



**THOMPSON-NICOLA**  
REGIONAL DISTRICT



## **GUIDE to BUILDING PERMIT APPLICATION for DWELLINGS**

This guide provides detailed information for builders or owners applying for a new 1 or 2 family dwelling Building Permit (BP) and as well some guidance for residential additions and alterations. All content must be read with reference to the following overriding documents: Building Regulations and Zoning Bylaws, 2018 BC Building Code (BCBC), BC Plumbing Code, and Homeowners Protection Act (HPO), and any other applicable regulation.

<b>CONTENTS</b>	<b>PAGE</b>
<b>General Info/ Satellite Offices/ Contacts</b>	<b>2</b>
<b>Do I need a Building Permit?</b> (&/or plumbing, demolition permits)	<b>3</b>
<b>How does the Contaminated Site Regulation impact my application?</b>	<b>3</b>
<b>How does application review and processing work?</b>	<b>4</b>
<b>What do I need to submit to the TNRD?</b>	<b>5</b>
<b>What are construction drawing requirements?</b>	<b>6 - 14</b>
<b>What types of building inspections are required?</b>	<b>15</b>
<b>How do I calculate Energy Efficiency or Effective RSI?</b>	<b>16</b>
<b>How do I calculate limiting distance for required fire separations?</b>	<b>17</b>
<b>Does the HPO or Homeowner Protection Act affect my application?</b>	<b>18</b>
<b>What if I don't get a permit or do not call for required inspections?</b>	<b>19</b>
Infractions & Penalties for not obtaining a Building Permit or an Occupancy Certificate	
<b>What other agencies are or may be involved and what are their contacts?</b>	<b>20</b>

This Guide is to assist you but must not be construed by the reader as a right to development approval, even if the steps indicated are followed. Consult BC legislation, applicable bylaws, especially Building/ Zoning, for full requirements, procedures, and policies.

#300 – 465 Victoria Street, Kamloops BC V2C 2A9

Phone: 250-377-8673 Toll free in BC: 1-877-377-8673 Fax: 250-372-5048

Website: [www.tnrd.ca](http://www.tnrd.ca)



## Building Inspection Satellite Offices

Ashcroft  
601 Bancroft  
Tuesdays, 10 a.m. – 11 a.m.  
Phone: 250-453-9161  
Fax: 250-453-9964

Cache Creek  
1389 Quartz Road  
Tuesdays, 1 p.m. – 2 p.m.  
Phone: 250-457-6237  
Fax: 250-457-9192

Chase  
826 Okanagan Avenue  
Tuesdays/Thursdays, 10 a.m. – 11 a.m.  
Phone: 250-679-3238  
Fax: 250-679-3070

Clearwater  
209 Dutch Lake Road  
Tuesdays/Thursdays, 11 a.m. – 12 noon  
Phone: 250-674-2257  
Fax: 250-674-2173

Clinton  
1423 Cariboo Highway  
2<sup>nd</sup>/4<sup>th</sup> Thursdays, 10:30 a.m. – 12 noon  
Phone: 250-459-2261  
Fax: 250-459-2227

Logan Lake  
1 Opal Drive  
Thursdays 9:30 a.m. – 11 a.m.  
Phone: 250-523-6225  
Fax: 250-523-6678

Merritt  
Merritt City Hall  
2185 Voght Street  
Wednesdays, 10 a.m. – 11:30 a.m.

Office hours are subject to change.  
Please make an appointment with the area inspector or  
TNRD for better service and extended consultation time.

## Do I need a Building Permit? Or any other permit?

A building permit (BP) is **required** to:

- Construct a new home or install/place a manufactured home;
- Construct a new accessory building;
- Construct any size building which serves a habitable use such as a bunkhouse or tiny home;
- Construct an addition to an existing dwelling, accessory bldg, or manufactured home;
- Undertake any interior work such as partitions, etc.;
- Construct a sundeck, porch or roof;
- Construct a retaining wall more than 1.2 metres (4 feet) in height;
- Move a building or demolish a building; and
- Change the occupancy or use of a building or part thereof.

*Also, to construct commercial, industrial, or public use buildings however this guide focusses on dwellings*

Building permit application **exemptions** (also see applicable municipal bylaw):

- If you have a primary bldg on the parcel (i.e. a house), then you can erect an accessory building (meaning NOT a small dwelling) with a gross building area of less than:
  - ✓ 10 square metres (107 sq. ft.) in municipalities;
  - ✓ 20 square metres (215 sq. ft.) in the TNRD;
  - ✓ 55 square metres (592 sq. ft.) in the TNRD for AF-1, RL-1, SH-1 or CR-1 zones;
- 600 square meters (6465 sq. ft.) in the TNRD for some (not all) agricultural bldgs but only on Class 9 Farm assessed land.

Even if you do not need a BP, you must meet setbacks, zoning, and other regulations!

**Call us!**



Additional submissions:

Plumbing Permit application for installation or relocation of any plumbing fixtures is rolled into the BP application in most cases. Plumbing Permits are only issued to a qualified tradesperson - *with the exception that if a homeowner is doing their own plumbing, they MUST submit a plumbing schematic drawing for TNRD review and approval.*


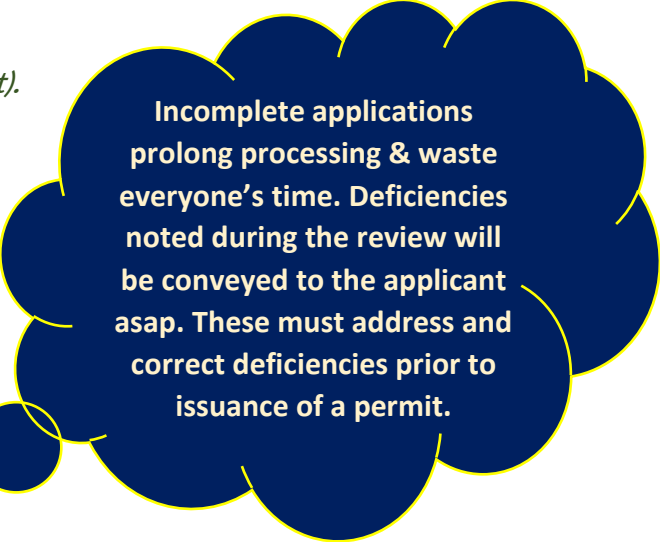
Demolition Permit is required for the demolition of any building(s). Permit approval is required prior to any demolition commencing and the applicant must provide authorized verification that all appropriate utilities have been disconnected prior to demolition.

**Contaminated Sites:** building which involves any excavation must submit a *Site Disclosure Statement* which discloses the history of the land, specifically if ANY of the commercial or industrial uses/activities on the Prov Gov list (called *Schedule 2*) took place. See the BP application form or the Ministry website for more info: [Contaminated sites - Province of British Columbia \(gov.bc.ca\)](http://www.gov.bc.ca)

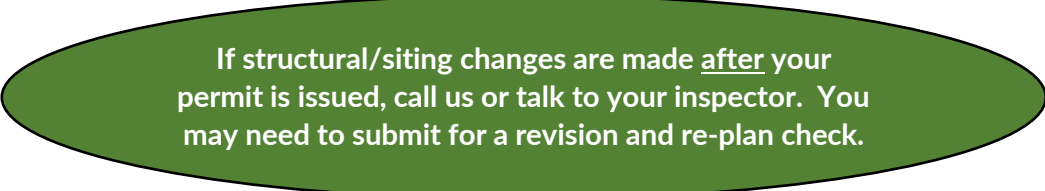
## How does the application review and processing work?

Your Building Permit Application is processed and reviewed as follows:

1. If you are not an experienced HPO licensed contractor, you are urged to book a time to meet with 1) a Building Inspector who determines the acceptability of building plans and other required submissions; and 2) a Planner who confirms setbacks, land use, zoning, and various provincial legislation such as Floodplain, Riparian Regulation, etc. This will help you and save frustration.
2. Compile all the necessary submissions.
3. Submit a complete application (*see page 5 for checklist*).
4. Your application is reviewed by Planning for compliance with Zoning, including the following:
  - proposed use & density
  - building height & setbacks
  - floor space ratio/site coverage
  - off-street parking & loading
  - accessory buildings
  - setbacks from watercourses
  - setback for flood plain
5. If your application is within a municipality, it is referred there for their review. This typically includes zoning, water/sewer/storm connections, development cost charges (DCCs), and any particular requirements for the given municipality.
6. Building Inspector completes a plan review of the construction drawings for compliance with the BC Building Code and Building Bylaw 2066 (or the member municipal Building Bylaw) and related provincial regulations. This includes your submission of the following:
  - *Calculations of Energy Utilization* for all new house applications (see page 16)
  - *Spatial Separation Calculations* must be provided with the drawings (see page 17)
  - *Homeowner Protection Act* registration (see page 18)
7. Permit is prepared for issuance, inc. fee calculation; list of required inspections that you must call for; important conditions you must abide with; and in some case additional items/action that will be necessary as you progress with construction.
8. You are called to pick up and pay for your Building Permit.

A simple line-art icon of a lit lightbulb with rays emanating from it, positioned to the left of the thought bubble.A large, dark blue thought bubble with a yellow outline, containing text about incomplete applications.

Incomplete applications prolong processing & waste everyone's time. Deficiencies noted during the review will be conveyed to the applicant asap. These must address and correct deficiencies prior to issuance of a permit.

A green oval callout box with a black border, containing text about structural/siting changes.

If structural/siting changes are made after your permit is issued, call us or talk to your inspector. You may need to submit for a revision and re-plan check.

# What do I need to submit to the TNRD?



Building Inspection Department T 250.377.8673  
 300-465 Victoria Street E [building@tnrd.ca](mailto:building@tnrd.ca)  
 Kamloops, BC | V2C 2A0 [tnrd.ca](http://tnrd.ca)

## DWELLING APPLICATION CHECKLIST

Type of Dwelling:  Single Family Dwelling  with suite  
 Duplex  2<sup>nd</sup> or Additional Dwelling  
 See next page for an explanatory guide to this checklist

### DWELLING APPLICATION REQUIREMENTS

#### NEW, ADDITIONS OR ALTERATIONS

- Building and Plumbing Permit Application\*
- HPO registration
- Corporate Registration/summary (if required)
- Hazardous Materials Post-Abatement Report (Add/Alt)

#### TWO SETS OF BUILDING PLANS, INCLUDING:

- Site plan(s)  Cross-section
- Foundation  Energy Model/ Pre-Construction Report OR Prescriptive Energy calculations
- Floor plan(s)  Truss/floor beam layout showing point loads (to be obtained from truss supplier)
- Elevations

#### ONE OF EITHER:

- Septic Sewage disposal approval OR
- TNRD Utility approval OR
- Municipal utility approval

#### FEES:

- Application fee ( varies up to \$200)
- Building permit fee \*\* (paid at issuance)
- Surcharge fee (\$1500 paid at issuance)

\* If person to do the plumbing work is not a TQ Plumber, please provide a plumbing schematic for Inspector review.  
 \*\* Building Permit fee is based on construction value.

