

Village of Gold River

Application for a Permit to Construct or Demolish

For office use only	
Date received:	Permit number:
Roll number:	Building Inspector Signature:

I hereby make application under the provisions of the Village of Gold River Building Bylaw for permission to:

A. Project information			
Construction Address		Folio Number	
Project Description		Legal Description of Property:	
Project value est. \$		Area of work (m ²)	
B. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address			
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number
C. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address			
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number
D. Builder/Designer			
Last name	First name	Corporation or partnership (if applicable)	
Street address			
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number
E. Purpose of application			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Plumbing <input type="checkbox"/> Change of Use			
Proposed use of building		Current use of building	
Description of proposed work			

F. Site Information	
Zoning	% Lot Coverage
Front Setback	Side Setback
Rear Setback	Side Setback
G. Attachments (if applicable)	
i. Owner's Acknowledgement of Responsibility. ii. Repair Agreement. iii. Current State of Title (or Transfer Papers if recently purchased). iv. Proposed building location certificate	
H. Declaration of applicant	
I _____ certify that: <div style="text-align: center; margin-left: 100px;">(print name)</div> <ol style="list-style-type: none"> 1. I agree to conform to all the requirements of the said Bylaws and all other Statutes and bylaws in force in the Village of Gold River, and to indemnify and keep harmless the Village of Gold River against all claims, liabilities, judgements, and costs. 2. I, the undersigned being the owner, or duly authorized agent for the above property, hereby consent to this application. 3. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%; border-top: 1px solid black; text-align: center;">Date</div> <div style="width: 65%; border-top: 1px solid black; text-align: center;">Signature of applicant</div> </div>	

Plans must be filed and approved before building permit will be issued. An Occupancy Permit is required on completion of construction, prior to occupancy.

Permit fees shall be paid by way of cash, cheque or money order, payable to the Village of Gold River. A permit for which a cheque is returned to the Village of Gold River from the applicant's bank will be treated as un-issued and no inspections will be completed until such time as the cheque is certified or replaced with cash or a money order.

I. Building Permit Fee Calculation			
Plan Processing Fee			
Accessory building/structure	\$ 50.00		\$
Two or less self-contained dwelling units	\$ 100.00		
Three or more commercial/industrial	\$ 100.00 plus \$50.00/unit		
Value of Construction: \$			
Building Permit Cost:	Construction \$ Value	Fee	
Project @\$8.00 per \$1,000	_____	@	\$ 8.00 =
			Building Permit Fee: \$
Plumbing Permit Fee:		@	\$ 60.00 = \$ 60.00
Plus: Number of Fixtures	_____	@	\$ 5.00 =
			Plumbing Permit Fee: \$
Other fees/charges:	\$		
Building Permit Fee:	\$		
Plumbing Permit Fee:	\$		
Other fees/charges:	\$ _____		
		Total Permit Cost:	\$ _____
Less: Plan Processing Fee			\$ _____
		Total Due:	\$ _____

VILLAGE OF GOLD RIVER

APPLICATION

P.O. Box 610 499 Muchalat Drive
Gold River B.C. V0P 1G0
Telephone: (250) 283-2202; Fax: (250) 283-7500

Building Permit

The Village of Gold River has prepared this package to assist you in understanding the Building Permit and Inspection Process. Legal requirements for these applications are specified in the Local Government Act and various administrative bylaws of the Village of Gold River. This document is for general guidance only and it does not replace bylaws or other legal documents.

The primary purpose for the issuance of a Building Permit is to ensure that all buildings comply with safety, health, and zoning requirements of the Province or Municipality. A Building Permit must be obtained prior to excavation, erection, enlargement, alteration, removal, fire repair, demolition or installation of any building or structure.

Application Process

At the time of application, a staff member conducts a brief review of the documentation submitted to determine if the application is complete and to advise of any additional requirements. If it is determined that a Development Permit, Development Variance Permit or a Board of Variance is required, this process must be completed prior to submission of the Building Permit application.

