

# District of Ucluelet Building Permit Guide



The purpose of this guide is to advise on the applicable regulations within the District of Ucluelet regarding construction, repairs, alterations or additions to any building or structure and to assist you with the preparation of your building permit submission. It does not replace the current bylaws and regulations.

The design and construction of buildings and structures in the District of Ucluelet are governed by the following:

- British Columbia Building Code
- The District of Ucluelet Official Community Plan
- The District of Ucluelet Building Bylaw
- The District of Ucluelet Zoning Bylaw

These Bylaws are available online at [ucluelet.ca](http://ucluelet.ca) or by contacting the planning and building departments.

## When do you need a building Permit?

A Building Permit is required if you:

- Construct a new home.
- Construct a new accessory building or accessory structure greater than 108 sq. ft.
- Repair, renovate or addition to an existing building.
- Remove, relocate, alter or construct interior walls.
- Complete a previously unfinished area in an existing building (basement development, carport, etc.).
- Construct, cover or enclose a porch or sundeck.
- Construct a swimming pool or any structure for a hot tub.

- Demolish, relocate or move a building.
- Place mobile/manufactured homes on a private lot or in a Mobile Home Park.
- Construct chimneys or install wood or pellet stove appliances.
- Construct retaining walls over 5 ft in height. (a design by a P. Eng. Is also required)
- Change the use designation of a building or space.

#### Exemptions:

- Painting, roofing repairs and re-roofing (nothing structural).
- Exterior finish repair or replacement.
- Landscaping, sidewalks, fences.
- Garden shed less than 108 sq. ft.
- General maintenance.

*For clarity, no excavation, erection, enlargement, alteration, repair, removal, or demolition of any building or structure, or part thereof, shall be commenced or undertaken without a permit being first obtained.*

### What do I need to know prior to planning my project?

- **Zoning** - Check Ucluelet's Zoning bylaw and Zoning Map to ensure the zoning allows the intended use, setbacks, maximum height of building, density, Floor area Ratio and site coverage.
- **Services** - Check with Ucluelet's Public Works department for location of water, sanitary sewer and storm sewer.
- **Land Title** - Check on your properties land title for any covenant, easement, right-of way, etc. that may be registered.
- **Other Permit Requirements** – There may be other permit requirements such as development permits (DP). Residential properties subject to environmental and hazardous conditions may be subject to a DP. Commercial, multi-family and industrial uses may also be subject to environmental and hazardous conditions DP's plus form and character DP's. If your project is near an environmentally sensitive area, a steep slope, subject to flooding, or it is a commercial, multi family or industrial use, please review the DP guidelines within Ucluelet's Official Community Plan or contact planning Staff.

### How much do it Cost?

Building Permit fees are based on the estimated cost of construction including material and labour at market value. For **new homes** the District of Ucluelet uses the *Marshall and Swift Valuation Service* to assess value of construction. All other project values are based on a contractor's quote for labour and materials.

**Building permit** fees are as follows:

*\$100 up to the first \$1000 plus \$8 for each \$1000(or fraction) thereafter*

(Projects that are issued under the review of a professional engineer will have the building permit fee reduced by 5% to a maximum of \$500)

**Water service inspection** fees are charged at time of building permit. For a serviced lot, a water meter application form (Schedule B) is to be filled out as part of the building permit submission. The fee's are as follows:

*\$110 inspection fee and a \$30 fee for turning on the water service*

**Sewer Service inspection** fees are charged after a field inspection. After the sewer connection plumbing is complete, please call public works and they will inspect the connection and give you an invoice for the inspection. The fees for that inspection are as follows:

*\$75 inspection fee*

**A Damage Deposits** is charged anytime the proposed work can damage the District of Ucluelet infrastructure such as curbs and pavement.

\$1000 refundable deposit.

**Development Cost Charges (DCC)** may be charged for:

- New or additional industrial building or floor area
- New or additional commercial buildings or floor area
- New multi family residential units

Please contact the Planning Depart for more information.

## **How do I submit my permit application?**

In addition to a complete Building Permit application (Schedule C) signed by the property owner or authorized agent you will need a recent land title (available on [Itsa.ca](http://Itsa.ca)) and 2 sets of fully detailed plans. A full list of requirements is listed in **Schedule A – Building Permit Check List**. This checklist is to be completed and submitted as part of you building permit submission. Building permit submission will only be received by building or planning Staff who will review the application before formally receiving it. It is requested that you book an appointment with the building official or planning Staff to go over your final submission and checklist.

