



City of Williams Lake

Building Permit Application Checklist

(Simple buildings)

- Complete Application form,
- Complete "Letter of Authorization",
- Complete "Owners Undertaking",
- Obtain "Title Certificate",
- Complete Site Plan,
- 2 complete sets of design drawing drawn to a minimum scale of $\frac{1}{4}'' = 1'$,
- "Security Deposit", and
- If constructing a dwelling (other than a mobile home) provide proof of registration with the Province of BC's Homeowner Protection office.

(Complex buildings)

- As above and as follows:
- Letters of Assurance (Schedules A & B) from Registered Professionals (Architect and/or Engineers),
- Proof of insurance from Registered Professionals,
- Civil engineering design for building and property, and
- Other project specific requirements noted by the City.

(Retaining Walls)

- Letters of Assurance from Registered Professionals ,
- Proof of insurance from Registered Professionals,
- Engineered design for the retaining wall ,
- An engineered dewatering and discharge plan if ground or surface water is encountered, and
- A site plan.

Additional information

The "**Building Permit Application**" is to be used when applying for permits to construct or install signs, buildings, plumbing, fire sprinklers, mobile homes, retaining walls, or demolitions within the boundaries of the City of Williams Lake. Before applying for a Building Permit the owners should contact the City

planning staff to see if the property zoning is correct for their proposal and if development permits are required.

A **“Simple Building”** is one designed under the prescriptive requirements of Part 9 of the BC Building Code. While there may be engineered components such as roof trusses and manufactured beams they generally can be built without the services of an engineer or architect.

A **“Complex Building”** is one which is designed under the requirements of Part 3 and as such will usually have multiple engineers and architects involved. While the Registered Professionals will be responsible to ensure their designs are being followed the building owners and their agents must also notify the building inspector at specific stages of construction for monitoring purposes.

Building permits are required for all **“Retaining Walls”** constructed in the city that will retain 4 feet or more soil or rock anywhere along their length. All retaining walls that require a building permit must be designed by a professional engineer. If a set of terraced retaining walls are to be constructed the horizontal distance between the walls must be at least equal to twice the height of the soil retained by any of the walls unless engineered for a lesser distance.

Electrical and gas permits, where required, are to be obtained from Technical Safety BC. <https://www.technicalsaftybc.ca/>

The **Title Certificate** can be obtained from the “Land Title and Survey Authority of British Columbia” <https://ltsa.ca/> or from a professional such as a BC Land Surveyor. Any non-financial covenants and/or registered right of ways listed on the Title Certificate are to be submitted as well.

The **“Site Plan”** should be based on an up to date land survey and should show sizes and location of all existing and proposed buildings on the lot. The site plan should also indicate locations of any right of ways that may exist on the property. Please note that the information shown on the submitted site plan will require verification at the foundation form stage of construction from a BC Land Surveyor.

The **“Design Drawings”** must be drawn to scale and clearly show how the proposed building is to be constructed. Clearly indicate the size and location of all footings and foundations as well as size and spacing of structural members. All proposed insulation methods are to be clearly indicated. Typical drawing sets consist of a foundation plan, floor plans, a cross section and all 4 elevation views that clearly indicate overall height at all 4 wall faces. On some lots spatial separation calculations to the property lines may be required by the building inspector.

The **Homeowner Protection Act** requires that all new homes in BC be registered with the province and provided with a Warranty. A builder licenced with the province must provide proof of enrollment when applying for the building permit. A property owner may be able to act as their own general contractor and construct their own home but only if they are approved by the province to do so. Additional information may be found at: <https://www.bchousing.org/licensing-consumer-services/owner-builder/>

The “**Security Deposits**” which are to accompany the permit application are as follows:

- ◇ Small carports, sheds, decks, etc. under 270 square feet in area : \$150.00
- ◇ Small additions and/or renovations to dwellings or simple buildings: \$300.00
- ◇ A new single family dwelling or simple commercial building: \$1,000.00
- ◇ A new complex building or major renovation of same: \$2,500.00

Upon written request by the owner the “**Security Deposit**” will be refunded to the applicant after the project has received an approved final inspection and/or Occupancy Permit from the building inspector and there is no damage noted to adjacent city property or works. If the project is abandoned prior to permit issuance the deposit funds will be used to pay the costs associated with closing the file.

The City of Williams Lake is located in an area that contains several **geotechnical hazards**. These hazards include landslides – both active and ancient – as well as rock-fall hazards, steep slopes, and unstable escarpments along the river valley. Prior to applying for the building permit for a project located in one of these areas the owners should contact the building inspector to ascertain what may be required in the way of site-specific geotechnical reports and/or designs.

In addition to the geotechnical hazards there are many areas in the city that are located in a **Wild-fire Hazard** zone. In these areas a development permit may be required and owners should contact the city’s planning department prior to applying for a building permit.

The geotechnical hazard map for the city may be viewed at:

<https://www.williamslake.ca/DocumentCenter/View/298/Map-4-Consolidated-Geotechnical-Hazard-Map?bidId=>

The wildfire development permit areas can be viewed at:

<https://www.williamslake.ca/DocumentCenter/View/301/Map-7-Fire-Interface-Development-Permit-Area-Map?bidId=>

The City of Williams Lake has requirements regarding **Water Meters and Backflow Protection** on water service lines. All new buildings must have both meters and backflow preventers installed during the construction process. Additions to existing buildings and renovations may also trigger this requirement. The Water Meter is to be purchased from the City which sells them at cost. The backflow preventers must conform to the BC Plumbing Code and CSA Standards and the city will specify the type of preventer required. The property owner or their agent must contact the City in order to obtain the purchase order for the meter. (Please ensure you know the size of the water service line.)

At the time of application for new buildings the City will prepare the work orders for **Water and Sewer connections** to the property.