Issuance

Once your Building Permit is approved, you will be contacted to pick it up. When you pick up your permit, the fees will have to be paid. The building permit amount is based upon the total construction value of the project. Fees for service connections, damage deposits, development cost charges, or other applicable fees are also paid at this time.

Inspections

As the construction project proceeds through the various stages, inspections are conducted by the Building Inspector. The owner, or the owner's representative, shall give at least 72 hours notice to the Village when requesting an inspection and shall obtain an inspection and receive a Building Official's acceptance of the following aspects of the work prior to concealing them. Your permit will list the inspections required for your project.

Occupancy and Final Approval

Once the project is complete, the Building Inspector will issue an approval for occupancy and then final approval. Final approval is conditional on all items being completed. Once final approval has been granted any applicable deposits will be refunded.

What's new in the 2024 BC Building Code?

For new residential construction, including the addition of a secondary suite:

- Must meet Step 3 of the Energy Step Code and Step 1 of the Zero Carbon Step Code
- Adaptable dwelling provisions - Backing for future installation of grab bars
- Must have at least one living area capable of remaining below 26° C in extreme heat conditions
- Rough in for radon subfloor depressurization systems

All Housing and Small Buildings, including accessory buildings, require seismic design

Step 1**– Acquire all information required for application**

Documents required for all submissions:

1. Completed Building Permit Application (attached).
2. Owner's Acknowledgment of Responsibility (attached).
3. Site Plan showing the following:
 - Drawing scale not less than 1/16" = 1"0" (1:200);
 - Street address and legal description;
 - the location and dimensions of all statutory rights of way, easements and setback requirements;
 - size and location of site including adjoining streets and location of lanes;
 - the location and dimensions of all existing and proposed buildings or structures on the parcel;
 - setbacks to all existing and new buildings, decks, projections and cantilevers measured perpendicular to the property lines;
 - setbacks to the natural boundary of the sea and any lake, swamp, pond or watercourses;
 - the existing and finished grades at all corners of buildings and property corners.;
 - the location, dimension, and gradient of parking and driveway access;
 - north arrow;
 - proposed and existing location of all services including but not limited to onsite surface drains, sewer & storm drain services; water services, hydro services; telephone services.

NOTE: A site plan prepared by a BCLS Land Surveyor may be required on request
A site plan may be waived for internal alterations or repairs

4. Copy of Land Title Search made within 14 days of date of application and copies of all easements, rights of way and covenants registered against the title. If you are unable to provide this, the Village will retrieve it at cost.

The following documents are required for **all new residential buildings:**

1. One set of digitally verified structural drawings prepared by a registered professional
2. One set of digital building plans - floor plans , elevations, and section with sufficient detail to show conformance to the current BC Building Code
3. Spatial separation calculations
4. Digitally verified Schedule B – Assurance of Professional Design and Commitment for Field Review from registered professional
5. A copy of the registered professional's insurance
6. Step Code Pre-construction compliance report
7. F280 Heat Loss/Heat Gain calculations including provision for cooling area
8. Home Warranty Registration OR Owner/Builder exemption <https://www.bchousing.org/licensing-consumer-services/new-homes/home-warranty-insurance-new-homes>

NOTE: Other types of applications may need some or all of the above documents. The contracted SRD Building Official for the Village of Gold River will contact you if more information is required.

ADDITIONAL REQUIREMENTS

1. Applications for Moved or Relocated Buildings or Structures must include:

- a) report certifying the building was built to the BC Building Code in the jurisdiction of origin,
- b) structural review of compliance with local conditions,
- c) hazmat report, and
- d) digitally certified foundation drawings and Schedule B from a registered professional
- e) spatial separation calculations

2. Modular and Mobile Homes:

Factory built housing and components shall be registered, or capable of being registered, under the Manufactured Home Registry and be certified to:

CAN/CSA-A277 "Procedures for Certification of Factory Built Housing" or
CAN/CSA-Z240 MH "Mobile Homes;"

Applications for **CAN/CSA-A277** homes shall be accompanied by:

