

A Guide for the Homeowner/Builder

To repair, alter, add to or construct a new home,
carport, garage, sundeck or other work
Plus other related information



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This guide should be used for general information only and not as a substitute for City Bylaws and regulations.

1. Introduction

The aim of this guide is to assist the homeowner or builder who wishes to alter or construct a new one or two-family dwelling or accessory building. This guideline is for general information only and should not be used as a substitute for City Bylaws and regulations.

If you find that this guide does not answer your specific questions, please contact the Permits Section, Building Approvals Department, 604-276-4285 or 604-276-4118, Fax: 604-276-4063.

2. Building Permits

a) When are permits required?

Permits are required to:

- Construct a new one or two-family dwelling;
- Construct a new accessory building.

Note: **One** accessory building with a floor area less than 10 square metres (107.6 square feet) does not require a permit, unless it contains operating mechanical equipment. However, the location must conform to the Zoning Bylaw.

- Add to an existing building.
- Alter, renovate or repair existing buildings or structures.
- Repair fire damaged buildings or structures.
- Complete an unfinished area in an existing building; eg: basement, recreation room.
- Move a building from one location to another.
- Demolish or relocate buildings on the same lot.
- Do trades work such as modification or installation of plumbing, gas, propane, oil burner, and electrical.
- Install or alter a sewage disposal system.
- Install or alter sanitary, storm sewers and drainage.
- Construct swimming pools with a surface area exceeding 15 square metres (161.5 square feet), and a depth exceeding 1 metre (3.28 feet).
- Construct retaining walls greater than 1 metre (3.28 feet) in height.
- Installing a chimney for a wood burning appliance.
- To cut down or remove trees on the property.

b) When are permits NOT required?

Permits are **not** required for minor modifications such as:

- Cupboards;
- Planters or partial height room dividers;
- Painting;
- Landscaping, including patios and decks less than 600 mm (2.0 feet) above grade;
- Sidewalks and driveways;
- Fences (fence height must comply with intersection sightline requirements and the Zoning Bylaw);
- Roofing repair or replacement;
- Exterior finish repair or replacement; eg. siding or stucco.

Note: Although the above does not require permits, homeowners are responsible to ensure that the work conforms to the requirements of the BC Building Code and the Zoning Bylaw.

c) Where do I go to obtain my permits?

Permits relating to tree removal, construction, alteration, demolition and relocation of buildings and structures as well as trades work involving; natural gas, plumbing, water and sewer connection installation or modifications are obtained from the:

City of Richmond, Building Approvals Department, Permits Section.

Electrical

All enquiries regarding **electrical** supply, trades work, installation and modification should be directed to:

BC Safety Authority Contact Centre
Suite 200 - 505 6th Avenue
New Westminster, BC V3L 0E1

Telephone: 1-866-566-7233
Email: info@safetyauthority.ca
Hours: Monday to Friday, 7:00am to 4:30pm (PST)

Oil Tanks

All enquiries regarding **oil storage tanks** should be directed to:

Fire Prevention Department
No. 1 Firehall
6960 Gilbert Road
Richmond, BC V7C 3V4

Telephone: 604-278-5131

Septic Tanks

All enquiries regarding the installation or repair of **septic tanks** should be directed to:

Vancouver Coastal Health
8100 Granville Avenue
Richmond, BC V6Y 3T7

Telephone: 604-233-3174

d) What information must I provide when applying for permits?

Proof of ownership is required if you have recently purchased the property (Freehold Transfer document from the Land Title Office).

Demolition Permit

The applicant must complete an application, damage deposit form and sign a demolition permit applicants check list. Three sets of detailed site plans must also be provided as they are forwarded to respective departments for review; when approved the permit is issued.

Building Permit

Submit two copies of plans for the proposed project to the Permits Section and complete a plan review application form. If you cannot draw the plans yourself, **retain the services of a qualified person**. Plans must be drawn to scale, be clear and durable and indicate the nature and extent of the work. As a **guide**, please refer to the attached sample drawings.

Engineered Drawings – Two sets of engineered signed and sealed drawings may be required. Letters of Assurance (B1, B2), Schedule E (including insurance coverage particulars), and Schedule F are required if a Professional Engineer has provided structural or geotechnical design.

If the property has peat or fill material – A Geotechnical Engineer is required to prepare a soils report. The foundation for a single family or two-family dwelling may have to be designed by a Professional Engineer, depending on the soils report. In certain cases, other buildings will also have to be engineer designed; consult the Permits Section for those requirements.