## **How long does it take to process a building permit submission?**

Once a complete application has been received it will be reviewed to ensure compliance with the building and zoning bylaws and with the BC Building Code (BCBC). This process takes an average of 6 to 8 weeks. This timeframe is dependant on completeness and accuracy of the submission and the work load of staff. The District of Ucluelet shares a building inspector with the District of Tofino to share costs and have two days a week (Monday and Thursday) reserved for building inspections in the District of Ucluelet.

## How do inspections work?

Inspections assist the homeowner or builder in constructing a building that meets current structural, health, security, and fire protection safety standards. Communicating with the District of Ucluelet Building Official in advance reduces the chances of problems arising during a field inspection. There are many stages involved in the building inspection process and inspections should be called at every stage. Depending on what you're building, inspections for the following may need to be carried out:

- Initial site /excavation inspection
- Footing and foundation inspection (before pouring concrete)
- Drain tile and damp proofing inspection
- Storm, sanitary and water services inspection
- Plumbing inspection
- Under slab poly and insulation inspection
- Bathtubs, showers, traps inspection
- Framing inspection
- chimney and duct inspection
- Insulation inspection
- Final / Occupancy inspection

## District of Ucluelet Planning and Building Department Contact Information

The District Municipal Hall is located at 200 Main Street Ucluelet in the Village Square and our hours are Monday to Friday from 8:30am to 4:00pm.



### **Bruce Greig, Manager of Community Planning**

Office (250) 726-4784

[bgreig@ucluelet.ca](mailto:bgreig@ucluelet.ca)

### **John Towgood, Planner 1**

Office (250) 726-4770

[jtowgood@ucluelet.ca](mailto:jtowgood@ucluelet.ca)

### **Nicholas Henderson, Building Inspector**

Office (250) 726-4776

Mobil (250) 726-6349

[nhenderson@ucluelet.ca](mailto:nhenderson@ucluelet.ca)

# Schedule A

## District of Ucluelet Building Permit Checklist

Building permit submissions must include the basic information which planning and building staff require to check compliance with British Columbia Building Code (the “BCBC”), and Ucluelet’s zoning & building bylaws. Incomplete applications can not be accepted. The following checklist is to be completed prior to the submission of any building permit.

Submitting all the following information does not guarantee that we will be able to issue your permit, but it will enable us to assess whether your application complies with the BCBC and local bylaws, and then provide you with a response. By submitting complete and accurate information at the outset, it enables us to do a thorough review and respond much faster than if we need to chase after you for missing information.

### Overall building permit submission

Building permit submission must include:

- A complete building permit application
- 2 Sets of complete architectural plans (sized at 11”x17” or 24”x36”)
- BC Housing third-party home warranty insurance (Required for all new dwellings)
- Recent title (max. 1 week from date of submission)
- All relevant covenants
- Survey plans (surveys are required if building location or height can not be easily and accurately established in field)
- Engineering Drawings and schedules (required for any building elements that fall outside part 9 of the BCBC. Drawings and schedules must be stamped)
- Geotechnical Report (Required for any questionable soil conditions, steep slopes or sites that may be subject to erosion)

### Architectural plans

Project information / zoning analysis table on the cover page must include:

- Legal description
- Civic address
- Current zoning designation
- Proposed land use
- Allowable and proposed building height:
  - Existing grade elevations at all building corners must be shown and before any excavations (must also be shown on site plan)
  - Average Grade is calculated (must also be indicated on elevations and sections)
  - The proposed roof peak and top of floor elevations must be referenced to the site elevations and average grade.

- Any sloped site or situation where the building inspector cannot reasonably ensure building height compliance a height survey will be required.
- Allowable and proposed building storey's
- Required and proposed building setbacks (all maximum allowable and proposed must be indicated)
- Lot area
- Building areas of all floors and accessory buildings
- Allowable and proposed lot coverage
- Allowable and proposed Floor Area Ratio
- Required and proposed parking
- Required and Proposed setback to any natural boundary (stream/wetland/ocean)
- If there is a secondary suite, allowable and proposed area (35% of total building Area)
- Allowable and proposed accessory building area

Site Plan must include:

- Property lot lines that are dimensioned
- All setbacks that are dimensioned (front/back/side/exterior side/natural boundary)
- Proposed and existing building and structures that dimensioned to property lines
- Existing grades elevations at all building corners
- A north arrow
- Encumbrances and easements
- Green spaces, wetlands, streams and natural boundaries
- Proposed and existing parking spaces are indicated
- Location of services at lot line
- Reference scale or drawing scale label
- Labeled streets and driveways