#### REGISTERED PROFESSIONAL (SCHEDULE B)

\*\*\*As and if applicable:

- Coordinating Registered Professional (CRP)
- Architectural
- Structural (truss specs)
- Mechanical
- Plumbing
- Fire Suppression Electrical
- Geo Tech - Temporary
- Geo Tech - Permanent

\*\*\* Required engineered drawings must accompany application package at time of submittal. In addition to Schedule B, we require a copy of the Letter of Assurance and Registered Professional's Proof of Insurance.

### DEMOLITION REQUIREMENTS

- Application (use same form as Building permit application)
- Corporate Registration/summary (if required)
- Building demolition form (confirmation of utility disconnection)
- Hazardous Materials Post-Abatement Report
- Site plans (two copies)
- Demolition permit fee (\$50) & deposit as applicable

### PLANNING AND ZONING REQUIREMENTS

All permit applications will be reviewed by the Planning Department for compliance with the following:

- TNRD Zoning Bylaw No. 2400 (<https://tnrd.civicweb.net/document/70091/>)
- Floodplain Management Bylaw No. 2828 (<https://tnrd.civicweb.net/document/212202/>)
- Agricultural Land Reserve (<https://www.tnrd.ca/planning-development/planning/agricultural-land-reserve/>) and
- Riparian Areas Protection Regulation (<https://tnrd.civicweb.net/document/83626/>)

Failure to consider these may lead to a delay in processing the building permit application. For questions, contact the Planning Department prior to making an application 250-377-8673 or [planning@tnrd.ca](mailto:planning@tnrd.ca).

### FOR OFFICE USE:

Civic Address Sign: Horizontal  OR Vertical

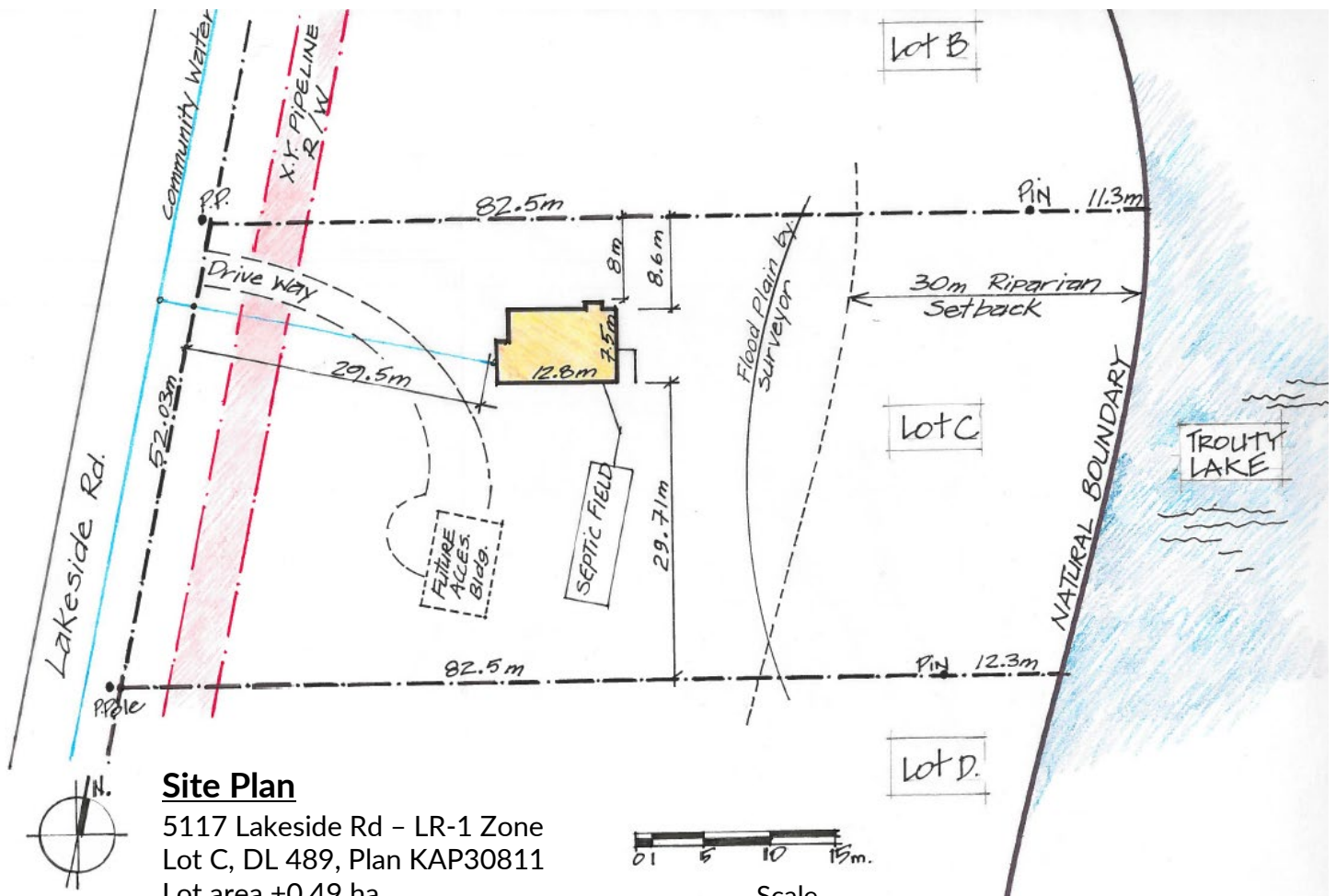
Initial application review date: \_\_\_\_\_



## What are construction drawing requirements?

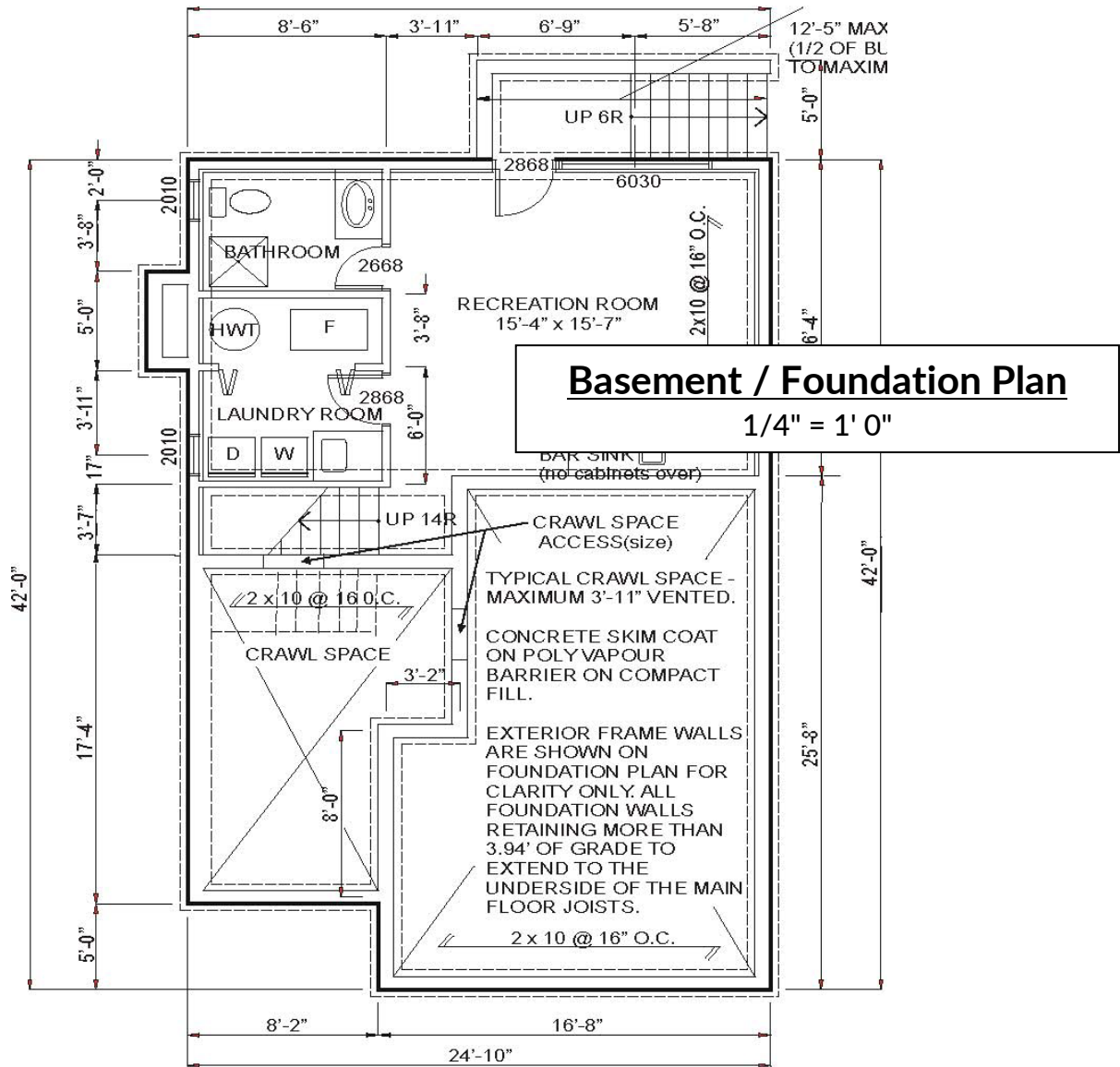
### Site Plan to include the following:

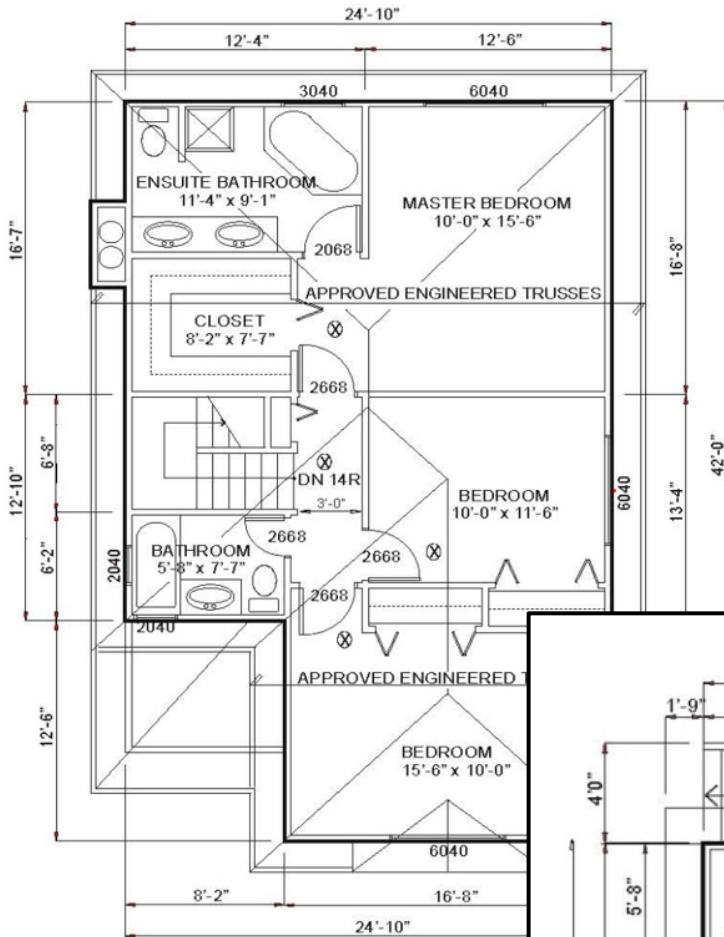
- Drawn to scale not less than 1:500 and north arrow
- Address or Legal Description of parcel
- Dimensions of parcel
- Any right-of-ways, registered easements, geotechnical covenant areas, and/or encroachments
- Indicate all major topographic features and watercourses/lakes/etc.
- Street/lane names and locations and existing or proposed driveway location and width
- Size and location of parking (esp. in urban sites)
- Dimensions of all setbacks, measured from the property line, including front, side and rear yard
- Indicate limiting distance for required fire separations (see page 17)
- Dimensions of principal and any accessory buildings (if BP is for an addition, clearly show extent)
- Community/municipal water, storm and sanitary connection size and location to property line(s)
- If rural, septic tank/field location and well



# Floor Plans include the following:

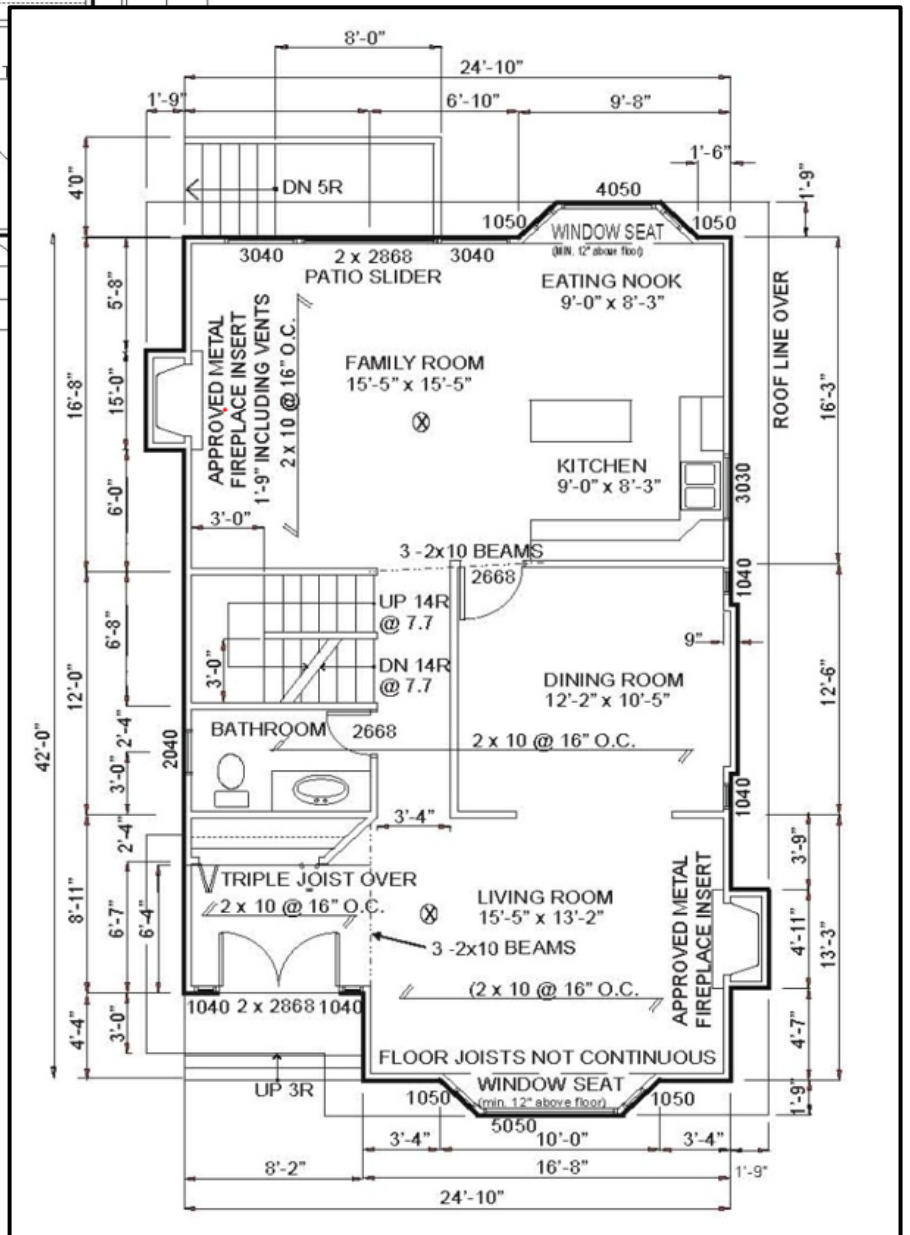
- Scale not less than 1/4" = 1' 0" (1:50)
- Indicate all outside floor dimensions
- Indicate all room uses / dimensions, including finished/unfinished areas
- Indicate stair details (rise/run, width, handrails, headroom, etc.)
- Indicate door, window and skylight locations and dimensions (inc. bdrms for exiting)
- Indicate construction of wall assemblies and fire separations
- Highlight shear walls and cross reference with specific details
- Indicate plumbing fixtures
- Indicate the locations of all smoke alarms and CO<sub>2</sub> detectors on all floors
- Indicate direction, location and size of all joists, beams, lintels, girders, girder supports & trusses
- Note all sloped ceilings and advise to see cross section notes
- Indicate location and dimensions of any chimneys including vents, bay windows & similar
- Clearly indicate proposed work if adding to the building





### First & Second Floor Plans

1/4" = 1'-0"





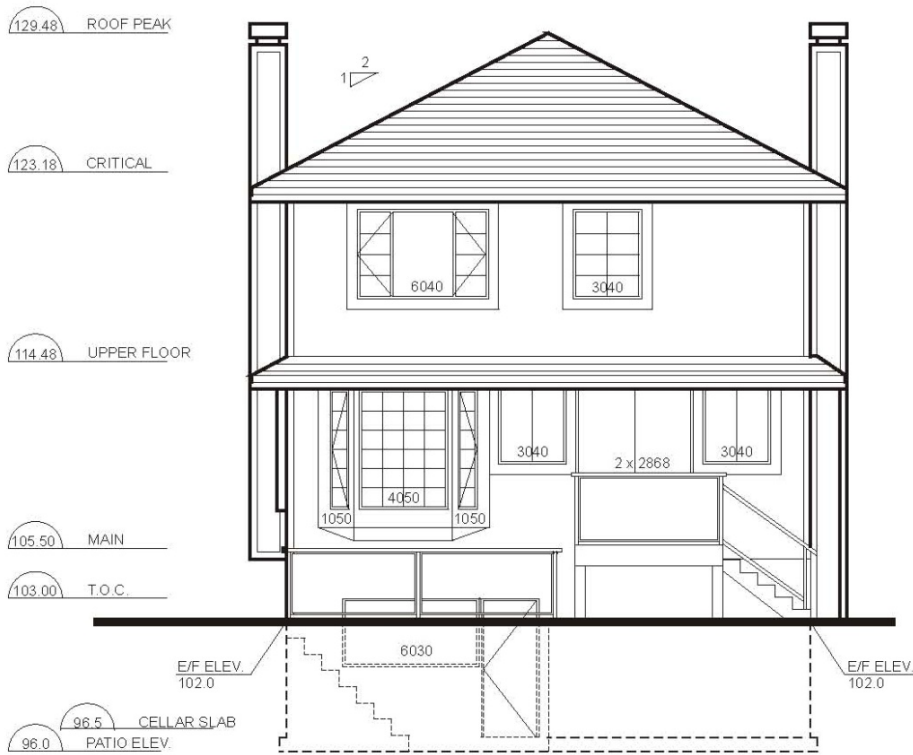
## Elevations to include the following:

- Scale not less than 1/4" = 1' 0" (1:50)
- New buildings - all four elevations (front, rear and two sides)
- Additions/exterior alterations - sufficient elevations to adequately represent changes
- Exterior cladding/ finish details and material
- Floor levels showing height above/below finished grade inc. at window/door wells
- Elevation at top of wall under the eaves may be required to calculate exposed building face
- Dimensions of any exterior guards and guard details
- Location and sizes of all windows, doors and skylights inc. safety glass where required
- Roof pitch and roofing material and eave overhang dimensions

## Details / Cross sections\* to include the following:

- Scale not less than 1/4" = 1' 0" (1:50)
- Stair dimensions - width, rise, run PLUS height & location of handrails and guardrails
- Ceiling height of crawl spaces and all habitable floors (floor to ceiling)
- Height of all half storeys (floor areas with a minimum ceiling height of 4 ft)
- Wall, floor, roof and/or ceiling assemblies
- Indicate fire and/or sound separations between principal dwelling unit & secondary suite & two family dwellings, indicate assemblies at party wall.
- Bay window and window well details
- Crawl space details, showing ventilation and access including size of access door
- Insulation, vapour barriers, damp proofing and waterproofing details
- Lintel, beam, joist and stud sizes including spacing and lumber grade
- Prefabricated roof trusses/ laminated wood or other beams (2 sets -signed and sealed by professional engineer registered in BC)
- Details of prefabricated fireplaces/chimneys (CSA approved)
- For attached carports/garages - detail of fire/smoke/gas barrier, door closures, etc.
- Details of pony walls that need reinforcement to withstand lateral movement
- Shear walls should be cross referenced on the floor plan