Application Fee – A plan processing fee is required when a plan review application is received. This amount will be credited to the fees for the Building Permit when issued. The Plan Processing fee is not refundable and is forfeited if the permit is not picked up within 30 days of being notified that the permit is ready to be issued.

Permit Issuance is after the application and drawings have been reviewed by the plan review staff, and it is determined that they comply with relevant bylaws and regulations. The applicant or his/her authorized agent may pay the appropriate fees to obtain the permits.

Note: If a Demolition Permit was obtained, it **must** have Final Demolition inspection **approval** by the Building Inspector prior to the Building Permit issuance.

e) Is there anything else I should know?

- A Damage Deposit fee may be required and is to be paid prior to the issuance of a Building Permit.
- A Building Permit cannot be issued unless the property is correctly zoned for the proposed use, registered in Land Title Office, serviced with water, storm and sanitary and accessible by an improved road to City standards. We recommend that, early in the project planning stage, the owner or his agent verify the status of the property.
- If you are a owner builder of a new home, you are required to obtain Owner Builder Authorization from the HPO (Homeowners Protection Office) and pay a fee, prior to receiving the building permit. Call the HPO office at 604-646-7051 for more information.
- It is the responsibility of the owner or his agent to ascertain whether there are any easements or restrictive covenants registered against the property, eg.
 - Minimum flood plain Building Elevation Restriction (B.E.R.);
 - Noise covenant (N.E.F.);
 - Restricted access.
- A Service Connection Design drawing may be required when applying for a Building permit, contact the Engineering Department for more information.
- The City water connection requires replacement if:
 - a) the property has a connection older than 25 years; or
 - b) the existing connection is ¾ ”; or
 - c) the construction value is over \$75,000.
- A Tree Cutting Permit is required if trees are to be removed.
- Tree protection fencing is required from demolition through all construction phases for any trees, on-site or neighbouring, which are to be retained.

Questions relating to:

- Zoning of the property and permitted use should be directed to the Zoning Section, 604-276-4017;
- City services such as storm/sanitary sewers, water connections, culverts, bridges and driveway crossings should be directed to the Public Works Department at 604-244-1262 (see attached for additional information);

- Property registration, easements or restrictive covenants should be directed to the Land Title Office, 88 - 6th Street, New Westminster, BC, 604-660-2595.

3. Inspection Schedule

a) What inspections are required?

A detailed handout will be provided with your Building Permit.

The following is an outline of the building and trade work inspections required (where applicable). Inspections are not complete until a Final Inspection Notice is issued.

Building

Forms (prior to placing concrete)
Survey Certificate (submit to Permit Centre)
Radiant Heating (radiant design information required)
Elevation and Vapour Barrier (prior to placing concrete)
Crawlspace (if less than 600 mm, inspection required prior to sub-floor application)
Frame (includes ductwork)
Sheathing (prior to exterior finish application)
Insulation
Final Building Inspection (after plumbing, gas and electrical final inspections)

Plumbing

Underground
Rough In
Shower/Bath
Water Service
Final Plumbing Inspection

Site Service (Drainage)

Sanitary Sewer Connection
Storm Sewer (includes roof drainage)
Final Site Inspection

Natural Gas

Gas Vent
Gas Piping
Air Test Certificate or Visual Air Test
Final Gas Inspection

Tree Protection

Tree Removal Permit
Tree Protection Barriers
Tree Planting

b) Why are inspections necessary?

To assist the builder or homeowner in constructing a building that meets minimum regulatory life safety, health and fire protection standards of the BC Building Code.

c) When can inspections be requested?

At any time either by on-line website **only**. Please go to [https://inspections.richmond.ca/\(S\(eubcdl4uq5ivlhpde2vtgj4p\)\)/Account/LogOn](https://inspections.richmond.ca/(S(eubcdl4uq5ivlhpde2vtgj4p))/Account/LogOn).

The IWR (online system) will allow you to:

- Schedule, cancel or reschedule inspections;
- Get inspection results;
- Obtain inspection history;
- Obtain building permit application status.

The IWR (online system) is available 24 hours a day, but keep in mind that if you require an inspection for the next business day, you must request the inspection **prior to 8:00 pm**.

In order to schedule an inspection using the on-line website, you will need your permit number and access code located at the top right of your permit document. An ‘Inspection Request System User Guide’ is available at the Permit Centre front counter and will also be given out along with your issued permit.