- Manufactured Home Registry Number (normally a picture of the decal)
- Confirmation of compliance with local design conditions, including seismic
- One set of digitally verified structural foundation drawings prepared by a registered professional
- Digitally verified Schedule B – Assurance of Professional Design and Commitment for Field Review from registered professional
- A copy of the registered professional's insurance
- One set of building plans - floor plans , elevations, and section
- spatial separation calculations
- Step Code Pre-construction compliance report
- Confirmation of compliance with requirement for cooling of one living space

Applications for **CAN/CSA-Z240MH** homes shall be accompanied by:

- Confirmation the home is under 15 years old (See Amendment Number 2 to Building Bylaw No. 651, 2007)
- Manufactured Home Registry Number (normally a picture of the decal)
- Confirmation of compliance with local design conditions
- Layout drawings and blocking plan
- Spatial separation calculations

3. Demolition permits require a hazmat survey and clearance letter.

Please note these requirements are additional to the documents required for all applications

Step 2 – Submit the Completed Application Package

Attend the Village of Gold River Office with required information.

Staff will review application requirements and a **plan review fee will be required at that time.**

Step 3 – Building Inspector Review

Building Inspector will review application package and advise the Village when permit is ready for issuing. The Village will contact you to pay for and pick up the permit.

**OWNER'S ACKNOWLEDGEMENT
OF RESPONSIBILITY**

Address of Project: _____

I, _____
(Please Print Name)

solemnly declare that I am the registered owner of the real property legally described as

(Please Print Legal Description)

and that I am registered as such in the Land Registry Office.

I hereby provide authorization for _____
(Please Print Name)

to apply for a building permit on the above described property.

As the owner or duly authorized agent I acknowledge that Village of Gold River Building Bylaw No. 651 (the 'Building Bylaw'), notwithstanding any other provision therein, has been enacted for the purpose of regulating construction within the Village in the general public interest. **The activities undertaken by or on behalf of the Village pursuant to the *Building Bylaw* are for the sole purpose of providing a limited and interim spot-checking function for reason of health, safety and the protection of persons and property.**

It is not contemplated nor intended, nor does the purpose of this Bylaw extend:

- to the protection or indemnification of owners, owner/builders, constructors or future owners from economic loss;
- to the assumption by the Village or a Building Official of any responsibility for ensuring the compliance by any owner, his or her representatives or any employees, constructors or designers retained by him or her, with the Building Code, the requirements of the *Building Bylaw* or other applicable enactments respecting safety;
- to providing any person a warranty of design or workmanship with respect to any building or structure for which a building permit or occupancy permit is issued under the *Building Bylaw*;
- to providing a warranty or assurance that construction undertaken pursuant to building permits issued by the Village is free from latent, or any defects.
- to providing to any person a warranty that construction is in compliance with the Building Code, the *Building Bylaw* or any other enactment with respect to a building or structure for which a building permit or occupancy permit is issued under the *Building Bylaw*.

I acknowledge that:

- neither the issuance of a permit under the *Building Bylaw*, the review and acceptance of the design, drawings, plans or specifications, nor inspections made by a Building Official, shall constitute a representation or warranty that the Building Code or the *Building Bylaw* have been complied with or that the building or structure meets any standard of materials or workmanship.
- neither the issuance of a permit under the *Building Bylaw*, the review or acceptance of the design, drawings, plans or specifications nor any inspection made by a Building Official is not an assurance,

representation, warranty or statement of establishing compliance with the Building Code or this Bylaw or any standard of construction, materials or workmanship.

- I will not rely on the issuance of a permit under the *Building Bylaw*, the review or acceptance of the design, drawings, plans or specifications, or any inspection made by a Building Official as establishing compliance with the Building Code or this Bylaw or any standard of construction, materials or workmanship.
- Where the Village requires that a professional architect or engineer certify that the plans submitted in respect of this application comply with the British Columbia Building Code or other enactment, the Village will rely on that certification in issuing a building permit and occupancy permit.

I commit that I will:

- ensure that all construction complies with the Building Code, the *Building Bylaw* and other applicable enactments respecting safety;
- post and maintain the permit in a conspicuous place on the property in respect of which the permit was issued;
- keep a copy of the accepted designs, plans and specifications on the property during the course of construction;
- post the civic address on the property in a location visible from any adjoining streets;
- ensure any building is located properly in regards to all setbacks; and
- ensure that any geotechnical site issues are adequately addressed to ensure a proper foundation and that appropriate reports are obtained from a qualified registered professional and that copies of such reports are provided to the Village of Gold River.

