

# VILLAGE OF ANMORE

## ANMORE BUILDING BYLAW NO. 583-2018



### Common Items Missing for Building Permit Application Submissions

The Village of Anmore Building Department has created this detailed list to help the public prepare complete building permit applications packages.

#### Required Before Building Permit Issuance

**Business License:** refer to Anmore Licensing and Regulating of Businesses Bylaw No. 263-1999.

**Erosion and Sediment Control Plan Permit (ESC) Permit:** refer to Erosion and Sediment Control Bylaw No. 547-2016.

**Tree Management Permit:** refer to Tree Management Bylaw No. 587-2018.

**Fire Sprinkler Permit:** refer to Building Bylaw No. 583-2018 Building Bylaw Consolidated December 2019.

**HUP Driveway Permit:** refer to Highway Regulation Bylaw No. 586-2018 and Bylaw No. 633-2020 Subdivision and Development Control Bylaw-FINAL à applicable if you are altering an existing driveway or adding a new driveway access. May be exempt if driveway access already installed.

#### Additional Building Permits (Site Specific)

**Irrigation Permit:** refer to Building Bylaw No. 583-2018 Building Bylaw Consolidated December 2019.

**Pool Permit:** refer to Building Bylaw No. 583-2018 Building Bylaw Consolidated December 2019.

**Soil Deposit Permit:** refer to Soil Deposit Bylaw No. 081-1992.

### 1. Architectural Drawings (Building or Structure)

#### A. **Site Plan.**

- a. **Show** Zoning Compliance Table/Notes
- b. **Show** topographical survey information to include all buildings and structures, parcel boundaries, road access, driveway crossings, covenant and rights of way information, improvements, contours, existing grades, proposed grades, and other topographical details including lawn catch basins, swales, ditches, creeks, and trees. Note: These finished grades shall be used when determining your proposed average finish grade needed to calculate your building heights and basement floor areas as per the Anmore Zoning Bylaw.
- c. **Show** min. tree coverage (drip line coverage) and area calculations (10%, 20%, 25% or 25% plus).
- d. **Show** Tree RPZ – root protection zone & fencing.
- e. **Show** setback notes and dimensions to all buildings.
  - If stairs and/or balconies etc. encroach into the interior side yard setback, then a *Development Variance Permit* will be **required** or modify design to suit minimum setbacks... No guarantee for DVP setback approval.
- f. **Ensure** existing and proposed elevations at building corners align with the topography survey for existing ground elevations. **Review** existing elevations and **update** building elevations accordingly, if required.
  - **Show** existing and proposed elevations on drawings at all building corners and **provide** calculations to support final average finish grade elevation.
- g. **Add drainage** information to the site plan or separate site service plan.
  - **Show** existing and proposed contour data, if available.
  - **Show** top and bottom of all proposed cut/fill slopes that will change the existing site conditions / drainage paths.
  - **Show** significant grade breaks and/or drainage swales existing or proposed to redirect surface water and how they will collect or tie into existing storm infrastructure (ponds, lawn basins, open ditches, etc.)
  - **Label** all grade/slope %.

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**Show** rock pit location for seasonal pool drainage, if applicable.

If not connecting to an existing piped storm sewer, then also **show** the **required** rock pit location for the foundation drain tile and roof leader systems needed for onsite water management and prior to terminating to an open ditch (code requirement). Alternatively, you can provide a geotechnical comfort letter confirming running open piped drainage from the building drainage systems to an open ditch is acceptable and that doing so will not affect any private or public properties or infrastructure (i.e., ditches, roadways, general erosion, etc.)

### **Additional Notes:**

- Spiral Stairs *are not permitted* in BCBC and will not be permitted for construction.
- Building stairs and balconies may encroach up to a *maximum 1.22m* into permitted setback. Adjust any stairs and/or balconies to fit within this setback exception if outside the permitted setbacks.
- **Refer** to Zoning Regulation Bylaw Definitions and Section 5.8 for exceptions.
- **Adherence** to covenants, easements and right-of-ways required. (Example: no build areas, retaining walls, structures, etc. cannot be constructed in right-of-ways that do not permit construction within.)

### **B. Floor Area Calculations.**

- a. **Show** shaded areas with areas noted for all conditioned and unconditioned spaces as well as for overall building floor area as defined in the Zoning Regulations Bylaw.