For Inspections regarding tree removal, tree protection and tree planting, please contact the Tree Bylaw Clerk at 604-247-4684 or www.richmond.ca for additional information regarding Tree Protection Bylaw 8057.

d) Is there anything else I should know?

In order to avoid unnecessary inspection refusals, rejections or payment of a reinspection fee, please note the following:

- The address must be clearly posted on the project site;
- The Inspector must be able to gain entry to the building for an inspection;
- All work to be inspected must be complete and ready for inspection;
- The reviewed construction drawings, truss certificates, and other required documentation must be available on site for all inspections;
- If the building is occupied, please ensure that someone is on the premises during the inspection;
- Construction work must not proceed beyond each inspection stage without written approval from the Inspector.

4. Design Data – City of Richmond

Design and construction of buildings and structures in the City of Richmond is governed by the following codes, bylaws and regulations:

- Current edition of the BC Building Code, Canadian Farm Building Code and Richmond Building Regulation Bylaw;
- BC Plumbing Code;
- BC Gas Regulations;
- Canadian Electrical Code – Part 1 (as amended by BC Government Regulations);
- Fire Commissioners Regulations & Guidelines of BC, BC Fire Code;
- Richmond Zoning Bylaw (permitted use and location);
- BC Health Act;
- BC Float Home Standard;
- Richmond Tree Protection Bylaw.

Copies of **City Bylaws** may be purchased from the Information Section.

5. Metric Information

The Permit Section, Building Approvals Department, will accept plans for Building Permits in either Imperial or metric units.

Building Permit Application Guidelines

These drawings are for guidance only and are not to be reproduced for a Building Permit application.

- Two copies of all drawings are required.
- Copies of microfilm records are NOT acceptable.
- All drawings must be suitable for microfilming.
- Except for the Site Plan, single line drawings are not acceptable.
- Drawings are required to be drawn to scale, and the following metric or imperial scales are recommended.
- If a structural engineer is required, both sets of drawings must be signed and sealed. (All changes are to be on the original or initialled and dated by the engineer.)
- Truss layout as required.
- Rainscreen details required.

	Metric		Imperial
Site Plan	1:100	or	1/8" = 1'-0"
Floor/Foundation Plans	1:50	or	1/4" = 1'-0"
Elevations and Section	1:50	or	1/4" = 1'-0"

With your help, your application can be processed quickly and efficiently.

Based on the proposed work as listed below, the following typical plans are required:

See attached for minimum information to provide on the plans.

Single Family Dwelling/Duplex

- Site Plan will not be accepted in reverse or without proper dimensioning
- Foundation Plan
- Floor Plans
- Building Cross-Section
- All Elevations
- Construction Details

Additions

Differentiate the new construction from the existing.

- Site Plan showing all buildings on property (size and distance from all property lines and from each other)
- Foundation Plan
- Floor Plan
- Cross-Section
- Elevations

Detached Garage/Carport and Sheds

- Site Plan showing all buildings on property (size and distance from the property lines and from each other)
- Foundation Plan
- Floor Plan
- Cross-Section
- Elevations

Carport Conversion into a Garage

Differentiate the new construction from the existing.

- Site Plan (indicating where the work is occurring)
- Floor Plan with details of the proposed construction material to be used; **or**
- Cross-Section
- Elevation

Interior Finishing

Differentiate the new construction from the existing.

- Site Plan (indicating where the work is occurring)
- Floor Plan with details of the proposed construction materials to be used; **or**
- Cross-Section

In-Ground Pools (pool location only is reviewed)

- Site Plan showing all buildings on the property (including heating equipment/shed), pool and fence location

Decks More than 600 mm Above Grade

- Site Plan
- Foundation/Floor Plan
- Cross-Section
- Elevation

The diagram is a site plan for a residential property. It shows a rectangular property with dashed lines for the 'Property line'. Inside, a house is shown with a hatched roof and a driveway crossing the bottom boundary. Utility lines are marked: 'sanitary' at the top, 'storm' and 'water' at the bottom left, and a 'driveway crossing' at the bottom right. A tree is shown in the center. A '4.0m Max' dimension is indicated for the driveway crossing, and a 'Min. 3ft.' dimension is shown for a setback. A North arrow points upwards.