Signature of Owner: _____

Signature of Agent: _____

Mailing Address: _____

Mailing Address: _____

Phone No: _____

Phone No: _____

Date Signed: _____

HOMEOWNERS AND BUILDING CONTRACTORS DAMAGE TO VILLAGE INFRASTRUCTURE

VILLAGE OF GOLD RIVER REPAIR AGREEMENT

Home owners and Builders are responsible for ensuring that Village infrastructure is not damaged during construction. This includes but is not limited to damage to curbs, sidewalk, water valve risers, and cleanouts. It also includes actively protecting the storm drain system from deleterious materials.

It would be advisable to inspect your property, the adjacent public boulevard and the downstream catch basins for damage prior to taking control of the property or prior to taking out a building permit. In the event you find a problem you should document it and inform the Village of Gold River immediately. Any damage found by Village forces after commencement will be deemed to be your responsibility.

You will be responsible for actively protecting the Municipal Infrastructure, including but not limited to placing protective materials and barriers around Municipal Infrastructure and using sediment control.

Should damage occur, contact the Village Office immediately at 250-283-2202.

Note: Any construction or maintenance on Village Land requires that a "Permit to Work on Village Lands" be issued by the Village of Gold River.

Damage to individual utilities such as BC Hydro, TELUS, Mascon, CityWest should be reported immediately to the respective utility company as well as the Village of Gold River.

I _____ the duly authorized signatory for the person or company
(Please Print)

applying for a building permit have inspected all visible municipal works and services (curb, sidewalk, street lighting, water valve risers, sewer service caps etc.) on the property at _____ and do acknowledge that there are no damages to said municipal property. I understand that damages incurred during construction and reported by employees of the municipality will be my responsibility and approved repairs will be undertaken by me at my expense prior to a final inspection being issued.

Signature of Owner/Agent: _____

Mailing Address: _____

Date Signed _____

Fee Schedule for Building Permits

VILLAGE OF GOLD RIVER
Bylaw No. 734, 2021
Schedule "C" – Building Services Fees and Charges

All Construction

Prior to issuing a permit, a Building Inspector may require an applicant to provide the municipality with an appraisal of the value of the proposed construction, at the applicant's expense. In such case, the building permit fee must be based on the appraised value of the construction in accordance with the following:

Building Permits (based on value of construction):	Fee
Fee for each \$1,000 of value of construction (minimum \$75 permit fee)	\$8.00 per \$1,000

Other

Plan Processing Fee	
Accessory building/structure	\$50.00
Two or less self-contained dwelling units	\$100.00
Three or more self-contained dwelling units, commercial/industrial	\$100.00 and \$50.00/unit
Demolition	
Less than 1,000 sq. ft. in floor area	\$100.00
Greater than 1,000 sq. ft. in floor area	\$100.00 plus \$50.00/1,000 sq. ft. (or part thereof)
Permit to move a building	\$550.00
Construction without a valid permit	Double Fee
Re-inspection	\$50.00
Building file review	\$50.00
Building Permit Refund (if no inspection done)	70% of Permit Fee (excluding Plan Processing Fee)
Confirmation of building permit(s), occupancy permit, inspections, siting and/or zoning information	\$50.00
To remove a Notice on Title, Section 57 of the Community Charter – payable in advance	\$500.00

Plumbing

Plumbing Permit	\$60.00 plus \$5.00 per fixture
Inspection of connection to, or alteration of, sanitary sewer, storm sewer or water line	\$30.00
Construction without a valid permit	Double Fee
Callback inspection	\$50.00

Method of Payment

Permit fees shall be paid by way of cash, cheque or money order, payable to the Village of Gold River. A permit for which a cheque is returned to the Village of Gold River from the applicant's bank will be treated as un-issued and no inspections will be completed until such time as the cheque is certified or replaced with cash or a money order.