

BUILDING PERMIT SUBMISSION REQUIREMENTS

1. PERMIT APPLICATION (REQUIRED DOCUMENTS) submitted electronically:

- **APPLICATION** signed by **all** registered owners;
- **COMPANY SEARCH** - to identify who the authorized signatory can be;
- **TITLE SEARCH** - a copy of the **title certificate**, dated within the last 30 days of the application;
- A **BC HOUSING NEW HOME REGISTRATION FORM**, completed;
- A **GEOTECHNICAL ENGINEER Schedule "B"** for all foundations;
- A completed **PRE-CONSTRUCTION ENERGY COMPLIANCE REPORT**;
- A City of Parksville **BUSINESS LICENCE** or an **INTERCOMMUNITY BUSINESS LICENCE (ICBL)**;
- **TRUSS & BEAM** layout with point loads (over 8000 lbs will require a structural engineer);
- **SITE PLAN** - an electronic document completed by a BC Land Surveyor that includes height calculations.

2. REQUIRED PLANS/INFORMATION FOR CONSTRUCTION:

One ELECTRONIC set (PDF) of designer quality drawings, drawn to scale:

- floor plan(s); elevations; foundation plan; cross-section; braced wall panels and braced wall bands; spatial/limiting distance calculations for all openings; truss, beam and floor framing plans including point loads; plumbing fixtures, smoke and carbon monoxide alarms, insulation, stairs, guards, handrails. All new construction and additions must meet Step Code 3 and will require an energy advisor to provide a Pre-Construction Energy Compliance Report with the application and, later on, a Mid-Construction Verification Report.

3. RENOVATION AND DEMOLITION:

Where the age of the building is pre-1990 a **Hazardous Materials Survey** in compliance with WorkSafeBC must be completed. If any hazardous materials are identified in the report, a copy of the **clearance letter** must be submitted to the building inspector for review prior to any site inspections taking place. Renovation work to an existing building will need to comply with either prescriptive building code requirements for energy efficiency or comply with Step Code 3 - which will require an energy advisor.

4. DAMAGE DEPOSITS:

Moving buildings within the City and demolition of buildings will require a \$1,000 refundable deposit to protect city property and services against damage. Construction of new houses, carriage houses, additions or accessory buildings will require a \$500.00 refundable deposit.

5. COMMERCIAL APPLICATIONS:

ONE ELECTRONIC set (PDF) of designer quality drawings, drawn to scale including:

- Sealed drawings and letters of assurance (Schedule A & Schedule B) as applicable:
 - Architectural drawings, Structural drawings, Mechanical drawings, Electrical drawings, Civil drawings, Fire Suppression including hydraulic calculations, and Geotechnical report.

Additional items that may be required:

- **VIHA** approval for all commercial kitchen, restaurant, beverage facility, and personal service establishments. Contact 250-947-8222 for further information.

- **BC Housing** registration for multi-family developments or proof of a restrictive covenant restricting sales of rental units for a period of ten years. Contact rentalexemption@bchousing.org for more information.

6. **SECONDARY SUITES in Existing Dwellings** (Refer to example drawings on our website)

In order to construct a secondary suite within an existing single-family dwelling (zoned RS-1, RS-2 or RS-3), please note the following information that must be shown on your drawings:

- City of **Parksville Zoning Bylaw** regulates a maximum suite area of 90 m² (968 ft²) or 40% of the gross floor area of the principle dwelling whichever is less and also one additional off-street parking space must be provided. Also note that a City of Parksville Business License is required.

BC Building Code basic requirements:

- Entrance door minimum width of 32" complete with door viewer.
- Minimum room height of 2.1 meters (6 ft- 10 in) or 1.95 meters when renovating an existing space.
- Minimum required bedroom window opening size is 15", minimum area of 3.75 ft².
- All kitchen and bathroom fans must exhaust to the exterior, principal exhaust fan must run continuously and have a maximum sound rating of 1.0 sone.
- Passive air inlets are required in all bedrooms and common living area, minimum 1800 mm above the floor.
- Interconnected smoke alarms in the suite bedrooms and main living area.
- Carbon monoxide alarm where solid fuel burning appliances are used or where there is an attached garage to the suite or main dwelling.
- A door between the suite and the main dwelling must be rated for 20 minutes and be self-closing.

9.10.9.16 - **The suite must be fire separated** from the main dwelling with one of the following scenarios:

- having a fire-resistance rating not less than 15 minutes where all smoke alarms within the house are of *photo-electric type* and *interconnected*;
- having a fire-resistance rating not less than 30 minutes where additional smoke alarms of *photo- electric type* are installed and *interconnected*;
- having a fire-resistance rating not less than 45 minutes when smoke alarms *are installed and not interconnected*;
- if the building is sprinklered, then no fire resistance rating is required.

9.11.1.1(2) - To obtain a 15-minute fire separation, joist spaces filled with sound-absorbing material of not less than 150 mm nominal thickness, stud spaces filled with sound-absorbing material, resilient channel on one side of the separation spaced 400 or 600 mm and not less than 12.7 mm thick gypsum board on ceilings and on both sides of walls.

Table 1.1.1.1(6) - Alternative compliance to obtain a 30-minute fire separation (renovation only), one layer of ½" drywall over resilient metal channel on the suite ceiling and one layer of ½" drywall over resilient metal channel on the demising wall between the suite and the main dwelling, assuming ½" drywall is already installed.

9.10.3.1(3) - A 30-minute fire separation in new construction requires insulation between the studs and joists.

9.10.3.1(1)(c) & Table 9.10.3.1-B - To obtain a 45-minute fire separation, two layers of ½" Type-X or 5/8" Type-X drywall installed to the suite ceiling, and one layer of ½" Type-X or 5/8" Type-X drywall over resilient metal channel on the demising wall between the suite and the main dwelling, with or without insulation.

Further questions or clarification inquiries can be sent to building@parksville.ca or by calling 250-954-3065.