

# BUILDING PERMITS



DEPARTMENT OF  
COMMUNITY PLANNING  
AND BUILDING

PERMIT INFORMATION	
<b>Permit Type:</b> <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Accessory Building <input type="checkbox"/> Multi-Residential <input type="checkbox"/> Carriage House <input type="checkbox"/> Commercial / Industrial / Institutional	<b>Description:</b> <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Reno <input type="checkbox"/> Demolition <input type="checkbox"/> Other: _____
BC Housing New Home Registration Number: Owner/Builder: _____ Registered Builder #: _____ Age of Dwelling: _____	
<b>PROPERTY DETAILS</b> Description of Work: _____ Civic Address: _____ Legal Description: _____ PID: _____	
<b>PROPERTY OWNERSHIP DETAILS (as shown on State of Title)</b> Registered Owner(s) or Company Name: _____ Address: _____ City: _____ Postal: _____ Email: _____ Phone: _____	
<b>CONTRACTOR</b> Contractor / Contact Company Name: _____ Business Licence #: _____ Address: _____ City: _____ Postal: _____ Email: _____ Phone: _____	
<b>Office Use Only Comments:</b> _____ _____	

## THE PURPOSE OF THE BUILDING PERMIT PROCESS IS TO:

- Regulate construction in the city;
- Provide a review function to ensure the health, safety, and protection of people and property; and,
- Ensure buildings are constructed in compliance with the current BC Building Code

## A BUILDING PERMIT IS REQUIRED FOR THE FOLLOWING:

- The design, construction, and occupancy of new buildings or structures;
- The alteration, demolition, reconstruction, relocation, removal, and occupancy of existing buildings or structures or their plumbing systems;
- A change in use, i.e. retail to restaurant
- The placing of a mobile home, factory-built non-residential structure, retaining wall 1.2 m or higher, or a fire suppression sprinkler system; or
- Constructing, placing, or demolishing a sign structure
- Exemptions may apply for structures less than 10 sq m, non-structural repairs, and other works

## TIMELINES

The timelines for building permit review and issuance depend on volume of work, time of year and other factors. Please ask the building department for an estimated time range.

After the building inspector issues a building permit, the permit lapses...

- If construction is not started within six (6) months, or
- If the works are not completed within two (2) years

## BUILDING PERMIT FEES

The fees for a building permit are based on the value of construction and are estimated as:

<b>Construction Value</b>	<b>Building Permit Fee</b>
\$1,000	\$100.00
\$10,000	\$165.70
\$20,000	\$238.70
\$50,000	\$457.70
\$100,000	\$822.70
\$200,000	\$1,452.70
\$500,000	\$3,342.70
\$1,000,000	\$5,992.70

Fee calculations can be performed online:

[www.parksville.ca/cms.asp?wpID=42](http://www.parksville.ca/cms.asp?wpID=42)

## OWNER'S RESPONSIBILITIES

- All construction must meet the BC Building Code, the City's Building Bylaw, and any other bylaws or enactments respecting safety
- The property owner is responsible for any damages to City property occurring during construction
- During construction, the street address of the property should be posted in a conspicuous place
- Satisfy themselves that the building site is safe and will not be affected by flooding water or other hazards
- Provide the building official with at least 24 hours notice for inspection requests
- Obtain an occupancy permit before occupying a building or structure or after a change in classification of a building
- Have a BC Land Surveyor provide a location certificate showing the location of the buildings in relation to parcel lines, as well as markers showing natural grade or finished grade—whichever is lower—and building height
- Ensure work is not concealed before a building inspector inspects it

### Photo captions

Cover photo: By Tiia Monto - Own work, CC BY-SA 4.0, <https://commons.wikimedia.org/w/index.php?curid=50515764>

Inside photo: City of Parksville building permit application

*Information is for convenience only. Contact department staff to discuss current and applicable bylaws*



## DEPARTMENT OF COMMUNITY PLANNING AND BUILDING

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