Legal Description	Lot	Section	Plan
Lot Area			
F.A.R.			
Permitted:			
Proposed :			
Site Coverage			
Permitted:			
Proposed :			

Site Plan

Show the following information:

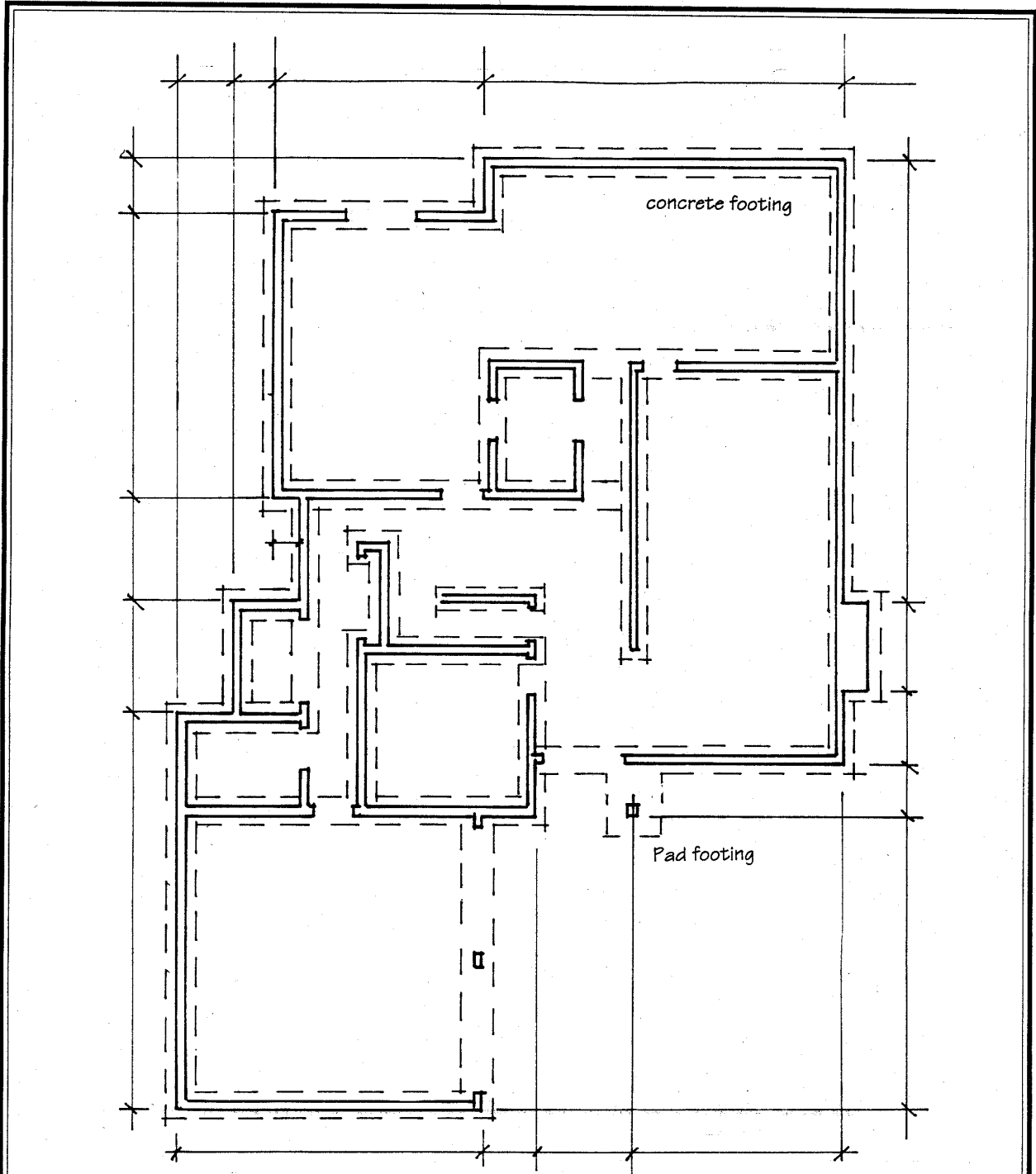
- entire property with all dimensions and North arrow
- location of existing services (storm, sanitary, water and septic)
- location of street, lanes and driveways
- location of all easements and right-of-ways
- diameter and location of all trees onsite
- diameter and location of any neighbouring trees with a trunk within 2 m of property line or having the drip line extend over the property line

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SAMPLE ONLY! Not for reproduction or building permit use

DRAWN: PG/KO
DATE: 07/17/96
SCALE:



