

Building Permits for Construction

Building, Plumbing and Demolition

Building Permits help ensure that construction and major renovations comply with local bylaws, the B.C. Building Code and health and safety standards. Building Permits also provide the City with a record of all development to protect the interests of both the individual applicant and the City.

Building Permits Are Required for...

- Constructing, repairing or altering a building or structure, if it exceeds ten (10) square metres; excluding exterior finishing and roofing;
- construction of a pool or fencing around a pool;
- construction of a deck;
- construction of a retaining wall if it exceeds 5 feet;
- alteration or installation of a plumbing system;
- moving a building or structure into or within the City;
- demolishing a building or structure;
- occupying a new building or structure;
- constructing a masonry fireplace or installing a wood-burning appliance or chimney, whether attached to, part of or detached from a building;
- changing the use or occupancy of a building; unless the works are the subject of another valid and subsisting Building Permit.

Application Timelines

The City is committed to processing Building Permits in a timely manner as resources permit. A Building Permit for a simple structure may take one to two weeks, and for more complex structures, three to four weeks. This is dependent on application volume and staff capacity. Common delays include incomplete applications, missing information, and poor-quality plans or drawings.

What does a Building Permit Cost?

Building Permit fees are calculated based on the fee schedule of Building Bylaw 1338 and are based on the estimated cost of construction. Building Permits that are withdrawn or unable to proceed with be refunded accordingly. Additional fees associated with servicing and utilities, development cost charges, plumbing permit fees and security deposit fees may also apply.

Required Supporting Documents

Application requirements are dependent on what is being proposed. A detailed checklist is included with the Building Permit application. If you have questions regarding application requirements, please contact the City of Castlegar Building Official for assistance prior to making submission.

How do I Submit an Application?

Applications and fees can be submitted in person or electronically to Development Services at devserv@castlegar.ca. Fees will be calculated once a review of your application has occurred.

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Step 1: Pre-Application

- Ensure that your development proposal is in alignment with applicable land use regulations, such as the City's Zoning Bylaw and Subdivision and Development Servicing Bylaw.
- Prepare your Building Permit application and the required supportive documentation as outlined on the application checklist, including the drawings and plans of the proposed development.
- If you require assistance contact the City of Castlegar Building Official for guidance.

Step 2: Submit Application

- Applications may be submitted in person at City Hall or virtually by emailing devserv@castlegar.ca.
- Building Permit fees will be calculated based on the estimated cost of construction and as per the fee schedule of Building Bylaw 1338. Building Permit fees are payable at the time of issuance.

Step 3: Application Review and Circulation

- Once an Application has been accepted and received in full, staff will review the application for compliance with applicable regulations such as the City's Zoning Bylaw, Subdivision and Development Servicing Bylaw, B.C. Energy Step Code and the B.C. Building Code and Work Safe BC.
- Applications may be circulated for review to applicable City departments prior to consideration of issuance.

Step 4: Building Permit Issuance

- If the application meets all applicable regulations, applicants will be notified and required to pay any applicable fees, such as: building permit fee, servicing and utilities, development cost charges, plumbing permit fees and security deposit fees.
- Once the Building Permit has been issued, applicants are required to post the Building Permit and keep an approved set of plans on-site.
- Building Permits are valid for a period of two years from the date of issuance.