***\*More than one cross section may be required, particularly if the lot is sloped or the dwelling is large/complex.***

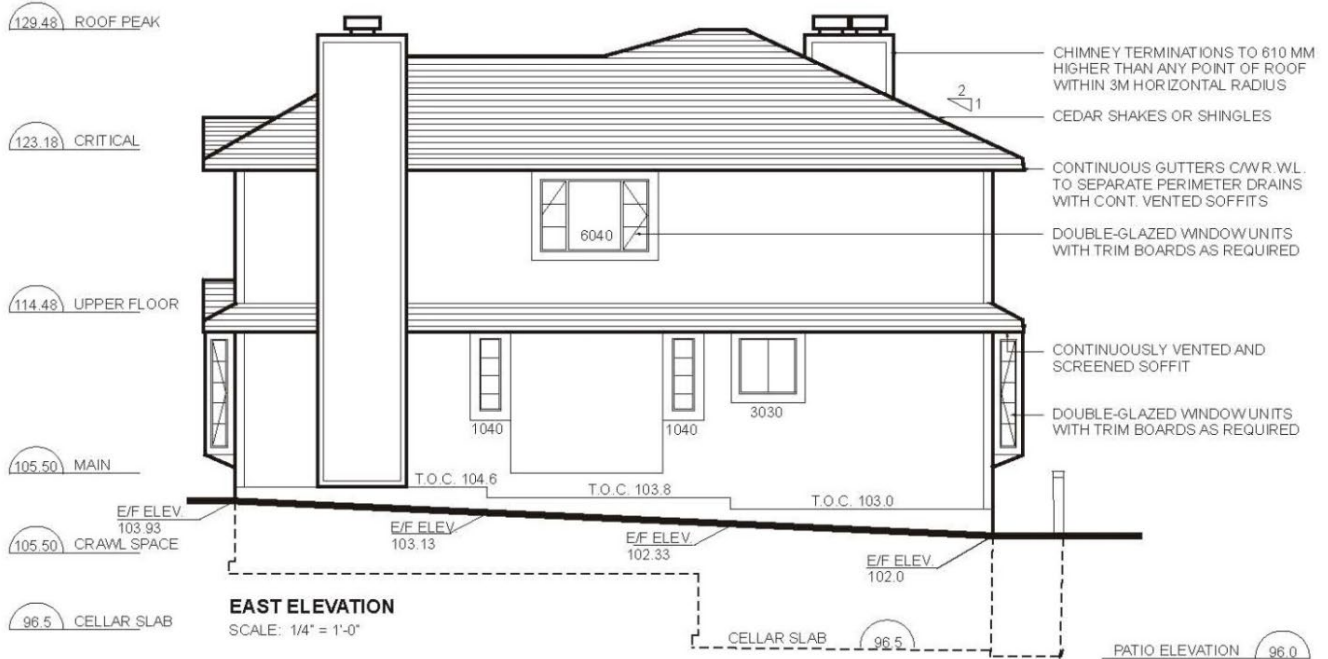


**NORTH ELEVATION**  
 SCALE: 1/4" = 1'-0"



**SOUTH ELEVATION**  
 SCALE: 1/4" = 1'-0"

**Elevation Plans**



**ENERGY UTILIZATION CALCULATIONS**

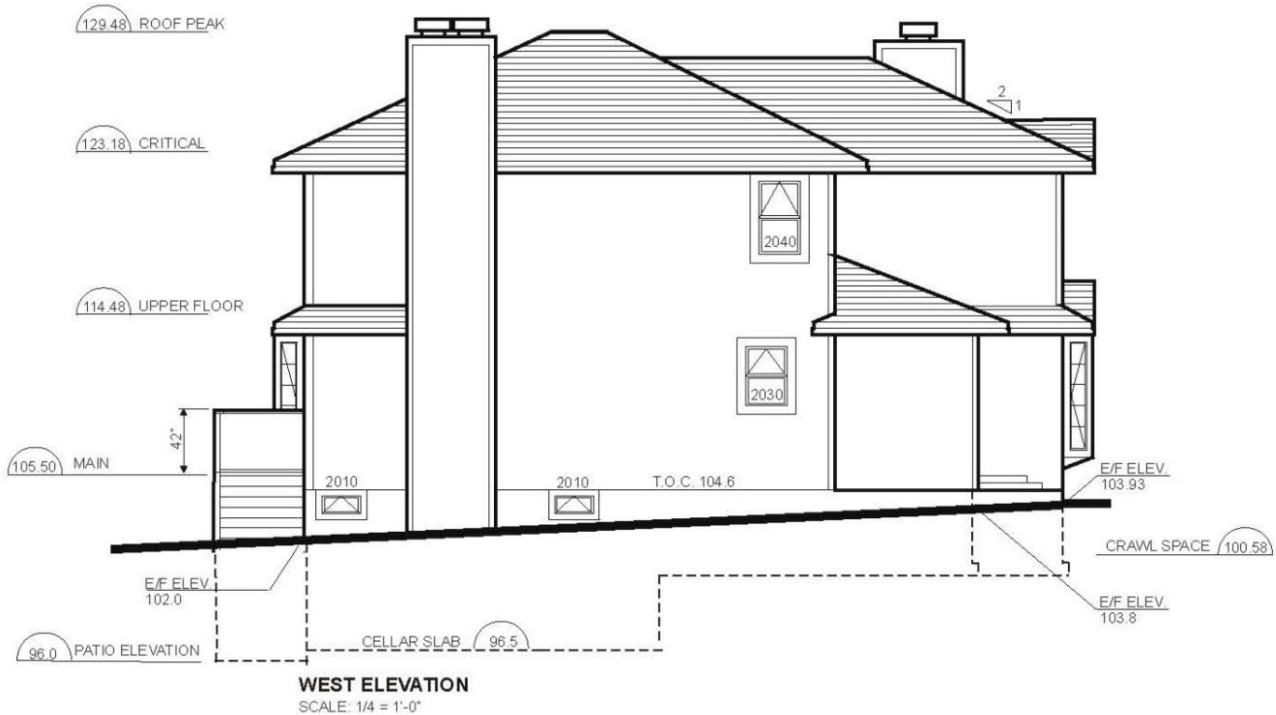
Maximum glazing permitted 15% \_\_\_\_\_ sq.ft (or upgrade)

Glazing proposed  
 East elevation \_\_\_\_\_ sq.ft  
 West elevation \_\_\_\_\_ sq.ft  
 North elevation \_\_\_\_\_ sq.ft  
 South elevation \_\_\_\_\_ sq.ft

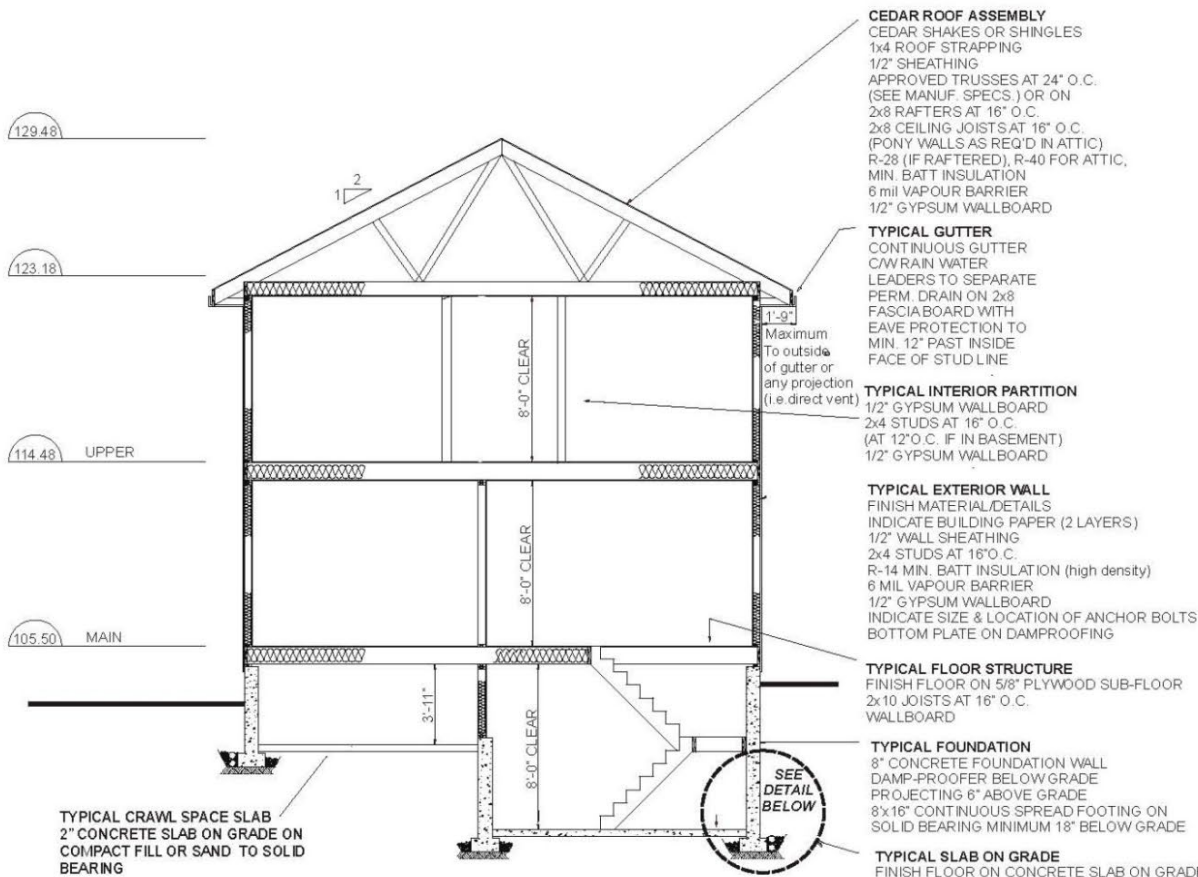
Total Proposed \_\_\_\_\_ sq.ft \_\_\_\_\_ %

**SPATIAL SEPARATION CALCULATIONS**

Limiting Distance \_\_\_\_\_  
 Exposed wall area \_\_\_\_\_  
 Permitted unprotected openings \_\_\_\_\_ sq.ft  
 Proposed unprotected openings \_\_\_\_\_ sq.ft



**Elevation Plans**

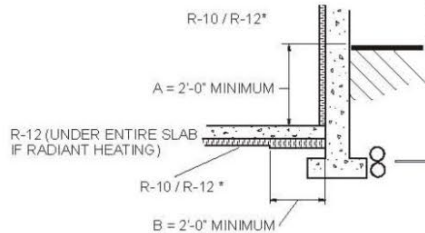


SHEAR WALL DETAILS  
 HOLD DOWN DETAILS  
 NAILING PATTERNS

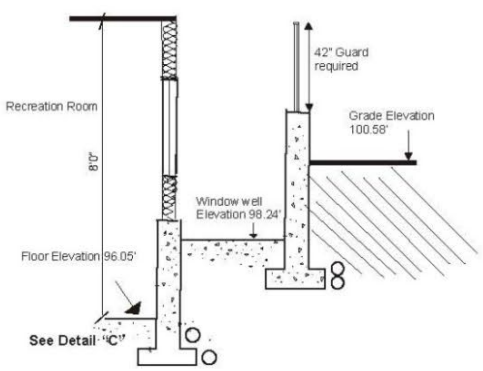
IF THE MINIMUM DIMENSION "A" CANNOT BE MET,  
 THEN THE MINIMUM DIMENSION "B" MUST BE MET.

