adding bathroom groups or increasing building gross floor area does require submission of new RSS from the Fraser Health Authority or a sealed memo from a registered on-site wastewater professional (ROWP) or sewage engineer registered in good standing within BC confirming the existing sewage system can support the added demand at peak flow.

15. **Step Code 3 Energy Compliance Reports:** submit the pre-construction energy efficiency compliance reports, the Part 9 Energy Compliance Calculator spreadsheet used to generate the BC energy efficiency 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.

16. **HVAC (Heating, Cooling & Ventilation):**

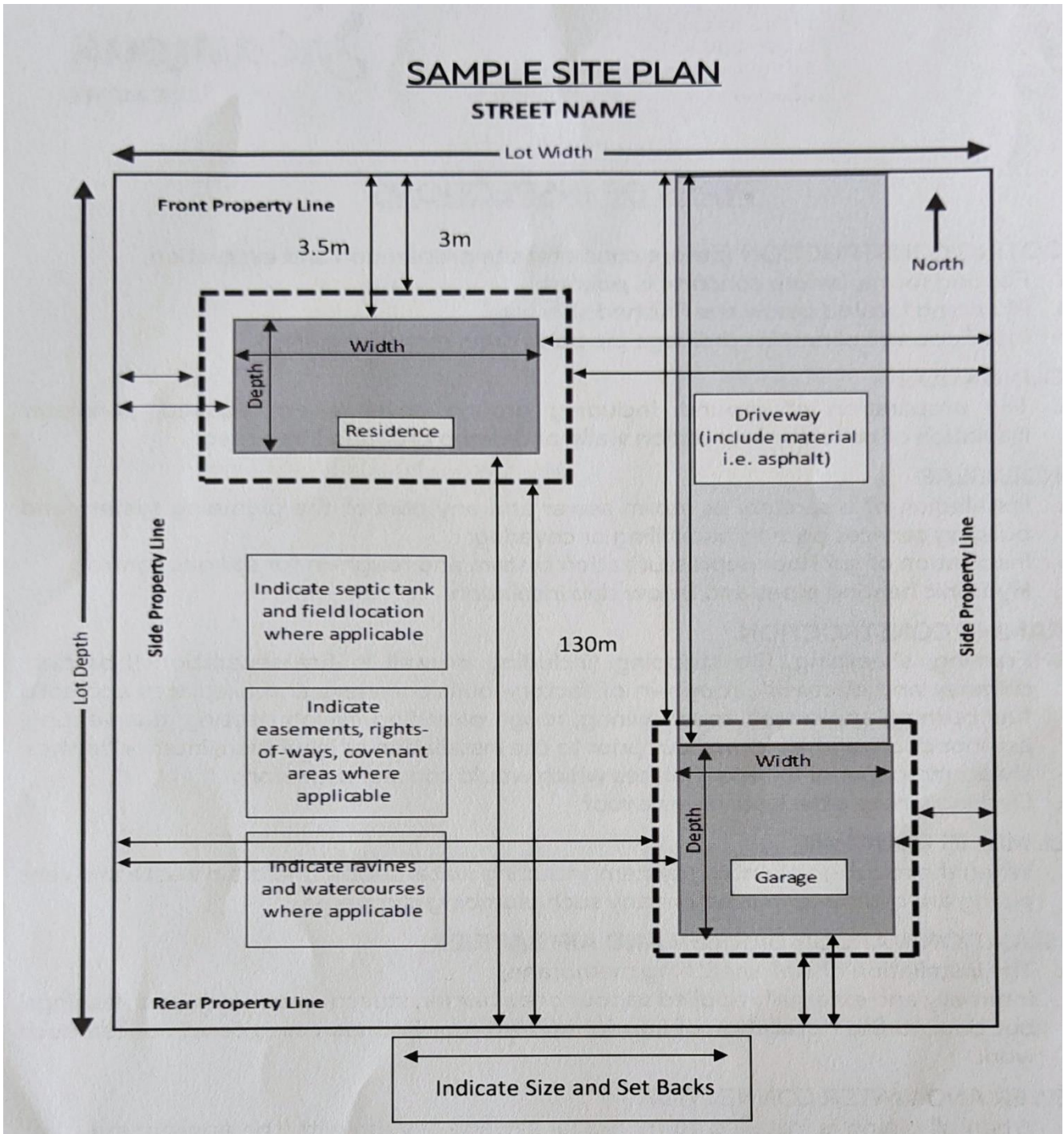
- Provide F-280 heating & cooling load calculations for all systems.
- Provide F-326 ventilation load calculations or TECA Checklist.
- Note Primary and Secondary Heating and Cooling and Ventilation sources on the drawings for all occupied dwellings (primary, secondary, coach, etc.).

17. **Hydronic (Water) Heating Systems:**

- Provide CSA F280, "Determining the Required Capacity of Residential Space Heating and Cooling Appliances," load calculations for all hydronic heating systems.
- Include Primary and Secondary Heating Sources on the drawings for all occupied dwellings (primary, secondary, coach, etc.).

18. **Plumbing Drawings:** required for alterations or installations of hydronic heating systems, lawn irrigation systems or site services (water, storm sewer, or sanitary sewer). Submit digital pdf drawings where a qualified plumber (tradesperson) does not complete work.
19. **Architectural Drawings:** submit digital pdf drawings compliant to BC Building Code and BC Plumbing Code (BCBC).
20. **Truss, Beam & Floor Layouts:** submit digital pdf drawings.
21. **Structural Drawings:** submit digitally sealed drawings compliant to current BCBC.
22. **Structural Schedule B:** submit digitally sealed Schedules.
23. **Structural POI (proof of insurance):** submit digital copy of insurance.
24. **Geotechnical Drawings:** submit digitally sealed drawings compliant to current BCBC.
25. **Geotechnical Schedule B:** submit digitally sealed Schedules.
26. **Geotechnical POI (proof of insurance):** submit digital copy of insurance.
27. **Fire Sprinkler Drawings:** submit digitally sealed drawings compliant to current BCBC.
28. **Fire Sprinkler Schedule B:** submit digitally sealed Schedules.
29. **Fire Sprinkler POI (proof of insurance):** submit digital copy of insurance.
30. **Fire Sprinkler Flow Verification Test:** required.
31. **DPA – Development Permit Area:** your property may be in a known Development Permit Area.
 - Refer to Bylaw No. 532-2014 OCP Full Consolidated April-2019 for more details and mapping. Review all Notices of Charges registered on Title to determine whether restrictive covenants already exist.
 - DPA permits required when constructing in proximity to known watercourses for Riparian Area Protection. Registered professional flooding and steep slope hazard assessment reports required when constructing within 30 m to known watercourses and when constructing in proximity to or on steep slopes.
 - **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. 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.
 - **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. 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.

* The Village of Anmore reserves the right requiring the owner to register a restrictive covenant on title for these flooding and steep slope reports *



This guide has been prepared for convenience only and is not a bylaw or legal document. If there are any discrepancies between this guide and the Village of Anmore bylaws, the bylaws shall be the legal authority.

Homeowners are responsible to ensure compliance to Village of Anmore Building Bylaw No. 583-2018, current BC Building Code and BC Plumbing Code, and all other applicable Village of Anmore Bylaws and Statutory requirements and understand it is the responsibility of the owner to make enquiries as to such matters before commencing work.