

Frequently Asked Questions

Can I meet to discuss my project?

If this is a major project, or even a small renovation, you are welcome to contact the office and arrange to meet with a Building Inspector, Fire Inspector, District Planner or Engineering Technician, as necessary for your proposal. The Building Inspectors are generally in the office between 8:30 and 10:00 am Monday to Friday, or contact the office at 250-544-4217.

What happens if I don't get a permit as required?

If the District becomes aware of construction taking place without a valid building permit, the Building Inspector may put a Stop Work Order on the building. The subsequent building permit fee would be increased to 1.5 times the original fee.

If any unauthorized construction comes to the attention of the District at a later date, it is often more difficult to resolve. A building permit would be required to validate the previous construction, which would require construction drawings and in many cases, a professional's review and approval. If necessary, where health and safety issues are not corrected, the District may be forced to initiate legal proceedings.

Is the existing building required to be upgraded if renovations are only in one area?

For major renovations, change of use, previously unauthorized construction or for proposed alterations which may effect health and safety, some upgrades may be required. If a building is altered or components of the building are replaced, the current BC Building Code applies to those specific areas.



This pamphlet is intended for general guidance only. Applicants should consult all of the District of Central Saanich bylaws for specific requirements and procedures.

February 2013

Central Saanich



Business in Central Saanich Tenant Improvements and Permits

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When do I need a building permit?

If you are renovating your tenant space or building, or changing the use (such as altering the space from office to retail) a building permit is usually required.

The District of Central Saanich Building Bylaw states:

No person shall commence or continue any construction, alteration, reconstruction, demolition, removal, relocation, excavation or change the occupancy of a building without a building permit.

For example, a building permit **is required** for:

- ♦ building or altering a mezzanine;
- ♦ building or removing interior partitions;
- ♦ changing occupancy; or,
- ♦ exterior changes.

A permit is **not required** for minor projects relating to

- ♦ building maintenance such as painting, replacing flooring, roofing, or existing windows; or,
- ♦ accessory buildings less than 10 square metres.

If you are unsure about whether a permit is required, contact the Building Department at 250-544-4217.

Why do I need a permit?

The building permit process allows municipal staff to monitor changes to buildings to ensure that spaces are safe for employees and the general public.

The BC Building Code, referenced in the District of Central Saanich Building Bylaw, establishes minimum requirements for construction or renovations.

Safety	<i>adequate exits, stairs</i>
Health	<i>plumbing, ventilation</i>
Accessibility	<i>ramps, doors, washrooms</i>
Fire	<i>fire sprinklers, fire fighting access</i>
Structural Protection	<i>drywall on supporting members</i>



If I need a building permit, then what?

Determine the scope of work, and consult with a designer or architect (if required)

The BC Building Code separates buildings into two general groups.

Part 3 *building footprint larger than 600 m²; higher than 3 storeys; high occupant load; or, high risk.*

Part 9 *building smaller than 600m²; smaller residential; or, accessory.*

Buildings not only have different code requirements, but Part 3 buildings generally require Registered Professionals to be involved in the design and field review of any work. This could include an Architect, Structural, Mechanical, Plumbing, Electrical, Fire Suppression and Geotechnical Engineers if appropriate. Part 9 buildings may only require specific professionals if the proposed scope of work warrants their involvement.

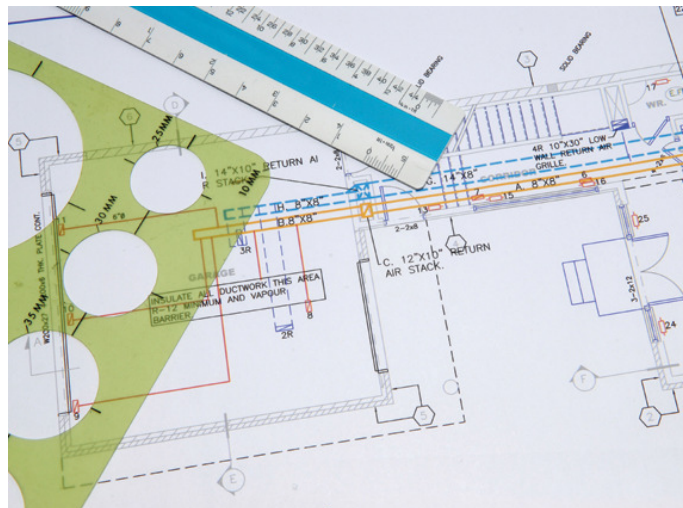
Once you have consulted with the appropriate professionals or designer if necessary, construction drawings would be prepared for submission with a building permit application.

The drawings would include (as applicable for each profession):

- Site plan/key plan (including zoning, parking details and unit location);
- Floor plan (showing partitions, uses, exits, washrooms, appropriate dimensions);
- Sections (as necessary to show construction details, fire separations);
- Building elevations (if exterior changes); and,
- Other specific details as necessary.

What needs to be submitted with the permit application?

- Building Permit application form
- 4 sets of Construction drawings
- Code summary and Zoning calculations (if applicable)
- Registered Professional's Schedule A and/or B (from Building Code); Form 2 (from Building Bylaw) and copy of insurance certificate (if applicable)
- Processing fee (see following)



What is the building permit process?

Permit process and issuance

The application will be reviewed by the following departments for compliance with land use regulations, District Bylaws, BC regulations and codes.

Planning	<i>zoning, land use, parking</i>
Engineering	<i>changes to services and municipal right of way</i>
Fire	<i>BC Fire Code and Building Code relating to Fire Safety</i>
Building	<i>exits, fire separations between spaces, washrooms, accessibility, etc.</i>

The applicant/professional will be contacted and, if required, requested to clarify or change the drawings to show compliance. Any revisions will be reviewed, in a timely manner, and when the application is complete, the permit will be issued.

Permit Fees

Building Permit fees are

- ◆ \$75 (base fee/minimum fee)
- ◆ +1.25% of construction value (includes materials and labour)

A non-refundable plan processing fee (25% of permit fee) is required at the time of permit application. Additional fees may be required for related permits or deposits.

What happens after the permit is issued?

Plumbing permits

Additional permits may be required for plumbing fixtures, water supply changes, irrigation installation or fire sprinklers. A ticketed plumber, with a valid business licence, should be obtaining any necessary plumbing permits.

Inspections

During construction, inspections will occur as required to inspect specific stages of construction or monitor that the professionals are involved in site reviews. A complete list is available from the inspection office, or in the permit package.

All required documentation from the Registered Professionals (if applicable) is required prior to the final inspection with the Building and Fire Inspectors. The area of construction should not be occupied until the final inspection is approved.