IF THE MINIMUM DIMENSION "A" IS MET, THEN  
 MINIMUM DIMENSION "B" IS NOT REQUIRED.

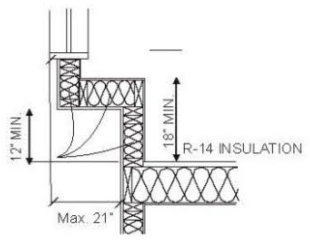
\* R-10 IS REQUIRED IF THE BUILDING IS HEATED  
 USING NATURAL GAS, R-12 IS REQUIRED IF  
 THE BUILDING IS HEATED OTHERWISE.



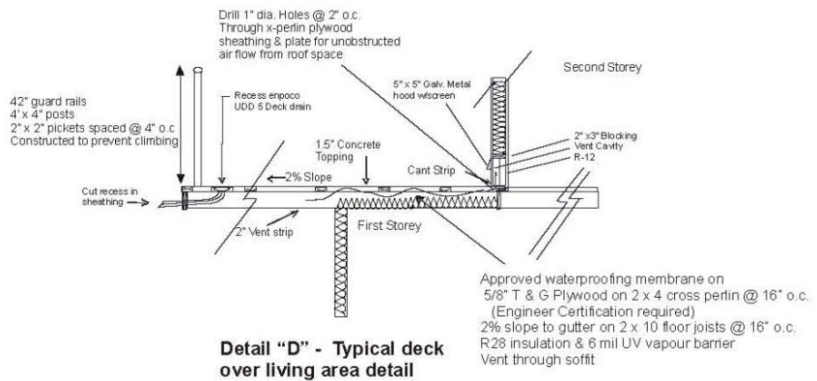
**Detail "C" - Required Insulation at Basement/Cellar**



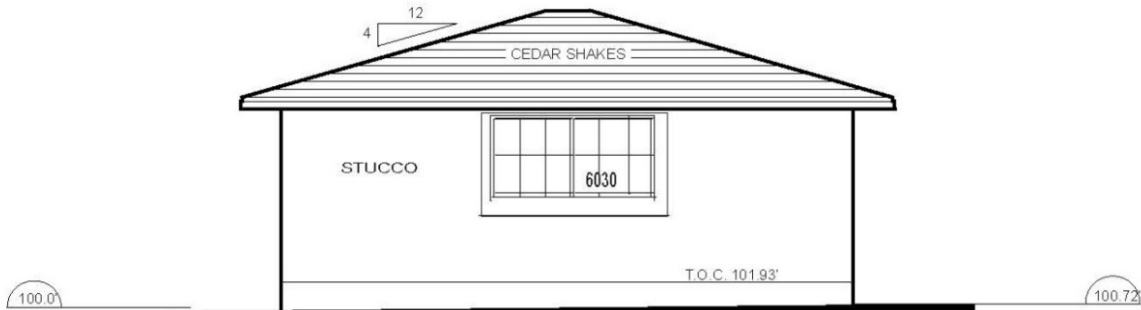
**Detail "A" Typical Window well detail**



**Detail "B" Typical Bay Window**

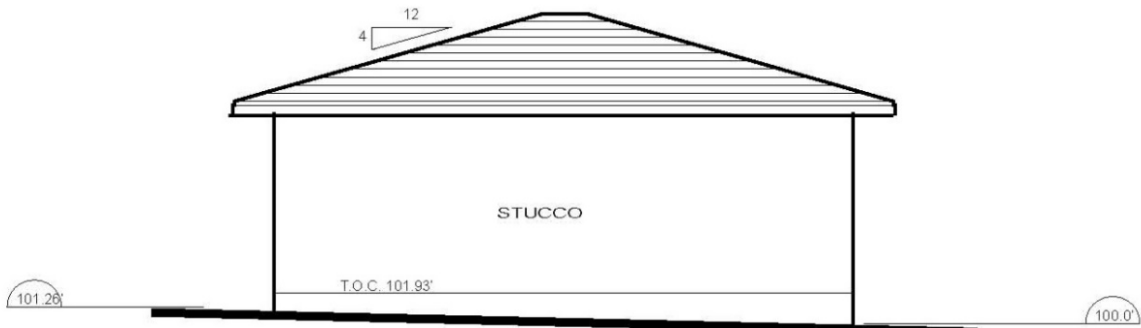


**Detail "D" - Typical deck over living area detail**



**WEST ELEVATION**

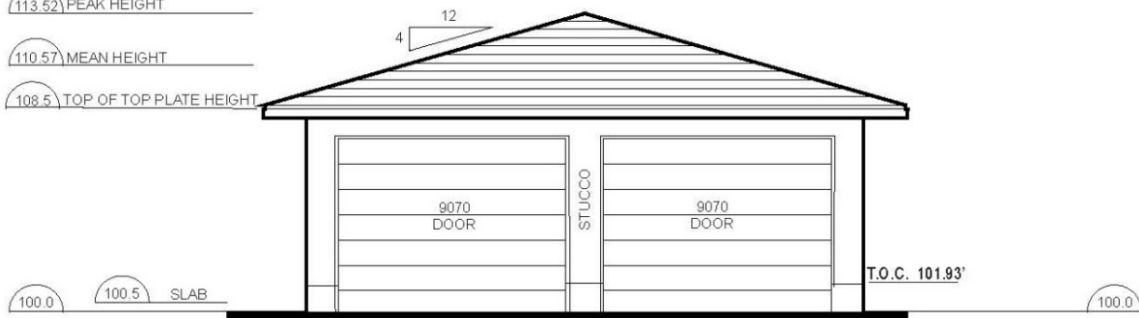
SCALE: 1/4" = 1'-0"



**EAST ELEVATION**

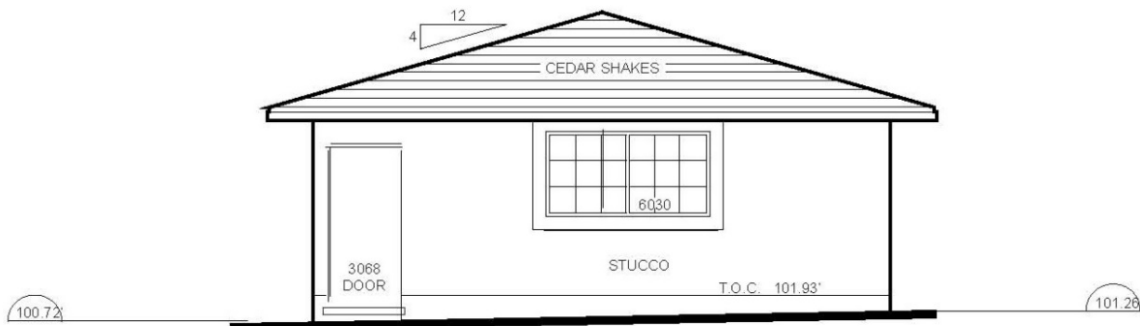
SCALE: 1/4" = 1'-0"

- (113.52) PEAK HEIGHT
- (110.57) MEAN HEIGHT
- (108.5) TOP OF TOP PLATE HEIGHT



**NORTH ELEVATION**

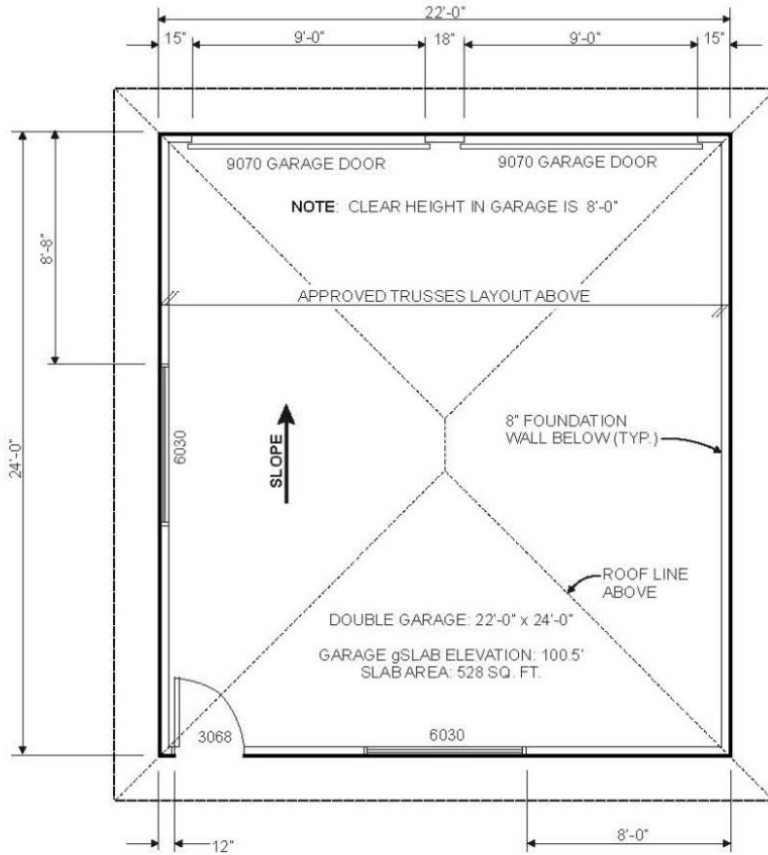
SCALE: 1/4" = 1'-0"



