



BUILDING PERMIT APPLICATION GUIDELINE

Building Regulation Bylaw No. 1299 states that a building permit is required for any construction, alteration, repair, moving or demolition of a building or other structure. Our Building Official can assist you in preparing your application. The Building Official can be reached by e-mail at building@golden.ca, or phone 250 344 2271 ext.231.

This guide applies to all buildings and structures including decks, porches, garages, carports, workshops, sheds, greenhouses, swimming pools, wood burning appliances, retaining walls over 1.5m in height and signs. Any new construction, as well as alterations (including plumbing system and lawn sprinklers), renovations, change of occupancy, additions and demolition of a building will require a building permit.

A Building Permit is **not required** for routine maintenance and repairs; construction, alteration or removal of non-structural shelves, cupboards or similar fixtures; painting or re-surfacing of walls and floor coverings; roof or exterior siding repairs or replacement; landscaping and sidewalk repairs and replacement, and fences.

Although the above work does not require a permit, owners are required to ensure that any construction conforms to the requirements of the BC Building Code and Town of Golden Bylaws. Copies of the Bylaws are available at

<https://golden.civicweb.net/Documents/DocumentList.aspx?ID=45264>

Applications for Standard Buildings

(A building of three storeys or less in *building height*, having a *building area* not exceeding 600 square meters and used for major occupancies classified as residential, business and personal services, mercantile or medium or low hazard industrial occupancies.)

For other buildings please refer to the [Building Bylaw #1299](#) or contact a Building Official; Phone 250 344 2271 X231, or email building@golden.ca

An application for a permit to construct a *standard building* must:

- (a) be made on a **form** approved by the *building official*, and be signed by the *owner* or, if the *owner* is a corporation, by a signing officer,
- (b) be accompanied by the *owner's* acknowledgment of responsibility and undertakings, on a form approved by the Building Official, signed by the owner or, if the owner is a corporation, by a signing officer;

- (c) include copies of approvals and permits required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, highway access permits, and any required approvals from the Ministry of Health, Ministry of Transportation and Infrastructure, and Ministry of Environment.
- (d) unless the building official has waived this requirement, in relation to the repair or alteration of an existing building or structure, include two (2) copies of a site plan showing:
- i. the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - ii. the legal description and civic address of the parcel;
 - iii. the location and dimensions of all statutory rights of way, easements and setback requirements;
 - iv. setbacks to the natural boundary of any lake, swamp, pond or watercourse within 30 metres of the property;
 - v. setbacks to the natural boundary of any lake, swamp, pond or watercourse within 30 metres of the property
 - vi. the existing and finished ground levels to an established datum at or adjacent to the site, or the geodetic elevation of the underside of the floor joists or top of slab of a building or structure or the elevation of the floor joists or the top of slab in relation to the road adjacent to the property as required by the building official, where the Town's land use regulations establish siting requirements related to minimum floor elevation; and
 - vii. the location, dimension and gradient of parking and driveway access;
- (e) include two (2) copies of specifications and two (2) sets of drawings if in hard-copy form, or digital copies of specifications and drawings at a suitable scale, of the design including:
- i. floor plans showing the dimensions and uses of all areas: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
 - ii. a cross section through the *building* or *structure* illustrating foundations, drainage, ceiling heights and construction systems;
 - iii. elevations of all sides of the *building* or *structure* showing finish details, roof slopes, windows, doors, and finished grade;
 - iv. cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* or *structure* substantially conforms to the *Building Code*; and
 - v. unless the building official has waived this requirement, where a general geotechnical investigation reveals that there may be soils with poor bearing capacity, high water tables, slope instability or other undesirable conditions, a foundation design prepared by a *registered professional* in accordance with section 4.2 of Part 4 of the *Building Code*, accompanied by letters of assurance in the form

of Schedule B as referred to in the *Building Code*, signed by the *registered professional*.

The building official may waive the requirement of subparagraph 10.1 (f) v. on receiving documentation, prepared and sealed by a registered professional, providing assurance that the foundation design and the foundation excavation each substantially comply with the applicable provisions of Part 9 of the *Building Code*.

INSPECTIONS are required at the following stages of construction:

1. Prior to covering or concealing the following aspects of construction or installation, the *owner* or *owner's* agent or representative must arrange for an inspection by a *building official*, providing at least 24 hours' advance notice to the Town, and following inspection must obtain acceptance by a *building official*:
 - (a) when the footing forms are complete, but prior to placing any concrete;
 - (b) when the foundation forms are complete, but prior to placing any concrete;
 - (c) when installation of perimeter drain tiles and damp proofing is complete, but prior to backfilling;
 - (d) when the plumbing system or part thereof is complete but prior to covering;
 - (e) when the preparation of ground, including ground cover, if required, is complete, but prior to the placing of a concrete slab;
 - (f) when the rough-in of factory-built chimneys and fireplaces and solid fuel burning appliances is complete, but prior to covering;
 - (g) when the framing, sheathing, fire stopping, bracing, and plumbing are complete, but before any insulation or exterior finish is applied;
 - (h) when the insulation and air/vapour barrier are complete, but prior to the installation of any interior finish that would conceal such work;
 - (i) when the *building* or *structure* is substantially complete and ready for occupancy, but before occupancy takes place of the whole or any part of the *building* or *structure*;
 - (j) when any deficiencies noted on a previous inspection are rectified, but before such work is concealed; and
 - (k) when otherwise required by the *building official*.

Other Bylaws that may affect your building project and/or development of your property:

Official Community Plan Bylaw No. 1222, 2008

Zoning Bylaw No. 1294, 2011

Flood Plain Management Bylaw No. 963

Development Cost Charges Bylaw No 1066

Subdivision and Servicing Bylaw No. 1223, 2008

Mobile Home Park Bylaw No. 565

Sign Control Bylaw No. 830

Other Provincial acts which may affect on your property development:

Environment Management Act

Fire Services Act

Health Act

Homeowner Protection Act

Liquor Control and Licensing Act

Riparian Areas Regulation

Waste Management Act

Other agencies where you may obtain information that you need for your building project:

Golden Fire Department 1107 S – 11th Avenue, Box 350, Golden, BC V0A 1H0
Ph. (250) 344-6401 Fax. (250) 344-5761

Homeowner Protection Office Suite 650, 4789 Kingsway, Burnaby, BC V5H 0A3 or
www.hpo.bc.ca
Ph. 1-800-407-7757 or, 604-646-7050, Fax: 604-646-7051

Electrical Safety Branch 100 Cranbrook St. N, Cranbrook, BC V1C 2N1
Ph. (250) 426-1279 or www.safetyauthority.ca

Gas Safety Branch 100 Cranbrook St. N, Cranbrook, BC V1C 2N1
Ph. (250) 426-1277 or www.safetyauthority.ca

Workers' Compensation Board 1 888 922-2768, www.worksafebc.com

The information collected on this form will be used to process your application. Under the Freedom of Information and Privacy Act, when requested, we are required to release portions of this information.

Contact:
The Building Official
Town of Golden
810 9th AV S
Box 350
Golden BC V0A 1H0
250 344 2271 X231 E-mail:building@golden.ca