Foundation Plan must include

- Footing locations, width and depth with rebar- size and spacing are indicated
- Foundation wall locations, width and height with rebar- size/grade/spacing
- Crawlspace living space locations
- Slab thickness with insulation and flashing details
- Unsupported concrete walls exceeding 1.5m has engineering

Floor plans must include:

- Fully dimension floor plans of all buildings
- Room use label
- Hot water tank, furnace and wall heaters
- HRV or Mechanical ventilation system type and location
- Fireplace and the chimney with height indicated
- Window sizes

- Landing at all exterior doors
- Floor joists and rafter grade, size, on-center spacing and orientation
- Beam grade, size, species
- Large span window headers grade, size, species
- All framing grade, size, on-center spacing and orientation

Roof framing plan must include:

- Roof framing grade, size, on-center spacing and orientation
- Stamped engineered truss package drawings including floor and truss layout that indicate factored loads

Deck Framing Plan must include:

- Floor joists framing, grade, size, on-center spacing, and orientation
- Beam grade, size, species
- Stairs and handrail details

Building elevations must include:

- Side elevations for all sides of all buildings including natural and proposed grades
- Average grade line referenced to floor plates
- Exterior finish materials
- Existing and finished grade shown and labelled
- Spatial separation calculation at all side property lines
- Heights of all floors, top plates, roof slopes and roof peaks
- Max building height referenced to floor plate and average grade line

Building sections must include:

- Heights between the floor and ceiling, to existing grade, to top of roof peak, slabs, footings and foundation walls
- Roof, floor, wall, and foundation assemblies that indicate proposed insulation values, framing materials and finishes.
- Stair and handrail details

Seismic plan and calculations must include:

- Seismic Region data (High seismic region, standard provisions, closer braced wall, band spacing, no heavy construction  $1.1 < S_a(0.2) \leq 1.2$ )
- Brace wall bands for all floors
- Brace wall panel locations and dimensions
- All calculations required by section

*Note: Requirements may change as the project progresses, and new information may be required as a result of your submissions.*



**District of Ucluelet  
Water Meter Application**

Owner Name:
Service Address:
Legal Address:
Billing Address:
Phone Number: <span style="float: right;">Secondary Phone:</span>

Contractor Name: <span style="float: right;">Phone Number:</span>
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**Type of Service**

Single Family	Manufacture Home- private lot	Commercial
Duplex	Hotel/Motel	Industrial
Townhouse/Condo	Office/General	Other
Multi Family 3 & 4 Units	Restaurant	
Multi Family 4+ Units	Institution	

**Meter Size**

3/4"	1 1/2 "	3"	6"
1"	2"	4"	Other

**Water Meter**

Manufacturer:
Meter Type:
Model No:
Body Serial No:
Strainer Installed:
By-pass: Yes _____ No _____ Valve Sealed _____ Valve Closed _____
Location of Meter:
<b>District Fees:</b> Water Turn: <input type="checkbox"/> on (\$30) <input type="checkbox"/> off (\$30) Inspection: <input type="checkbox"/> (\$110.00) (Fees must be paid prior to installation.)

I understand that water service will be furnished and used in accordance with the rules, regulations and bylaws of the District of Ucluelet. I further understand that the District does not in any manner guarantee continuous delivery of water on demand nor does it assume any responsibility for damages which may occur due to a interruption of water delivery or change in pressure.

Signed by Owner: \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_  
 (PRINT NAME)

<b>District Inspector Approval of Water Meter Installation (for office use only)</b>	
Building Permit Number :	Inspection Date:
Meter operational: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Meter reading at inspection:	
Inspected by:	



# Building Permit Application

District of Ucluelet

Planning Department  
200 Main Street, Ucluelet, BC  
VOR 3A0, PO. Box 999  
Tel: 250-726-4770

## Type of Permit

- |  |  |
|--|--|
| <input type="checkbox"/> Single Family Dwelling                      | <input type="checkbox"/> Occupant Load         |
| <input type="checkbox"/> Accessory Building                          | <input type="checkbox"/> Addition              |
| <input type="checkbox"/> Duplex                                      | <input type="checkbox"/> Alteration/Renovation |
| <input type="checkbox"/> Multi-Family Residential, No. of Units ____ | <input type="checkbox"/> Secondary Suite       |
| <input type="checkbox"/> Commercial, No. of Units ____               | <input type="checkbox"/> Demolition            |
| <input type="checkbox"/> Industrial, No. of Units ____               | <input type="checkbox"/> Excavation            |
| <input type="checkbox"/> Public Buildings                            | <input type="checkbox"/> Occupant Load         |
| <input type="checkbox"/> Mobile/Manufactured Home                    | <input type="checkbox"/> Building Moving       |

