

Frequently Asked Questions

How long will it take to process my application?

We can generally process your application within 5-10 working days. The Building Official needs to review and sign all permit applications. Allow for longer processing times for larger projects.

How are the fees calculated?

The fees are based on the value of construction. It is best to check with the Building Official for agreement of value before you pay the fee. The construction value is the market rate, not necessarily what you will be paying (especially when you are doing the work yourself). The base rate is \$50 with an additional \$7 for each \$1,000 of construction value up to \$1 million, then \$4 for each \$1,000 after that.

How long is the permit valid for?

Construction needs to be completed within two years of the permit being issued. Construction needs to begin within 12 months of the permit being issued.

Can I draw my own plans?

Yes, for basic projects. For complex buildings, a certified professional needs to prepare the plans and submit the required schedules.



City of Revelstoke Planning Department

Location:

216 Mackenzie Avenue

Address:

Box 170 Revelstoke, B.C. V0E 2S0

Hours of Operation:

Monday-Friday 8:30a.m. to 4:30 p.m.
Except holidays

Phone:

250-837-3637

Fax:

250-837-3632

E-mail:

info@cityofrevelstoke.com

Web site:

www.cityofrevelstoke.com

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City of Revelstoke Planning Department

Building



A Guide for constructing buildings and structures within the City

A Guide to Building Permits

The B.C. Building Code requires building permits for any structure used or intended for supporting or sheltering any use or occupancy.

When to apply

If you are constructing, repairing, altering adding to, demolishing, or reconstructing any building you will require a building permit. This includes new homes, new accessory buildings or structures, retaining walls over 4 feet, repair, alterations or additions to an existing building, moving, adding or removing interior walls, siting mobile homes, completing unfinished areas, enclosing decks or porches, constructing swimming pools and demolitions.

When you don't need a permit

You don't need a building permit for painting, non-structural re-roofing/roof repairs, exterior finish repair, cupboards, retaining walls less than 4 feet in height, accessory buildings less than 110 feet² (not hazardous), and roofless open decks less than 24 inches above grade and 110 feet² which are ancillary to a single family home.

What you need to submit an application

- 1) A complete application form;
- 2) An accurate site plan to scale showing existing and proposed buildings in relation to your property lines;
- 3) Two sets of building plans of the proposed building or structure;
- 4) Copy of Certificate of Title and any covenants, easements or agreements registered to the property.
- 5) Copy of approved Ministry of Health Sewage Disposal application (required for new homes or when adding bath rooms or bedrooms, where a septic system is being used); and
- 6) Homeowner Protection Office forms required for new homes only.
- 7) Any additional permits, as required.

What other permits you may need

Your building must meet certain requirements and, if it does not, it may not be allowed or may need additional permits before you can get a building permit. Examples include:

- 1) If you are in a development permit area, a development permit is required.
- 2) If you are proposing a building or structure that does not comply with Zoning standards, like setbacks, a variance is required.
- 3) If a building is over a property line, you will need to adjust or remove the lot line.

What happens to your application

A complete application, will be processed by Staff and reviewed by a Building Official. The examination process will generally be done within 5-10 working days, depending on the complexity of the building plans.

What to do after you get your permit

After the Building Official signs your application, you can begin work. You must make an inspection appointment 24 hours in advance. Inspections are required before concealing work at the following stages:

- 1) footings and foundation walls (*before you pour any concrete*),
- 2) drain tile and dampproofing (*before you backfill*),
- 3) sewer, water or storm drains (*before you backfill*),
- 4) plumbing (*before it is covered*),
- 5) any framing, sheathing, firestopping, bracing, plumbing, wiring, ductwork, chimney or gas venting (*before insulation or exterior finish*),
- 6) masonry fireplace to the first flue liner above the smoke chamber,
- 7) masonry fireplace to the flue pipe connection,
- 8) air/vapor barrier (*before interior finish that would conceal work*)
- 9) any work that did not pass inspection.