### **C. Basement Floor Area**

- a. **Show** shaded areas with areas noted for this space.
- b. **Provide** calculations.
- c. **Refer** to Zoning Regulations Bylaw Definitions calculation formula.

### **D. Elevation Views**

#### **a. Average Existing or Average Finished Grade:**

- **Show** existing and proposed elevations on drawings at all building corners.
- **Show** existing and finished grade lines across the building face.
- **Note** Average Finished Grade used in calculating building height.
- **Refer** to Zoning Regulations Bylaw Definitions and Section 5.5 for calculation formula.

#### **b. Building Height Calculations:**

- **Show** Average Existing or Average Finished Grade elevation as calculated.
  - i. Adjust average finished grade so max height is not exceeded.
- **Refer** to Zoning Regulations Bylaw Definitions and Section 5.6 for calculation formula.

#### **c. FDWR Ratio (Fenestration, Door to Wall Ratio):**

- **Show** hatched wall and window & door areas and label areas for each component (m2) for all building faces.
- **Show** and **provide** FDWR % calculations on plan for all building faces.
- **May** be incorporated with spatial separation elevation views.

#### **d. Spatial Separation Calculations:**

- a. **Show** hatched wall and window & door areas and label areas for each component (m2) for all building faces.
- b. **Provide calculations** on all elevation drawings to show:
  - LD (m2)                      UPO Permitted (m2)
  - EBA (m2)                     Proposed UPO (%)
  - UPO Permitted (%)        Proposed UPO (m2)

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### e. BC STEP CODE COMPLIANCE CHECKLIST - PERFORMANCE PATHS FOR PART 9 BUILDINGS

- **Show** pre-construction report on plans.

### E. Section Views:

- a. **Note** minimum vented roof area (1/150 or 1/300) and minimum 2.5" separation between top of insulation and underside of roof sheathing on the drawings.
- b. **Include all** Construction Assembly details/types in the drawings. (i.e., Below grade wall, above grade walls, roof, floors over heated and unheated spaces, etc.).
- c. **Note** minimum 18" Anmore frost protection for all footings. Minimum 48" if footings on unknown soils or clay.

### F. Fenestration - Zone 5:

- a. show **minimum** BCBC 9.36 prescriptive values for a reference house in addition to **step 3 energy compliance**.
- b. BCBCB Table 9.36.2.6/7 - min. 0.55 RSI (U Value 1.8) Win/Door & min. 0.37 RSI (U Value 2.7) Skylights

### G. Unprotected Openings are not permitted

depending on their locations (proximity to exit paths – doors/stairs, etc.) and sill heights and fall distances to ground. Refer to BCBC Sections for requirements:

- 9.8.8.1.5. Required Guards for openings.
- 9.9.4.4. Openings Near Unenclosed Exterior Exit Stairs and Ramps.
- 9.9.4.5. Openings in Exterior Walls of Exit.
- 9.9.4.6. Openings Near Exit Doors.
- **Adjust and update** drawings accordingly.

### H. Topless Glass Guards are not permitted without engineered

sealed drawings and **Letters of Assurance** for both the design and field reviews (Schedule B & C-B).

## 2. Engineered Drawings

### A. Building or Structures - Structural &/or Geo:

- a. **Include** minimum [BCBC Section 2.2. Administration](#) provisions on drawing set.
- b. **Shall include** P.Eng Wet Seal (Stamp) and Permit to Practice Number on them.
- c. **Submit** Schedule B with wet sealed (stamped) and permit to practice number.
- d. **Submit** POI - Proof of Insurance.
- e. **Shall include** a minimum of 2.2, 2.3 & 2.2 when applicable.
- f. **Shall include** minimum 4.1, 4.2, 7.1, 7.2, 7.4, 8.1, 8.3 & 8.5.

### B. Excavation – Geo:

- a. **submit** excavation/shoring plans for excavation depths *exceeding 1.2m* and where excavations exist on properties with slopes exceeding 20%. Adherence to WorkSafeBC regulations for open trench excavation with sloped sides.
- b. **Include** minimum [BCBC Section 2.2. Administration](#) provisions on drawing set.
- c. **Shall include** P.Eng Wet Seal (Stamp) and Permit to Practice Number on them.
- d. **Submit** Schedule B with wet sealed (stamped) and permit to practice number.
- e. **Submit** POI - Proof of Insurance.
- f. **Shall include** minimum 7.1, 7.2, 7.4 & 8.4 & 7.3 when applicable.