## Description of Property

Civic Address(es): \_\_\_\_\_ Zoning: \_\_\_\_\_  
 Legal Description: Lot \_\_\_\_\_ Plan \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ DL \_\_\_\_\_

## Owner Information

Owner name(s): \_\_\_\_\_  
 Mailing address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

## Agent Information (Please fill out along with Owners Authorization Form if you are not the owner)

Agent name: \_\_\_\_\_ Company: \_\_\_\_\_ Owners Authorization Form attached   
 Mailing address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

*The undersigned owner/authorized agent of the owner makes an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.*

**Owner or Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Notice of Disclosure to Applicant(s): The following contact information will be available to the public and may be posted on the Districts' website to allow interested parties to contact you about this application.*

## Value Of Construction

Value of Construction: \_\_\_\_\_  Contractor quotes attached

*Note: The value of construction for a new Single Family Dwelling is calculated by the Marshall and Swift Residential Estimator.*

## Office Use Only:

Date Received:		Comments:		
<input type="checkbox"/> Certificate of Title	<input type="checkbox"/> Two sets of Drawings:	DCC Fee if Required		
<input type="checkbox"/> Letter of Authorization	<i>Site Plan, Foundation Plan, Floor Plans,</i>	Water Connection Fee		
<input type="checkbox"/> HPO (New Residential only)	<i>Elevations, Sections, Structural Details,</i>	Sewer Connection Fee		
<input type="checkbox"/> Engineering (If required)	<i>Height/Zoning/Seismic/RSI Calculations</i>	Building permit Fee		
Folio No.:	Permit No.:	Date Received:	Receipt No.:	<b>Total Fee:</b>
	<b>BP1 -</b>			
Planning Reviewed by:		Building Reviewed by:		Date Paid:

# Owners Authorization Form

District of Ucluelet

Planning Department  
200 Main Street, Ucluelet, BC  
VOR 3A0, P.O. Box 999  
tel 250-726-4770 fax 250 726 7335

## Type of Permit

- |   |  |
|---|--|
| <input type="checkbox"/> Single Family Dwelling                       | <input type="checkbox"/> Occupant Load         |
| <input type="checkbox"/> Duplex                                       | <input type="checkbox"/> Addition              |
| <input type="checkbox"/> Accessory Building                           | <input type="checkbox"/> Alteration/Renovation |
| <input type="checkbox"/> Multi-Family Residential, No. of Units _____ | <input type="checkbox"/> Secondary Suite       |
| <input type="checkbox"/> Commercial, No. of Units _____               | <input type="checkbox"/> Demolition            |
| <input type="checkbox"/> Industrial, No. of Units _____               | <input type="checkbox"/> Excavation            |
| <input type="checkbox"/> Public Buildings                             | <input type="checkbox"/> Occupant Load         |
| <input type="checkbox"/> Mobile/Manufactured Home                     | <input type="checkbox"/> Other _____           |

## Description of Property

Civic Address (es): \_\_\_\_\_ Zoning: \_\_\_\_\_  
Legal Description: Lot \_\_\_\_\_ Plan \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ DL \_\_\_\_\_

This document shall serve to notify the District of Ucluelet that I am/we are the legal owner(s) of the property described above and do authorize the person indicated below ("Authorized Agent") to act on my/our behalf on all matters pertaining to any of the Permit Application(s) indicated below for the property described above, including the authority to endorse on my/our behalf application documents.

## Property Owner Information

Owner (s) name: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Authorized Agent

Agent's name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: All registered owners of the property shall sign this Authorization Form. Use additional sheets if necessary. New Authorization Forms shall be submitted to the District of Ucluelet if the ownership of the property changes prior to issuance of the Permit applied for or before final approval is granted. It is understood that, until the District of Ucluelet is advised in writing that the agent no longer acts on behalf, the District of Ucluelet will deal exclusively with my agent with respect to all matters pertaining to the proposed building permit and are under no obligation to communicate with me or any other person other than my agent with regard to these permits. This authorization supersedes all previous appointments*

## Office Use Only

Folio No.:	Permit No.:	Date:
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