



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:

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

District of Ucluelet Bylaws are available online at ucluelet.ca, in the section, [Publications, Forms and Bylaws](#).

What work requires a building permit?

Almost all new construction and renovations will require a permit. Some of the more common types of work that require a permit are listed below.

- constructing a new building
- building new or removing loadbearing or non-loadbearing walls
- relocating or demolishing a building or structure
- tenant improvements for your business
- changing the occupancy or type of use of a commercial space
- completing unfinished space
- constructing, covering or enclosing a porch or sundeck
- relocating bathroom fixtures or increasing bathroom size/fixtures
- installing a wood-burning appliance
- building a masonry chimney or fireplace
- installing a woodstove
- constructing retaining walls higher than 1.2m
- replacing entire perimeter drainage system
- legitimizing or building a secondary suite
- constructing accessory buildings larger than 10m²

Typical maintenance projects can be completed without a permit. Some examples are:

- replacing existing roofing material
- upgrading existing windows (same size)
- repairing or replacing existing plumbing fixtures
- painting, flooring or new cabinetry
- constructing a shed smaller than 10 sq. metres – must comply with zoning
- fences – must comply with zoning

It is always best to check in with the building official for any unique situations.

What do I need to know in order to prepare and submit my building permit application?

- **Zoning** - Check Ucluelet’s Zoning bylaw and Zoning Map to ensure the zoning allows for the building’s intended use and conforms to setbacks, maximum height of building, density, floor area ratio and site coverage, parking and other requirement as per the bylaw.
- **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 covenants, easements, right-of way, etc. that may be registered. Check out our “Where to find Property Information Guide” at <https://ucluelet.ca/community/planning-building-bylaw/building-permits-inspection>.
- **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 will my building permit cost?

Your building permit fees will be assessed and determined based a number of factors. Fees may include but are not limited to the following:

Building Permit Fees	\$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.	Due at the time your building permit is issued. 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 <i>Marshall and Swift Valuation Service</i> to assess value of construction. All other project values are based on a contractor’s quote for labour and materials.
Water Service Inspection Fee for serviced lots & Water Turn On Fee	\$110, \$410 or \$600 Fee is dependent on meter size \$30	Due when your building permit is issued. Complete and submit your <u>Water Meter Application Form</u> .
Sewer Service Inspection Fee	\$75 inspection fee	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.
Damage Deposit	\$1000	A damage deposit is collected against potential damage to District of Ucluelet infrastructure such as but not limited to curbs and pavement. Where damage occurs, the amount owing may exceed the damage deposit charge, and the outstanding amount will be invoiced to you.
Development Cost Charges (DCCs)	Per District of Ucluelet Development Cost Charges Bylaw	DCC fees will be assessed during application review and are due at the time of permit issue. The following may be subject to DCCs <ul style="list-style-type: none"> • New or additional industrial building or floor area • New or additional commercial buildings or floor area • New multi family residential units
Other		Landscaping deposits, Work in the Right of Way Permit fees, bonding, and other fees may also be due at the time of permit issue.

What do I include in my permit application?

A full list of requirements is listed in the **Building Permit Check List**. This checklist is to be completed and submitted as part of your building permit submission. Building permit submissions must include the basic information required by planning and building staff to ensure your building complies with British Columbia Building Code (the “BCBC”) and the District of Ucluelet’s Zoning & Building bylaws.

Submitting the requested information does not guarantee that we will be able to issue your permit but it allows us to assess whether your application complies with the BCBC and local bylaws, and provide you with a response. Receiving complete and accurate information enables us to do a thorough review and may reduce the time it takes for processing and issuing your building permit.

Please note that incomplete applications will not be accepted or processed.

You are required to complete a building permit checklist and submit this as part of your building permit.

See our Building Permit Checklist, available for download for our website for a complete checklist of all the items that may be required as part of your building permit. Contact your building official if you have any questions.

What do I need to include in my drawings/plans?

We encourage you to use this checklist below when preparing your drawings. Including the items requested below allows us to more quickly and easily assess whether your building complies with the BCBC and our Zoning and Building Bylaws.

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 (before excavations) at all building corners must be shown (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 storeys
- 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 are under Part 4 of the BCBC and require design and review by a structural engineer

Floor plans must include:

- Fully dimensioned floor plans of all areas
- Dimensions and heights of crawl and roof spaces
- Room use label
- 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
- Window location, size and opening
- Door location, size and swing of doors
- Landing at all exterior doors
- Stair dimensions
- Plumbing fixtures
- Hot water tank, furnace and wall heaters
- HRV or Mechanical ventilation system type and location
- Fireplace and the chimney details and dimensions
- Woodstove or fuel-fired appliance

Roof framing plan must include:

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

Deck Framing Plan must include:

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

Building elevations must include:

- Side elevations for all sides of all buildings
- 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 $1.1 < S_a(0.2) \leq 1.2$)
- Dimensioned *braced wall bands*, including the centerline for all floors
- Dimensioned *braced wall panels*
- 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.

How do I submit my building permit application package?**Drop Off Applications at:**

District of Ucluelet Municipal Office

200 Main Street Ucluelet in the Village Square, office hours are Monday to Friday from 8:30 a.m. to 4:00 p.m

Mail Applications to:

District of Ucluelet, C/O Building Official

Box 999, Ucluelet, BC

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How long does it take to process a building permit application?

Once a complete application has been received it will be reviewed to ensure compliance with the BC Building Code(BCBC) as well as the building and zoning bylaws and with the BC Building Code(BCBC). Current processing times for building permit are often difficult to estimate. They will depend on completeness and accuracy of the submission and the workload of staff. We will endeavor to process your permit as quickly as we are able.

How and when do I schedule inspections?

There are many stages involved in the building inspection process. Depending on what you're building, inspections for the following may need to be carried out:

- Excavations
- Footing and foundation (before pouring concrete)
- Drainage / dampproofing
- Under slab plumbing
- Under slab poly and insulation
- Rough-in plumbing (including pressure test)
- Framing
- Building Envelope
- Insulation and vapour barrier
- Final/Occupancy inspection

Inspections assist the homeowner and builder in constructing a building that meets current structural, health, security, and fire protection safety standards. If you have any questions about what may be required, please contact your building official prior to scheduling. This can reduce the potential of issues during inspections that could lead to reinspection and construction delays.