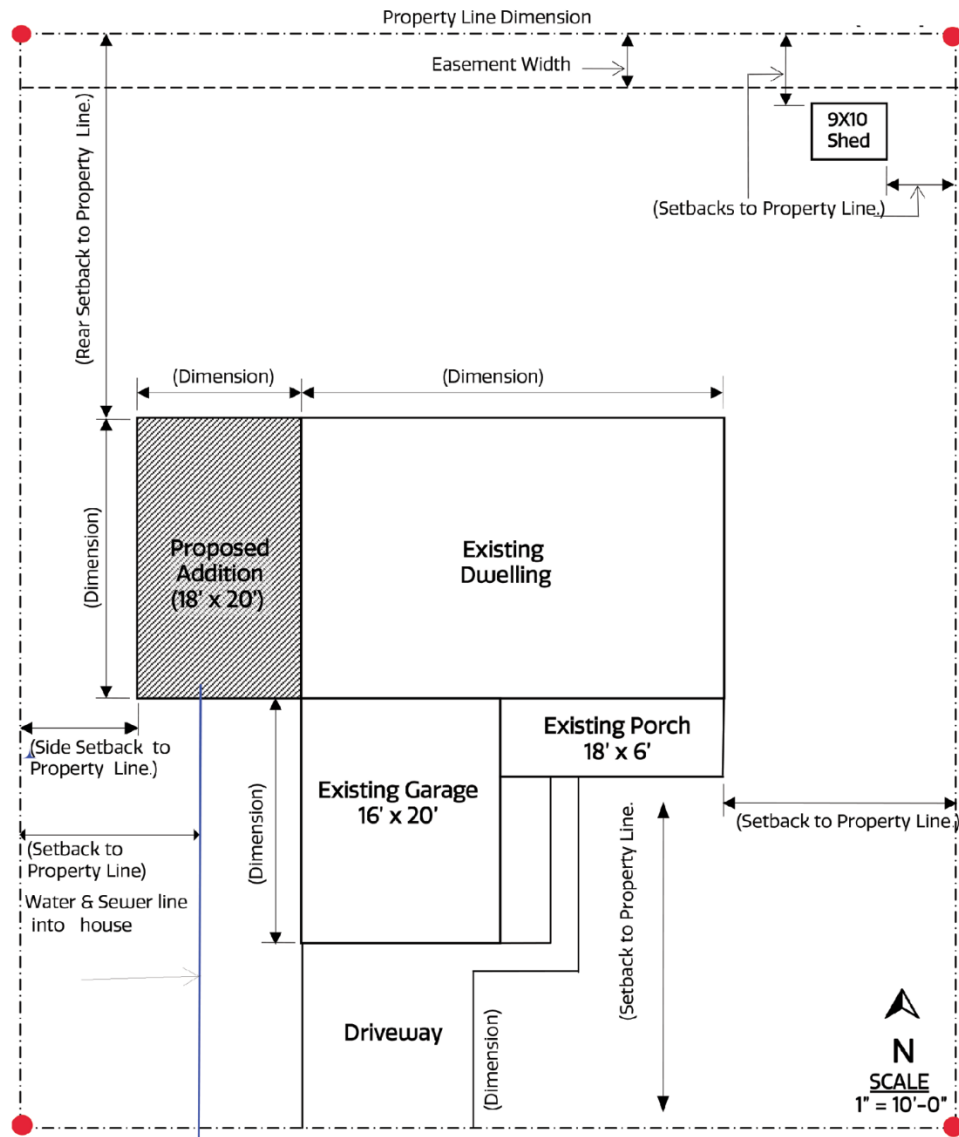
Step 5: Inspections

- Inspections are required throughout the building process. A list of required inspections will be provided at the time of Building Permit issuance.
- Inspections will be required for each step in the process. Inspections can be booked by contacting Development Services. Please allow for at least 24 hours. Any inspections booked on the same day will not be permitted.
- Building Permit Inspections: siting and footings, site services, backfill, radon mitigation system, damp- proofing, framing, insulation and vapour barrier, air barrier and final. BCLS Survey Certificate required before backfill for all new buildings. Permission is required from the City's Manager of Engineering before paving driveways or landscaping boulevards.
- Plumbing Permit Inspections: before covering, sanitary and water services, under slab rough-in, with test on, drain waste and venting rough-in with test on, waterline installation with test on, and final inspection at completion.