### C. Retaining Walls (Concrete, Stacked or other) – Structural &/or Geo:

- a. **Required** when retaining walls are *greater than 1.2m in height, laterally unsupported and/or support building or structure foundations*. Also refer to Section 5.12 in the Zoning Regulations Bylaw for more details.

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- b. **Include** minimum [BCBC Section 2.2. Administration](#) provisions on drawing set.
- c. **Shall include** P.Eng Wet Seal (Stamp) and Permit to Practice Number on them.
- d. **Submit** Schedule B with wet sealed (stamped) and permit to practice number.
- e. **Submit** POI - Proof of Insurance.
- f. **Shall include** a minimum of 2.2, 2.3 & 2.2 when applicable.
- g. **Shall include** minimum 7.1, 7.4, 8.1, 8.3, 8.4, 8.5 & 8.6.

**Note:** Drawings may overlap with HUP Driveway Permit drawings.

### D. Pool – Structural &/or Geo:

- a. **Include** minimum [BCBC Section 2.2. Administration](#) provisions on drawing set.
- b. **Shall include** P.Eng Wet Seal (Stamp) and Permit to Practice Number on them.
- c. **Shall include** P.Eng to confirm soil bearing capacities of all structural fill placed. Excavations must not interfere structurally or undermine nearby buildings or structures without P.Eng design, review, and approvals.
- d. **P.Eng** to confirm subsurface and surface drainage control measures are in place between the pool and any nearby buildings and structures.
- e. **P.Eng** to confirm drainage control measures to ensure no lands or drainage infrastructure are affected by the drainage of pool water seasonally.
- f. **Submit** Schedule B with wet sealed (stamped) and permit to practice number.
- g. **Submit** POI - Proof of Insurance.
- h. **Shall include** a minimum of 2.2, 2.3 & 2.2 when applicable.
- i. **Shall include** minimum 4.1, 4.2, 7.1, 7.2, 7.4, 8.1, 8.3 & 8.5.

### E. Building or Structures – Fire Suppression (Sprinkler):

- a. **Include** minimum [BCBC Section 2.2. Administration](#) provisions on drawing set.
- b. **Shall include** P.Eng Wet Seal (Stamp) and Permit to Practice Number on them.
- c. **Submit** Schedule B with wet sealed (stamped) and permit to practice number.
- d. **Submit** POI - Proof of Insurance.

## 3. Other Permit Drawings

### A. **Tree Management Drawings and Arborist Report:** refer to Tree Management Bylaw 587-2018.

- a. **Arborist Report** and/or **Drawings** shall include.
  - Proposed dates & hours for on-site works and tree removal, and anticipated completion dates for replanting.
  - Legal boundary, names of abutting roads & lanes, easements, ROW's, locations of above & below ground services, and existing and proposed buildings & structures.
  - Description of predominant species, approximate age, size, condition, location, and number of trees within the subject land.
  - Tree retention plan, complete with map identifying locations, species, % of coverage and diameter of proposed trees and vegetation **to be retained**.
  - Tree removal plan, complete with map identifying locations, species, % of coverage and diameter of proposed trees and vegetation **to be removed**.
  - Tree replanting plan, complete with map identifying locations, species, % of coverage and diameter of proposed trees and vegetation to be replanted. Shall show the replanting of 2 trees or more replacement trees for each tree removed... refer to Section 13 in bylaw.
  - Tree plan to show Root Protection Zone (RPZ) and a Protection fencing.
  - Tree plan to show contour data and site slopes.
- Watercourses with minimum Riparian 30m setback shown when known watercourses are identified on the property.

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### Tree Drawings and Reports – cont'd

- Policy E-9 requires one to provide QEP RAR report for lands identified in a Watercourse Protection Development Permit Area. Refer to Bylaw No. 532-2014 OCP Full Consolidated April-2019 for policy information and watercourse mapping.

**Note:** Bird Nesting in the Village of Anmore has been designated March 15 – August 31 seasonally.

**Note:** An arborist report may not be required if outside of bird nesting season and will be determined on a site-specific basis as per the tree removal application.