**SOUTH ELEVATION**

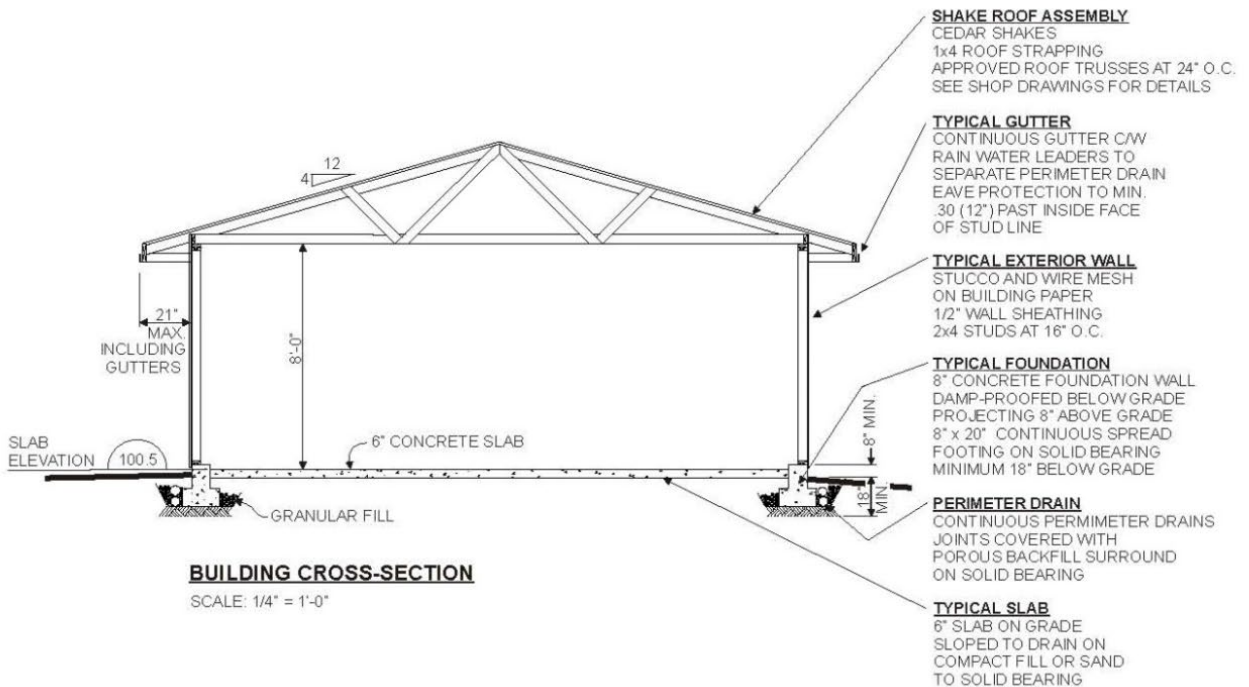
SCALE: 1/4" = 1'-0"

**GARAGE ELEVATION PLANS**



**GARAGE FLOOR PLAN**

SCALE: 1/4" = 1'-0"



**BUILDING CROSS-SECTION**

SCALE: 1/4" = 1'-0"

## What types of building inspections are required?

It is the **responsibility** of the **owner/contractor** to contact Building Inspection Services to book an inspection request no later than 12pm on the business day prior to the scheduled inspection day. The Permit Number must be quoted when requesting an inspection, and the owner/contractor is to ensure that the TNRD Building Permit Placard is posted in a conspicuous place on the property such as the driveway entrance.

### 1. SITING AND FORMWORK

When the forms for footings are complete, but prior to placing of any concrete therein; (A string line must be extended between exposed IP's or setback pins must be located by a BC Land Surveyor). ICF foundation forms require inspection by TNRD Area Inspector or by Structural Engineer prior to concrete pour.

### 2. UNDERSLAB PLUMBING

When the rough-in plumbing system, including interior water supply and drain waste and vent piping are complete, but before any such plumbing is covered (Testing with a minimum 5' head or 5psi is required).

### 3. UNDERSLAB DAMPPROOFING/SOIL GAS CONTROL

When concrete slab dampproofing or soil gas control measures have been installed, but prior to pouring a concrete slab.

### 4. PRE-BACKFILL

When foundation concrete dampproofing, waterproofing and perimeter drains are complete, or after framing of a preserved wood foundation wall and floor assembly and application of dampproofing, but prior to any backfill being placed.

### 5. FRAMING

When framing and sheathing of the building are complete, including the installation of roof membrane, all exterior doors and windows, fire-stopping, bracing, chimneys, duct work, plumbing, gas venting and wiring, but before any insulation, drywall or other interior or exterior finish is applied which would conceal such work.

### 6. ABOVE SLAB PLUMBING/SHOWER PAN

When the rough-in plumbing system, including interior water supply and drain waste and vent piping are complete, but before any such plumbing is covered.

Shower pan membranes need to be inspected under flood test, prior to proceeding to tile application.

### 7. STUCCO LATH

When exterior stucco wire and flashing is complete but prior to placement of any scratch coat thereon.

### 8. MASONRY FIREPLACE/CHIMNEY

During the **construction** of any masonry fireplace, when cantilevered hearth forms are in place but prior to pouring concrete; at the smoke chamber stage; for a free-standing masonry chimney, at the thimble stage; before any factory-built or site constructed fireplace or chimney is enclosed by combustible material; and before the chimney cap is placed on a masonry chimney.

### 9. INSULATION

When insulation and vapour barrier are complete but prior to proceeding to tile application.

### 10. FINAL INSPECTION

When all work is completed but prior to occupancy, provisional or final. When requesting 'Provisional', ensure all life-safety and health-related requirements have been completed. An \$80 fee will be due for payment prior to inspection for Provisional Occupancy.

**To book an Inspection, visit [tnrd.ca](http://tnrd.ca) to use an online form or call the 24 hour inspection request line: 250-377-7076 Inspections must be booked by 12pm**



**If an inspection is requested but the relevant work is incomplete, a \$50 re-inspection fee is charged before further inspections are done.**

## How do I calculate Energy Efficiency or Effective RSI?

BCBC s. 9.36 requires that a certain level of energy efficiency is achieved but does not prescribe how you get there – i.e. *it is a performance standard*. For example, you can meet it thru a combination of heat recovery ventilation, triple paned windows, and/or the most common approach: extra insulation in walls and roofs or thermal resistance (RSI). The requirements change by climate zone. There is more than one climate zone in the TNRD thus minimum specification will vary.

**If you propose to meet energy requirements via construction, you must submit RSI calculations for *all* exterior walls, foundation walls, roofs, floors over unheated spaces, garage/dwelling shared walls, by filling out the:**

### “9.36 Energy Efficiency Design Worksheet”

To help you, we have compiled most of the data you will need to complete this worksheet and provided you RSI totals for the most common wall, foundation, and roof assemblies. An example from this worksheet of an exterior wall follows:

2x6 framing filled with R22 batt @ 24" o.c.									
		VINYL SIDING		CEMENT FIBRE		WOOD SIDING		STUCCO	
WALL ASSEMBLY COMPONENTS:		RSI	R	RSI	R	RSI	R	RSI	R
1	exterior air film	0.03	0.17	0.03	0.17	0.03	0.17	0.03	0.17
2	Cladding (no air space) as noted in the heading	0.11	0.63	0.03	0.17	0.14	0.80	0.02	0.11
3	asphalt impregnated paper <sup>2</sup>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	7/16" (11.1 mm) OSB sheathing	0.11	0.63	0.11	0.63	0.11	0.63	0.11	0.63
5	2x6 framing filled with R22 batt @ 24" o.c.	2.67	15.18	2.67	15.18	2.67	15.18	2.67	15.18
6	polyethylene	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	1/2" (12.7 mm) gypsum board	0.08	0.45	0.08	0.45	0.08	0.45	0.08	0.45
8	finish: 1 coat latex primer and latex paint	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	interior air film	0.12	0.68	0.12	0.68	0.12	0.68	0.12	0.68
Effective RSI / R Value of Entire Assembly		<b>3.12</b>	<b>17.74</b>	<b>3.04</b>	<b>17.28</b>	<b>3.15</b>	<b>17.91</b>	<b>3.03</b>	<b>17.23</b>
With HRV		<b>3.12</b>	<b>17.74</b>	<b>3.04</b>	<b>17.28</b>	<b>3.15</b>	<b>17.91</b>	<b>3.03</b>	<b>17.23</b>

**RED** values do not comply with minimum code requirements

**GREEN** values comply with minimum code requirements

**For the complete worksheet go to our website or click on the link at:**

[Building Code Changes Dealing With Energy Efficiency](#)

**Submit a completed worksheet with your BP application. Alternatively, you may hire a qualified person (typically an *Energy Efficiency Consultant*) to undertake energy modelling, unique to your project, and submit their report with your application.**



## How do I calculate limiting distance for required fire separations?

The BCBC requires a **spatial separation** for fire spread between buildings on adjacent properties. To calculate this spatial separation or *limiting distance* you must calculate the **total area of all unprotected openings** such as windows, patio doors, and door glazing, vents, etc. This total is then limited as a % of the total exposed area of that elevation. This typically impacts side elevations where dwellings are nearer property lines but it can even affect you in cases where you have a 32 ft/10m setback. A side elevation with a setback of 4 ft /1.2 metres, or less, will not be allowed openings (this includes soffit venting) and will require a fire rating. This is what you need to submit:

- what is limiting distance to property line (setback at closest point of prop. line)
- area of exterior wall from grade to soffit or underside of upper most ceiling
- calculate total area of all windows (unprotected openings)
- calculate what the % of wall that it comprises



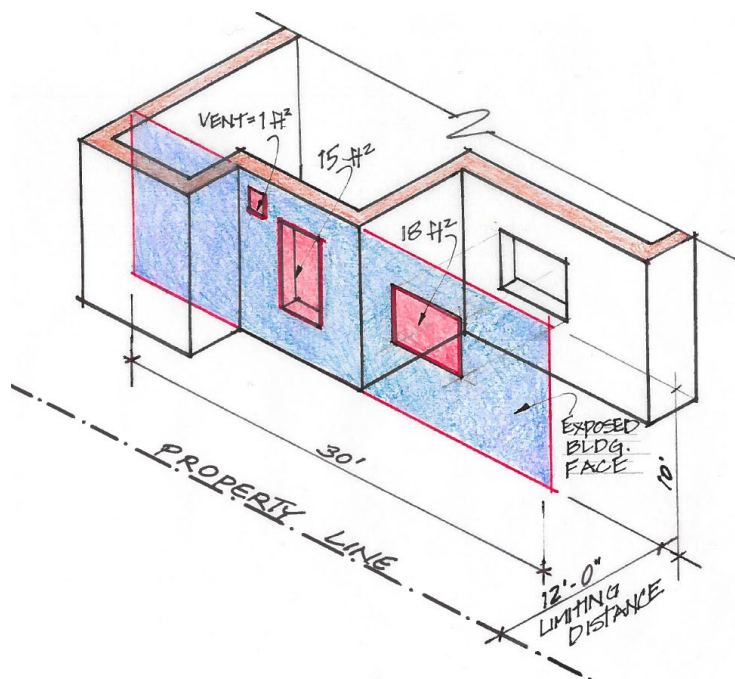
Where there is NO full time fire department that can get to your property within 10 minutes, 90% of the time, your allowed unprotected openings and need for fire rating are calculated at 1/2 of the actual limiting distance.