Step 6: Final Occupancy

- After the building process is completed, a final inspection can be scheduled. An Occupancy Permit will be issued upon the Building Official's final inspection and approval.
- A final engineering inspection may also be required to confirm access and site grading are in compliance with the regulations and have been completed.
- Once these inspections have been completed all applicable deposits will be refunded.

Sample Site Map



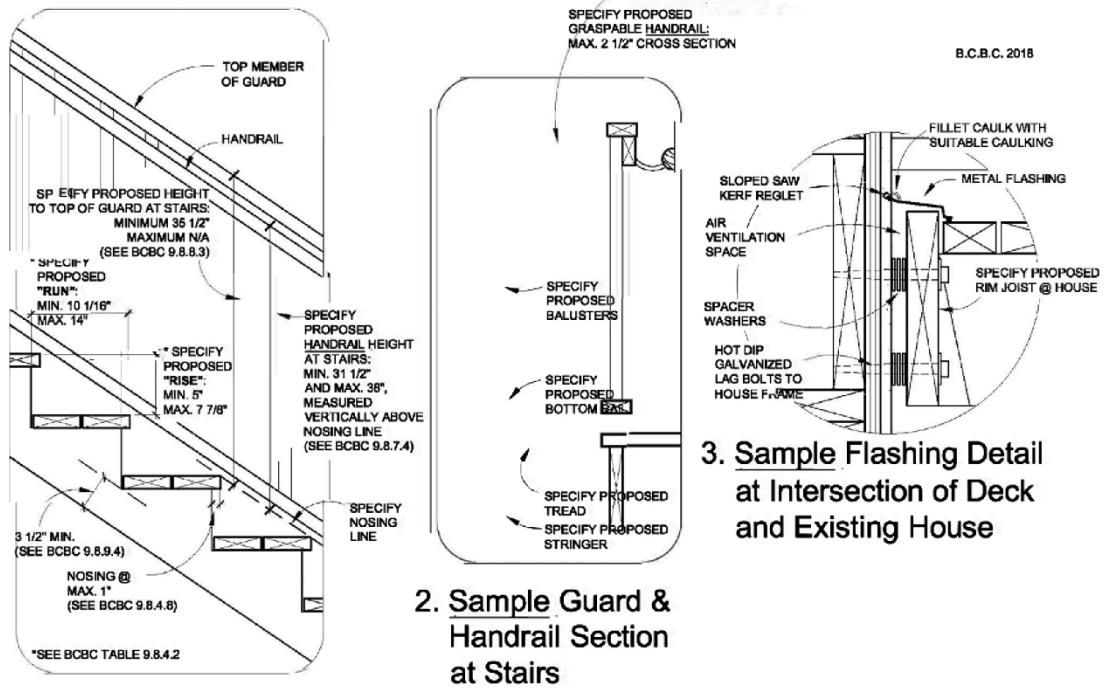
Street Name

Checklist:

1. Street name
2. Drawing scale, north arrow
3. Lot dimensions, property lines, property pin location
4. Easements and utilities locations
5. Label and locate existing buildings and other physical structures
6. Label and locate proposed additions, retaining walls, fences and other physical structures
7. Setback distances to property lines, easements and distances to all structures
8. Property owner name address and phone number