- b. **Steep Slopes:** refer to Section 11 of Tree Management Bylaw No. 587-2018 and provide a steep slopes memo and/or amend any steep slopes report confirming the proposed tree removal will not increase or create additional erosion, flooding, or landslip to the property. The memo and/or report shall say **“the land may be used safely for the use intended.”**

### Note:

- The tree management report and plans must demonstrate compliance with the Anmore Tree Management Bylaw 587-2018. Not limited to, please refer to Sections 4, 6, 10, 11, 13 & 14 and **shall not** include trees or vegetation from neighboring properties.

- B. **ESC - Erosion and Sediment Control Plan/Drawings:** refer to Erosion and Sediment Control Measures Bylaw No. 547-2016.

- a. **Show** best management practices as noted in Schedule B of the ESC Bylaw will be achieved.
- b. **Provide/show details** on how *Construction Activity* will be implemented. For example, note locations of silt fencing, sediment settling facilities/ponds, catch basins, lawn basins, exposed manholes, storm sewer catchments, etc. and indicate how you will filter and control run-off on and within the site to prevent contamination to existing storm systems/ditches and roadways).
- c. **Submit** Schedule D Letter of Assurance.
- d. **Submit** POI - Proof of Insurance.

- C. **HUP/Driveway Drawings:** refer to Highway Regulation Bylaw No. 586-2018 and Subdivision and Development Control Bylaw No. 633-2020 for driveway permit requirements.

Refer to Subdivision and Development Control Bylaw No. 633-2020 for details to be shown in your drawings, specifically related to Section 5.14 – Driveways, 5.17 Pavement Structures and 5.24 Curbs. *Not limited to;* the plans *show* culvert location & design, curb design & details, apron design, driveway grades, widths, dimensioned distance from lot corner, site lines, profiles views, etc.

- a. **Submit** driveway drawings / **Resubmit** new driveway drawings to include the additional information as noted below.
- b. **Label** Driveway Apron Width: minimum 4.0m & maximum 6.0m widths from road to Property Line.
- c. **Label** Driveway setback to corner: minimum 5.0 m setback from lot corner required.
- d. **Label** Grades: Max grade permitted is 15% unless heated with max grade equal to or less than 20%. Grades over 20% will require a steep slopes report from a registered professional.
- e. **Provide** Driveway Profiles & Stationing for grades greater than 8%.
- f. **Provide** Driveway Structure Cross Section:
  - 50mm asphaltic concrete, 150mm base course, and 150mm subbase required, or
  - 100mm P.C. concrete, 100mm base course, and 150mm subbase required.

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### HUP/Driveway Drawings – cont'd

- g. **Provide/Show** Culvert Design Details:
- type, radii, corner cut.
  - show location on plans.
  - provide cross section view confirming cover.
- h. **Provide** Curb design, location, and details, as per MMCD. Only applicable if not a curb has been installed or one wishes to relocate or add additional driveway access.
- i. **Driveway Retaining Walls** exceeding 1.2m in Height and supporting the driveway *shall require* P.Eng Drawings and Schedule B for all retaining wall construction (i.e., concrete, or stacked walls).

**Note:** This plan can be a separate plan or can be incorporated with your ESC, Tree, or Architectural Site drawing set.

### Related Anmore Bylaws and Permit Information.

#### [Building in Anmore](https://anmore.com/business-development/building-department-general-information/)

<https://anmore.com/business-development/building-department-general-information/>

#### [Do-I-Need-A-Building-Permit / CHECKLIST](https://anmore.com/wp-content/uploads/2017/06/Do-I-need-a-building-permit.pdf)

<https://anmore.com/wp-content/uploads/2017/06/Do-I-need-a-building-permit.pdf>

#### [Building Department Permits, Forms & Bylaws](https://anmore.com/business-development/building-department-permits-forms-bylaws/)

<https://anmore.com/business-development/building-department-permits-forms-bylaws/>

#### [Bylaws - Anmore Village](https://anmore.com/village-hall/bylaws/)

<https://anmore.com/village-hall/bylaws/>

Please do not hesitate to contact the Village of Anmore Building Department to discuss any questions or concerns you may have.

### Scott Beck

Building and Plumbing Official



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The Building Inspector will be available to discuss permit applications between the hours of **8:30am – 4:00pm** on **Tuesday, Wednesday, and Thursdays**. **Onsite inspections occur every 2 weeks** and by video/photo when and where applicable.

Please email the Building Department minimum 24 hours in advance to schedule inspections at [building@anmore.com](mailto:building@anmore.com).

*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.*