



Building Inspections

Downtown Multi-Residential Development

The following items represent a complete commercial/multifamily building permit application:

- Appointment of Agent (if other than owner or Coordinating Registered Professional)
- Application Fee (10% of Estimated Building Permit Fees)
- Coordinating Registered Professional (Engineer/Architect) Letter of Assurance (Schedule A)
- Architectural Drawings - 2 sealed sets, including name, address and phone number of designer.
 - Site Plan by BC Land Surveyor - 2 copies
 - Letters of Assurance (Schedule B)
 - Landscaping: working drawings and estimate
 - Parking Layout, if applicable
 - BC Building Code review
 - Fire protection report, if applicable, (Schedule B)
- Building Envelope Professional (if applicable) – 2 sealed sets
 - Letters of Assurance (D)
- Home Owner Protection Office Documents - sealed
- Seismic Evaluation for existing buildings
- Structural Drawings - 2 sealed sets
 - Letters of Assurance (Schedule B)
- Mechanical Drawings - 2 sealed sets for ventilation systems serving anything other than a single dwelling unit.
 - Letters of Assurance (Schedule B)
- Plumbing Drawings – 2 sealed sets
 - Letters of Assurance (Schedule B)
- Electrical Drawings - 2 sealed sets, fire alarm and emergency lighting.
 - Letters of Assurance (Schedule B)
- Sprinkler Drawings - 2 sealed sets (if the sprinkler system forms part of an equivalency, ensure mechanical designer has seen the equivalency report).
 - Letters of Assurance (Schedule B)
 - Hydraulic calculations, 2 sealed sets
- Civil Drawings - 2 sealed sets
 - Design of on-site servicing fireline drainage, sanitary, water
 - Design of off-site servicing fireline (water to serve sprinklers) storm, sanitary and water if upgrading is required to serve the project access.
 - Engineering requirements checklist.
 - Off-site servicing estimate (for bonding, if applicable).
 - At cost authorization (for installation of fireline).
 - Letters of Assurance (Schedule B plumbing 4.2, 4.3, fire suppression 5.4, 5.11)
- Geotechnical Report – sealed, may be required at conversions in conjunction with seismic upgrade.
 - Letters of Assurance (Schedule B)

Development Cost Charges are not applicable in the downtown area.

Works and Services are applicable to new projects where the value of construction exceeds \$100,000.00. Works and Services may apply to conversions where upgrading to existing services is required to serve the project.

Development Permit is required for alterations where the value of construction exceeds \$100 000.00 and all new construction.

Equivalencies

A professional's report must outline the existing situation state, what the BC Building Code requirements are, why they cannot be met, what equivalent measures are proposed and how they are equivalent. Buildings defined as heritage buildings by the BC Building Code may use standardized equivalencies in the BC Building Code Table A-2.1.6.1.

Seismic Evaluation/Upgrading

A written evaluation of seismic stability by a structural engineer following the National Research Council's Guidelines for Seismic Evaluation of Existing Buildings. Required upgrading must be designed and supervised by a Structural Engineer.

Building Permit Fees

The charge for building permit is based on market value of the finished project

Market value \$500.00 or less.....	\$40.00
Market value \$501.00-\$1000.00	65.00
Each additional \$1000.00 to \$100,000.00.....	10.00
Each additional \$1000.00 to \$500,000.00.....	7.00
Each additional \$1000.00 over \$500,000.00.....	4.50

Bond fee (refundable upon occupancy, provided City property has not been damaged during construction).
When bonding is not collected for off-site Works and Services \$1000.00

Plumbing inspection fees

minimum fixture fee	\$40.00
each fixture.....	8.00
sprinklers per m2 gfa.....	0.50
minimum sprinkler fee	40.00

On-site services:

water domestic and fire line	\$20.00 first 15m
.....	7.00 each additional 15m
sanitary sewer	20.00 first 15m
.....	7.00 each additional 15m
storm sewer.....	20.00 first 15m
.....	7.00 each additional 15m
catchbasin/sump/manhole	15.00
foundation drain.....	20.00 each building
rainwater leaders; interior	15.00 each
manhole	15.00 each
fire hydrants	15.00 each

service connection fees vary according to off-site design

Fireline installation is done by the City and actual cost is charged to the developer.

Access..... \$25.00

If you have any questions or require clarification please contact a commercial plans reviewer at our office at 755-4429