Property Pin Location= ●

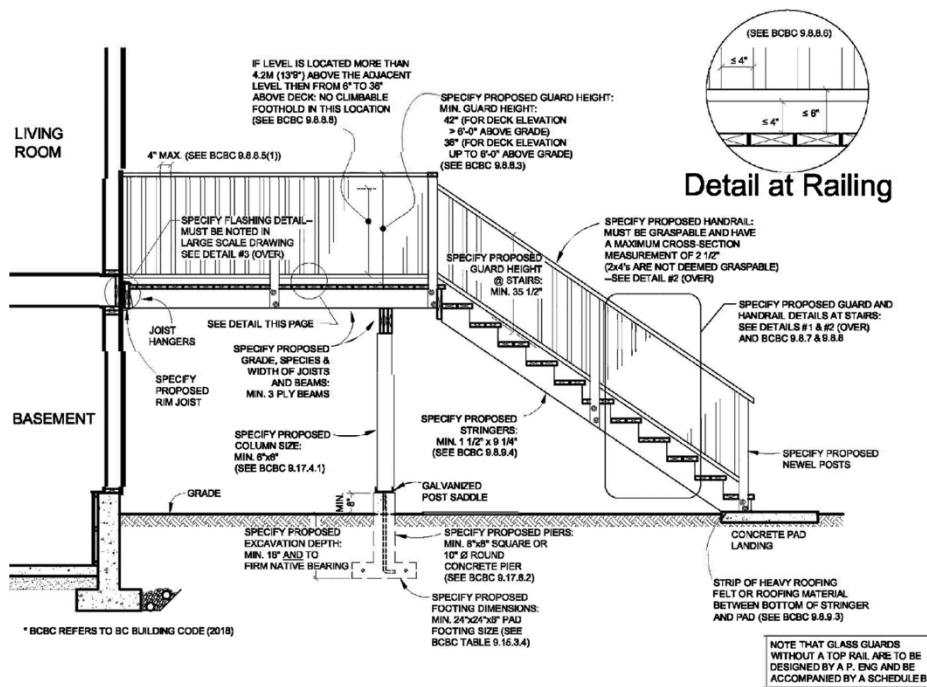
Sample Residential Deck Design and Plan Requirements



1. Sample Stair & Stringer Detail
 (*BC BUILDING CODE 2018)

2. Sample Guard & Handrail Section at Stairs

3. Sample Flashing Detail at Intersection of Deck and Existing House



Schedule A of Building Bylaw 1338: Fee Schedule

TYPE OF BUILDING PERMIT FEES	FEE (\$)
Basic Fee, covers construction values up to \$5000	\$100 for Construction Value to \$5000
Additional Fees to the Basic Fee	\$8 for each \$1000 or part thereof of Construction Value over \$5000
Application for NEW Secondary Suite	\$500
Submission of NEW or substantially REVISED plans	\$100 or 10% of Building Permit Fee, whichever is greater
Minimum Fee for Re-Inspections	\$60
Wood Burning Appliance	\$200
Demolition Residential	\$50
Demolition Commercial or Industrial	\$200
Fire Alarm System	\$100 Basic Fee plus additional \$8 per \$1000 Construction Value
Moving a Structure	\$100 Basic Fee plus additional \$8 per \$1000 Construction Value
Siting of Mobile Home, Single Wide Siting of Mobile Home, Double Wide	\$200 \$200
Change of Occupancy	\$100 Basic Fee
Signs and Awnings	\$100 Basic Fee plus additional \$8 per \$1000 Construction Value
Voluntary or Miscellaneous Inspections	\$100
Inspections outside of normal business hours	\$150
Business Licence Inspection	\$100

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Schedule A of Building Bylaw 1338: Fee Schedule

TYPE OF PLUMBING AND IRRIGATION PERMIT FEES	FEE (\$)
Basic Fee, Plumbing & Irrigation Permit	\$100 for Construction Value to \$5000
Additional Fixtures over First Fixture	\$8 for each \$1000 or part thereof of Construction Value over \$5000
Below Grade Exterior Water or Sewer Service (when separate from fixture installation)	\$500
Below Grade Exterior Water or Sewer Service (when installed with other fixtures)	\$100 or 10% of Building Permit Fee, whichever is greater
Basic Fee for Automatic Sprinkler System	\$60
Plumbing Fixture Count	\$200
TYPE OF SECURITY DEPOSIT FEES	FEE (\$)
Damage Deposit for Building Permit Valued between \$50,000 to \$200,000	\$500
Damage Deposit for Building Permit Valued between \$201,000 to \$500,000	\$1000
Damage Deposit for Building Permit Valued over \$500,001	\$1500