Exposed Building Face is calculated as if the side facing the property line was a continuous flat surface from grade to the underside of the upper most ceiling.

### For example:

Area of wall face	$30\text{ ft} \times 10\text{ ft} = 300\text{ ft}^2$
Area of openings	$1\text{ft}^2 + 15\text{ft}^2 + 18\text{ft}^2 = 34\text{ ft}^2$
	$34\text{ ft}^2 \div 300\text{ ft}^2 = 11.3\%$

Note the 12ft limiting distance would be halved to 6ft if fire fighting response is over 10 minutes. TNRD will calculate to ensure you do not exceed the allowed openings. In this example one of the openings would have to be reduced by ~2ft<sup>2</sup>.



## Does the HPO or Homeowner Protection Act affect my application?

The Homeowner Protection Office is responsible to ensure the builder, be it a licenced contractor or an owner-builder, remains responsible for certain aspects of the work for a prescribed number of years. A licensed contractor must carry insurance for this and an owner-builder remains personally liable for up to 10 years upon occupancy.

The following outlines some general points only:

- All **new** homes or **substantially** rebuild/extended homes (i.e.75%) must be enrolled in home warrantee insurance BEFORE TNRD can issue a Building Permit
- The **warrantee period** (commencing at occupancy permit date) includes 2 years on labour/material; 5 years on bldg envelope; 10 years on structure - qualifying some limits to coverage and exclusions (note rules differ for strata developments)
- Any **owner-built** home requires a more extensive enrollment process, including pre-screening by HPO; application; scoring >70% on the *Owner-Builder Exam*; and disclosure requirements if HPO allows the dwelling to be sold during the warrantee period
- Details including construction, subtrades, warranty provider, civic, legal, and PID must all be filed in the HPO Registry and then updated at the completion of the project
- HPO Registry is tied to Land Title Office thus if a property conveys this is flagged
- See the BC Housing website for all the specific regulations on selling a owner-built home
- Go to this website to the “Legal” page for compliance case studies, enforcement registry, to report a violation and for the complete Act and Regulation

For full and up to date info go to: [Licensing & Consumer Services \(bchousing.org\)](http://bchousing.org)



On Mar. 6, 2019 changes were passed to Homeowner Protection Act regs

## What if I don't get a permit or I do not call for required inspections?

Penalties for not obtaining a Building Permit or not calling for required inspections and then covering work or for occupying a dwelling or other building are set out in the Building Regulations Bylaw and include:

1. Every person violating any provision of the Building Regulations Bylaw commits an offence punishable on summary conviction to a fine between \$100 and \$10,000 or to imprisonment of not more than 6 months for each offence.
2. Where construction commences *prior to Building Permit issuance* and a Stop Work Order is issued, Building Permit fee is doubled to a maximum penalty of \$2000.
3. Where the occupancy of a building (even if you have a Building Permit) occurs prior to issuance of an *Occupancy Certificate*, a ticket or a notice may be issued for a \$200 penalty for each individual day of occupancy occurrence.
4. As enabled by legislation, *s. 57 Bylaw Contravention Notice* may be filed against your Land Title advising future purchasers, insurers, and lenders that a building violation exists or that building without a permit has occurred (see the TNRD s.57 FAQ sheet).
5. And finally, a *Court of Law* may order an owner to achieve compliance with TNRD Bylaws or provincial law. This has included an order to demolish all or a part of a building.

If you did not obtain a Building Permit and even if no enforcement followed, when any property is listed the BIR records will show that it was constructed unlawfully.



## What other agencies are involved?

- **HPO BC Housing – Licensing & Consumer Services**

The *Homeowner Protection Act* governs application for new residential and major additions/renovations construction. Please contact their office to obtain regulations and information.

Licensing & Consumer Services                      Tel: (604) 646-7050  
Suite 203-4555 Kingsway                                Fax: (604) 646-7051  
Burnaby BC V5H 4T8                                    Toll Free in BC: 1-800-407-7757  
E-Mail: [licensinginfo@bchousing.org](mailto:licensinginfo@bchousing.org)  
Website: [Licensing & Consumer Services \(bchousing.org\)](http://Licensing & Consumer Services (bchousing.org))

- **INTERIOR HEALTH (IH)**

Approval is required by way of a **Registered On-Site Wastewater Practitioner (ROWP)** for the installation of a sewage disposal system where community sanitary facilities are not available. Approval may also be required when additional bedrooms and/or floor area are being added to an existing dwelling.

519 Columbia Street, Kamloops, V2C 2T8  
Tel: 250-851-7340                      Fax: 250-851-7341

Satellite offices are also located in the following communities:

700 Ashcroft-Cache Creek Hwy, Ashcroft	Tel: 250-453-1940
4537 Barriere Town Road, Barriere	Tel: 250-672-5515
640 Park Drive, Clearwater	Tel: 250-674-3141
2185 Voght Street, Merritt	Call area inspector
555 Cedar Avenue, 100 Mile House	Tel: 250-395-7676

- **FISHERIES & OCEANS CANADA**

If construction is contemplated for a site near any watercourse, contact a **Qualified Environmental Professional (QEP)** for regulations and guidelines. Works in and about a stream requires Provincial and Fisheries & Oceans Canada approval.

985 McGill Place, Kamloops, V2C 6X6                      Tel: 250-851-4950

- **MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE (MoTI)**

An access permit may be required. Contact your local MoTI office for information.

- **TECHNICAL SAFETY BC (ELECTRICAL & GAS PERMITS)**

An electrical and/or gas permit may be required. Contact your local Technical Safety BC office (formerly BC Safety Authority) to obtain further information.

1278A Dalhousie Drive, Kamloops, BC, V2C 6G3    Tel: 1.866.566.7233

- **SITE DISCLOSURE STATEMENT under Contaminated Sites legislation info see link: [Contaminated sites - Province of British Columbia \(gov.bc.ca\)](http://Contaminated sites - Province of British Columbia (gov.bc.ca))**



## DWELLING APPLICATION CHECKLIST

Type of Dwelling:  Single Family Dwelling  with suite  
 Duplex  2<sup>nd</sup> or Additional Dwelling

See next page for an explanatory guide to this checklist

### DWELLING APPLICATION REQUIREMENTS

#### NEW, ADDITIONS OR ALTERATIONS

- Building and Plumbing Permit Application\*
- HPO registration
- Corporate Registration/summary (if required)
- Hazardous Materials Post-Abatement Report (Add/Alt)

#### TWO SETS OF BUILDING PLANS, INCLUDING:

- Site plan(s)  Cross-section  
Energy Model/ Pre-Construction Report OR  
Prescriptive Energy calculations
- Foundation  Truss/floor beam layout showing  
point loads (to be obtained from  
truss supplier)
- Floor plan(s)  Elevations

#### ONE OF EITHER:

- Septic Sewage disposal approval OR
- TNRD Utility approval OR
- Municipal utility approval

#### FEES:

- Application fee ( varies up to \$200)
- Building permit fee \*\* (paid at issuance)
- Surcharge fee (\$1500 paid at issuance)

\* If person to do the plumbing work is not a TQ Plumber, please provide a plumbing schematic for Inspector review.

\*\* Building Permit fee is based on construction value.

#### REGISTERED PROFESSIONAL (SCHEDULE B)

\*\*\*As and if applicable:

- Coordinating Registered Professional (CRP)
- Architectural
- Structural (truss specs)
- Mechanical
- Plumbing
- Fire Suppression Electrical
- Geo Tech - Temporary
- Geo Tech - Permanent

\*\*\* Required engineered drawings must accompany application package at time of submittal. In addition to Schedule B, we require a copy of the **Letter of Assurance** and **Registered Professional's Proof of Insurance**.

### DEMOLITION REQUIREMENTS

- Application (use same form as Building permit application)
- Corporate Registration/summary (if required)
- Building demolition form (confirmation of utility disconnection)
- Hazardous Materials Post-Abatement Report
- Site plans (two copies)
- Demolition permit fee (\$50) & deposit as applicable

### PLANNING AND ZONING REQUIREMENTS

All permit applications will be reviewed by the Planning Department for compliance with the following:

- **TNRD Zoning Bylaw No. 2400**  
(<https://tnrd.civicweb.net/document/70091/>)
- **Floodplain Management Bylaw No. 2828**  
(<https://tnrd.civicweb.net/document/212202/>)
- **Agricultural Land Reserve** (<https://www.tnrd.ca/planning-development/planning/agricultural-land-reserve/>) and
- **Riparian Areas Protection Regulation**  
(<https://tnrd.civicweb.net/document/83626/>)


Failure to consider these may lead to a delay in processing the building permit application. For questions, contact the Planning Department prior to making an application 250-377-8673 or [planning@tnrd.ca](mailto:planning@tnrd.ca).

### FOR OFFICE USE:

Civic Address Sign: Horizontal  OR Vertical

Initial application review date: \_\_\_\_\_

## HOW TO COMPLETE THE APPLICATION PACKAGE

Building Permit Application	<p>All owners named on the property title are required to initial and sign the Application form. See  throughout the application for places to initial and sign.</p> <p>In the event that a company owns the property, complete the '<b>Company-Owner</b>' section. You must submit a copy of your current corporate registration/summary <b>OR</b> your certified AGM (of the current year) showing the authorized signatories. For institutions, please confirm your title/authorization.</p>
Plumbing Permit Application	<p>Complete if plumbing fixtures are to be installed, altered or repaired.</p>
HPO Registration	<p>Under the <i>Homeowner Protection Act</i>, home warranty insurance is required on all new homes built in BC and on additions to existing dwellings that are substantial in size. We do require this approval prior to issuing these types of Building Permits.</p> <p>For more information regarding this process you may visit BC Housing – Licensing &amp; Consumer Services website at <a href="https://www.bchousing.org/licenses-and-services">Licensing &amp; Consumer Services (bchousing.org)</a>.</p> <p>At the time the application is submitted, we would like confirmation as to who carries the HPO registration. This confirmation may be provided via proof of receipt, copy of the approved registration or declaration from a licenced contractor.</p>
Two sets of Building Plans	<p>Two sets of building plans are to be included with the application. For more details regarding drawing requirements, please reference page 2 of Guide to Building Permits. Drawings to be ¼"=1'-0", typically 24 x 36, in size. At time of application we require preliminary truss and floor layouts (or schematics) including point load information from the truss supplier. The final stamped and sealed engineered truss/beam drawings are required at or prior to the framing inspection.</p>
Septic Sewage Disposal Systems	<p>Approval is required from the Interior Health Authority (IHA) for the installation of a septic sewage disposal system where a community sewage system is not available. Approval may also be required from (IHA) when additional bedrooms and/or floor area are being added to an existing dwelling. With on-site septic, you may contact IHA directly for more information about this process. Contact information for their main and satellite offices may be found on page 5 of Guide to Building Permits.</p>
Application Fee	<p>TNRD approved methods of payment are cash, debit or cheque. Cheques are to be made payable to the "TNRD". Kindly note, there are no other payment options.</p>



Building Inspection Department  
300-465 Victoria Street  
Kamloops, BC | V2C 2A0

T 250.377.8673  
E building@tnrd.ca  
tnrd.ca

BP- \_\_\_\_\_ (Office use only)

Please refer to "[A Guide to Building Permits](#)" for documents that are required to accompany this application

Address of Construction
Parcel Identification Number (9-digit PID) OR Legal Description  _____ - _____ - _____

**Landowner**

Registered Owner's Name	
Registered Owner's Mailing Address	
Number	Street
City	Postal Code
Email	
Phone	

**Applicant/Contractor**

Name	
Representing - Company Name	
Number	Street
City	Postal Code
Email	
Phone	

**Building Type**

<input type="checkbox"/> Residential
<input type="checkbox"/> Commercial
<input type="checkbox"/> Institutional
<input type="checkbox"/> Industrial
<input type="checkbox"/> Z240 Manufactured Home
<input type="checkbox"/> A-277 Modular Unit
<input type="checkbox"/> Other

**Construction/Work Type** (Check all that apply)

<input type="checkbox"/> New
<input type="checkbox"/> Addition
<input type="checkbox"/> Alteration
<input type="checkbox"/> Demolition OR Decommission
<input type="checkbox"/> Relocation
<input type="checkbox"/> Manufactured/Modular Unit Placement
<input type="checkbox"/> Temporary Industrial/Commercial Bldg
<input type="checkbox"/> Retaining Wall

**Energy Efficiency Path**

<input type="checkbox"/> <b>Step Code</b> (attach Certified Energy Advisor Report)
<b>OR</b>
<input type="checkbox"/> <b>Prescriptive</b> (RSI Calculations & Fill in Below requirements:)
<b>Ventilation (check all that apply)</b>
<input type="checkbox"/> HRV
<input type="checkbox"/> ERV
<input type="checkbox"/> Heat Pump & Principal Exhaust Fan
<b>Heat Systems (check all that apply)</b>
<input type="checkbox"/> Forced Air Furnace
<input type="checkbox"/> Baseboards
<input type="checkbox"/> Heat Pump
<input type="checkbox"/> Solid Fuel (Wood) Appliance
<input type="checkbox"/> Radiant In Floor
<b>Heat Systems Fuel (check all that apply)</b>
<input type="checkbox"/> Natural Gas
<input type="checkbox"/> Propane
<input type="checkbox"/> Electric
<input type="checkbox"/> Other _____

**Scope of Construction**

Description Of Work	
Building Use/Occupancy	
Construction Value \$	Number of Dwelling Units Created
Total Combined Area of all Floors (ft <sup>2</sup> or m <sup>2</sup> )	Building Area (Area of the Largest Floor ft <sup>2</sup> or m <sup>2</sup> )

## Covenants, Easements, Right-of-Ways

The Owner(s) acknowledge that the TNRD is not responsible for any loss or damages due to Owner(s) failing to verify or comply with all covenants, easements or right-of-ways or other charges affecting title to their Property, whether registered or not. TNRD issuance of this Building Permit does not represent or warranty that no covenants, easements, right-of-ways or other rights/charges affecting title to the Property exist (registered or not). Building permit issuance does not remove Owners' responsibly to ensure they comply with any or all charges affecting title to the Property.

### What is this?

This means that you, the Owner(s), know what obligations are registered on your land's title and that you retain this responsibility.

Owner Initial here

## Authorizing a Contractor or Agent to do work for Owner(s)

The Owner(s) authorize the above-noted to apply for this Building Permit, inspection(s), and/or communicate with the TNRD on their behalf; AND, acknowledge that they retain a duty to ensure compliance with all BC Building Codes and bylaws applicable to work authorized by the Building Permit.

Name of Applicant /Contractor: \_\_\_\_\_

Insert Name of Applicant/Contractor

### Is there a contractor?

This means that you, the Owner(s), formally assign the contractor or agent named above to act for you for this building permit.

Owner Initial here

## Contaminated Site Declaration

I, (Print Name) \_\_\_\_\_, hereby acknowledge that further to the *Environmental Management Act*, 2003, effective Feb. 1, 2021 and as amended (**check one box only**):

- Based on my personal knowledge of the land subject of this Building Permit, I do **not** believe that it is or was used for any of the industrial or commercial uses specified in **Schedule 2** of the regulations; for this reason, I opt to **not** complete and submit a '**site disclosure statement**', as set out in s. 40(1) of the Act.

OR

**Schedule 2 List of Industrial or Commercial Uses:**  
[Contaminated Sites Regulation - Schedule 2](#)

- I have read **Schedule 2** and confirm that one or more of the industrial or commercial uses is or has occurred on the land that is the subject of this Building Permit; for this reason, I will complete a "Site Disclosure Statement" (SDS).

Contact the local government or access the Provincial Site Disclosure Statement by clicking the button below. This will direct you to the Provincial webpage where the form can be downloaded:

- [Contaminated sites - Province of British Columbia \(gov.bc.ca\)](#)

If you have trouble viewing the form on the Provincial website, download it, then right-click on the downloaded document and choose "open with System viewer" from the drop-down menu.

I further acknowledge that this declaration does not eliminate any liability which may be applicable under the legislation. (Use extra page(s) if additional owners)

Owner Signature \_\_\_\_\_

Owner Signature \_\_\_\_\_



# Plumbing Permit Application

TQ Plumber or Owner Builder Name (Isometric drawings required)		Representing – Company Name	
Number	Street	Email	
City	Postal Code	Phone	

**Is this the first time the Plumber has taken out a permit with the TNRD?**  Yes Attach a copy of the Plumbers Trades Qualification to the Plumbing application.

Number of Plumbing Fixtures to be installed or repaired		Other Plumbing
<input type="checkbox"/> Water Closets (toilets)	<input type="checkbox"/> Urinals	<input type="checkbox"/> Back Flow Preventer
<input type="checkbox"/> Bath Tubs	<input type="checkbox"/> Washing Machines	<input type="checkbox"/> Catch Basin
<input type="checkbox"/> Showers	<input type="checkbox"/> Hot Water Tank / Tankless	<input type="checkbox"/> Interceptor
<input type="checkbox"/> Wash Basins (Lav's)	<input type="checkbox"/> Boiler / Radiant	<input type="checkbox"/> Fire Sprinkler Head
<input type="checkbox"/> Sinks (Kitchen, Bar etc)	<input type="checkbox"/> Dishwashers	<input type="checkbox"/> Other
<input type="checkbox"/> Laundry Tubs	<input type="checkbox"/> Sump Pump	
<input type="checkbox"/> Floor Drains	<input type="checkbox"/> Other	

## Owner(s) commitment to and responsibility for the undertaking

In consideration of the TNRD accepting and processing a building permit application in respect of the project, and as required by Building Regulations Bylaw, the following representations, warranties and indemnities are granted to the TNRD.

- I am (check one):
  - the/an Owner of the Property; or
  - if the Property is owned by a company, I am authorized by the company to sign this application on its behalf
- I understand and acknowledge that the Owner is fully responsible for carrying out the work, or having the work carried out by a contractor or a registered professional, to ensure compliance with the Building Code, Building Regulations Bylaw, other applicable bylaws or any other applicable enactments.
- I understand and acknowledge that neither:
  - a) the issuance of a building permit by the TNRD,
  - b) the acceptance or review of plans and supporting documents in respect of the project, nor
  - c) any monitoring visits made by TNRD building officials,

shall in any way constitute a representation or warranty by the TNRD that the project complies with current version of the Building Code, the Building Regulations Bylaw, other applicable bylaws or any other applicable enactments nor relieve the Owner(s) and/or their agent from full and complete responsibility to perform the work in strict accordance with these codes, bylaws, and enactments.
- I am not relying on TNRD or any TNRD building officials to protect:
  - a) the Owner(s) or future owner(s) of the Property,
  - b) any use or occupier of the Property, or
  - c) any other person(s) as contemplated in

from injury or physical harm, property loss or damage, economic loss or any other form of claim or cause of action and I will not make any claim, counterclaim, or initiate Third Party proceedings, alleging responsibility or liability on the part of the TNRD or any of its building officials in connection with the Project.
- Where "Letters of Assurance of Professional Design and Commitment for Field Review" are required, I have authorized, and am relying upon the following registered professionals to prepare and submit adequate plans and

supporting documents and conduct all appropriate and necessary field reviews in respect of the Project:

**Print name of each Registered Professional** (only where and if retained for this Building Permit work):

Coordinating: \_\_\_\_\_  
Architectural: \_\_\_\_\_  
Building Envelope: \_\_\_\_\_  
Structural: \_\_\_\_\_  
Mechanical: \_\_\_\_\_  
Plumbing: \_\_\_\_\_  
Fire Suppression Systems: \_\_\_\_\_  
Electrical: \_\_\_\_\_  
Geotechnical – temporary: \_\_\_\_\_  
Geotechnical – permanent: \_\_\_\_\_

Does your project include any professionals, such as engineers or architects?

Complete only where and as required.

(the “Registered Professionals”)

6. I understand and acknowledge that the TNRD will rely solely upon the “Letters of Assurance of Professional Design and Commitment for Field Review” prepared by the Registered Professionals in respect of the Project to ensure compliance with the Building Code.
7. I understand that the “work” in this document includes all work necessary to complete the project such that it is compliance with the current version of the Building Code, the applicable Building Regulations Bylaw, other applicable Bylaws and any other applicable enactments.

Owner’s Signature

Print Name

Date

Additional Owner’s Signature

Print Name

Applicant or Contractor Signature

If there are more than 2 **Owners** named on the Property Title, copy the above signatures.  
If the Owner is a company, society, or similar, complete the ‘**Company-Owner**’ below.

**Company-Owner**

If the Landowner is a company, society, or similar (or an institution), the TNRD requires confirmation of the name of the signatories for the land and the Building Permit. You must submit a copy of your current corporate registration/summary **OR** your certified AGM (of the current year) showing the authorized signatories. For institutions, please confirm your title/authorization. If there is **more than one** signature required by your company/group, we ask that you disclose this and comply with regard to the authorizations below.

Date

Authorized Signature

Print Name

Print Title

Date

Authorized Signature

Print Name

Print Title