Foundation Plan



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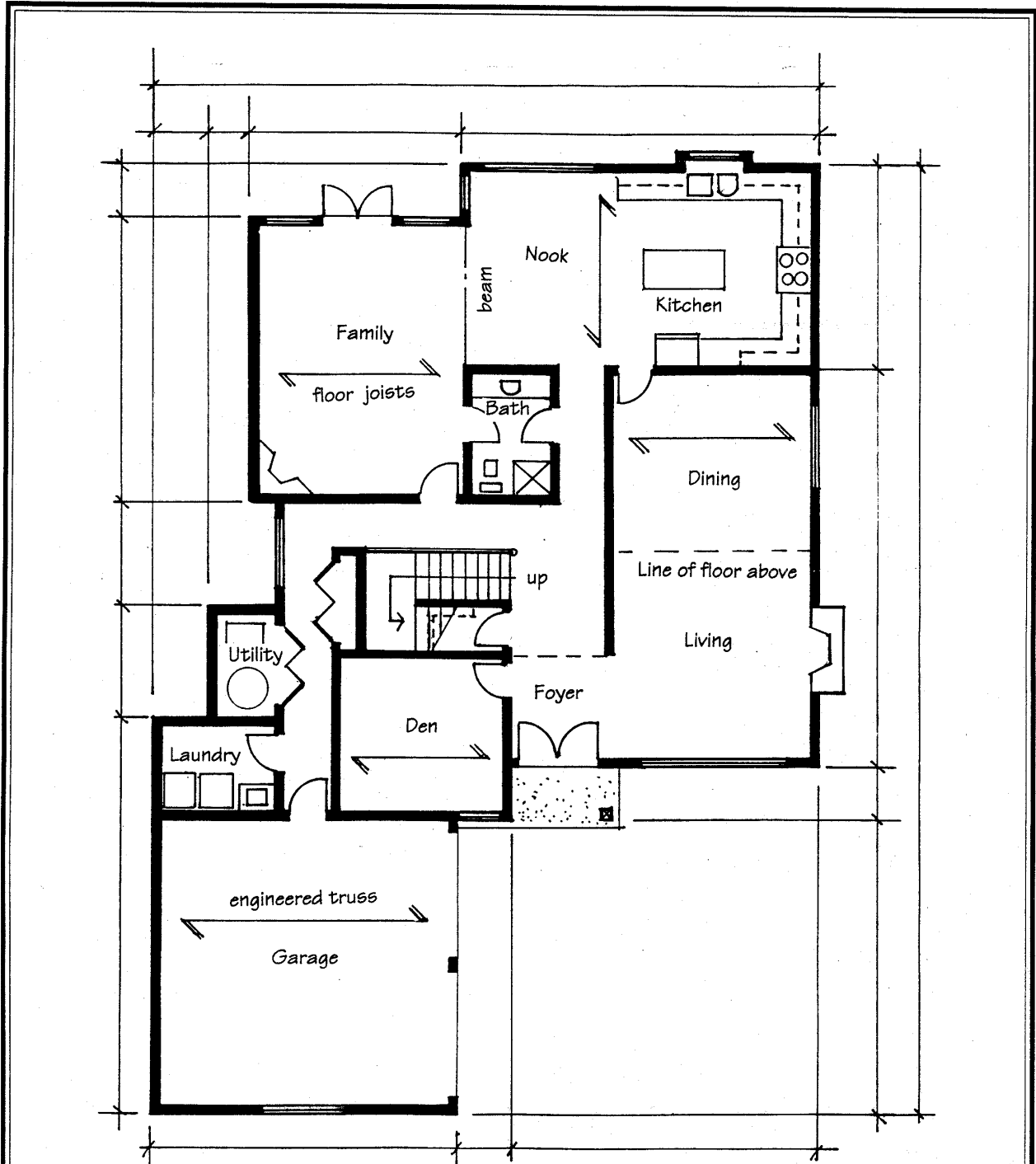
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SAMPLE ONLY! Not for reproduction or building permit use

DRAWN: PG/KO

DATE: 07/17/96

SCALE:



Main Floor Plan

Floor area:



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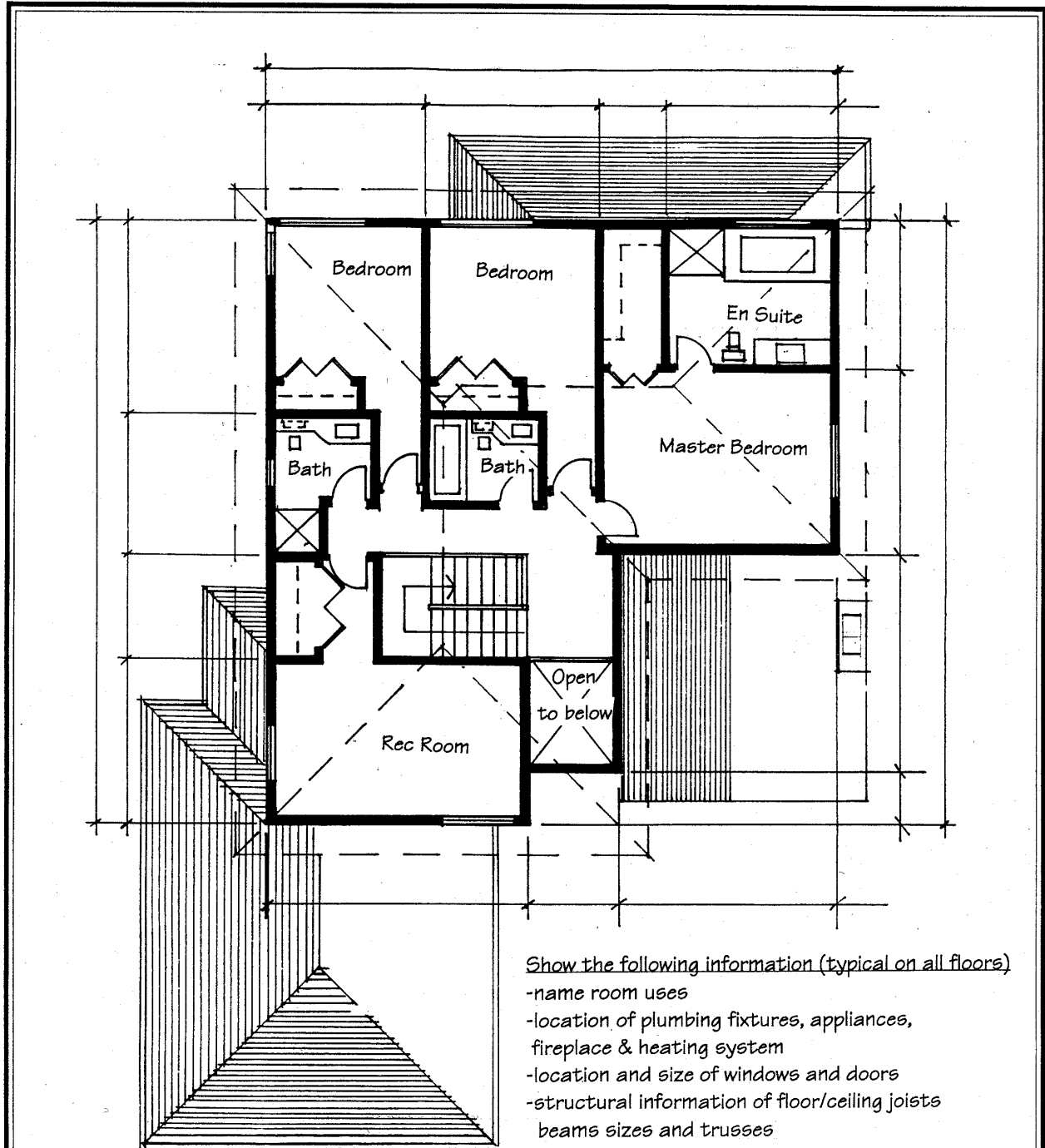
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SAMPLE ONLY! Not for reproduction or building permit use

DRAWN: PG/KO

DATE: 07/17/96

SCALE:



Show the following information (typical on all floors)

- name room uses
- location of plumbing fixtures, appliances, fireplace & heating system
- location and size of windows and doors
- structural information of floor/ceiling joists beams sizes and trusses

Upper Floor Plan

Floor area:



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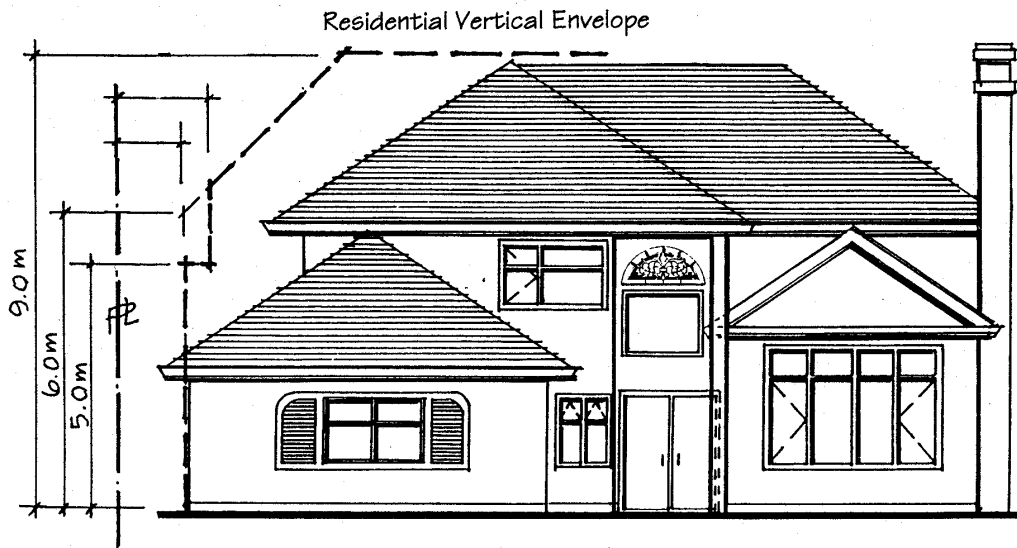
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DATE: 07/17/96
SCALE:



Rear Elevation



Front Elevation



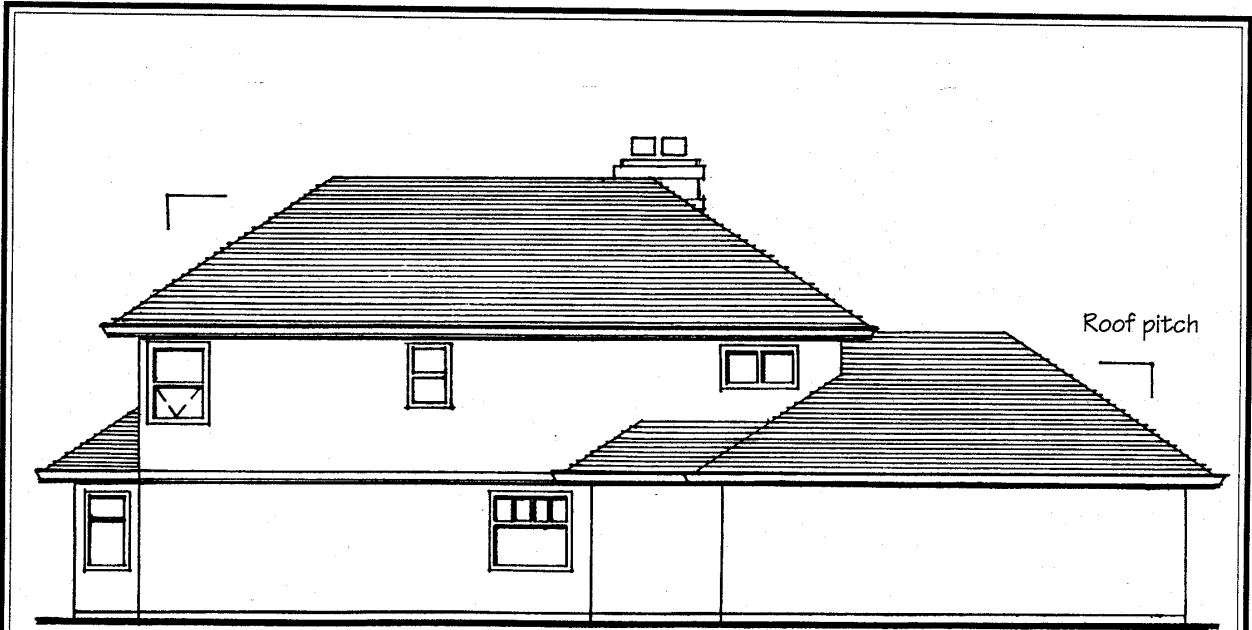
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DATE: 07/17/96

SCALE:



Side Elevation



Side Elevation

Spatial Separation calculations (unprotected openings)

- Limiting Distance : _____
- Exposed bldg face : _____
- Permitted openings : _____
- Proposed Openings : _____



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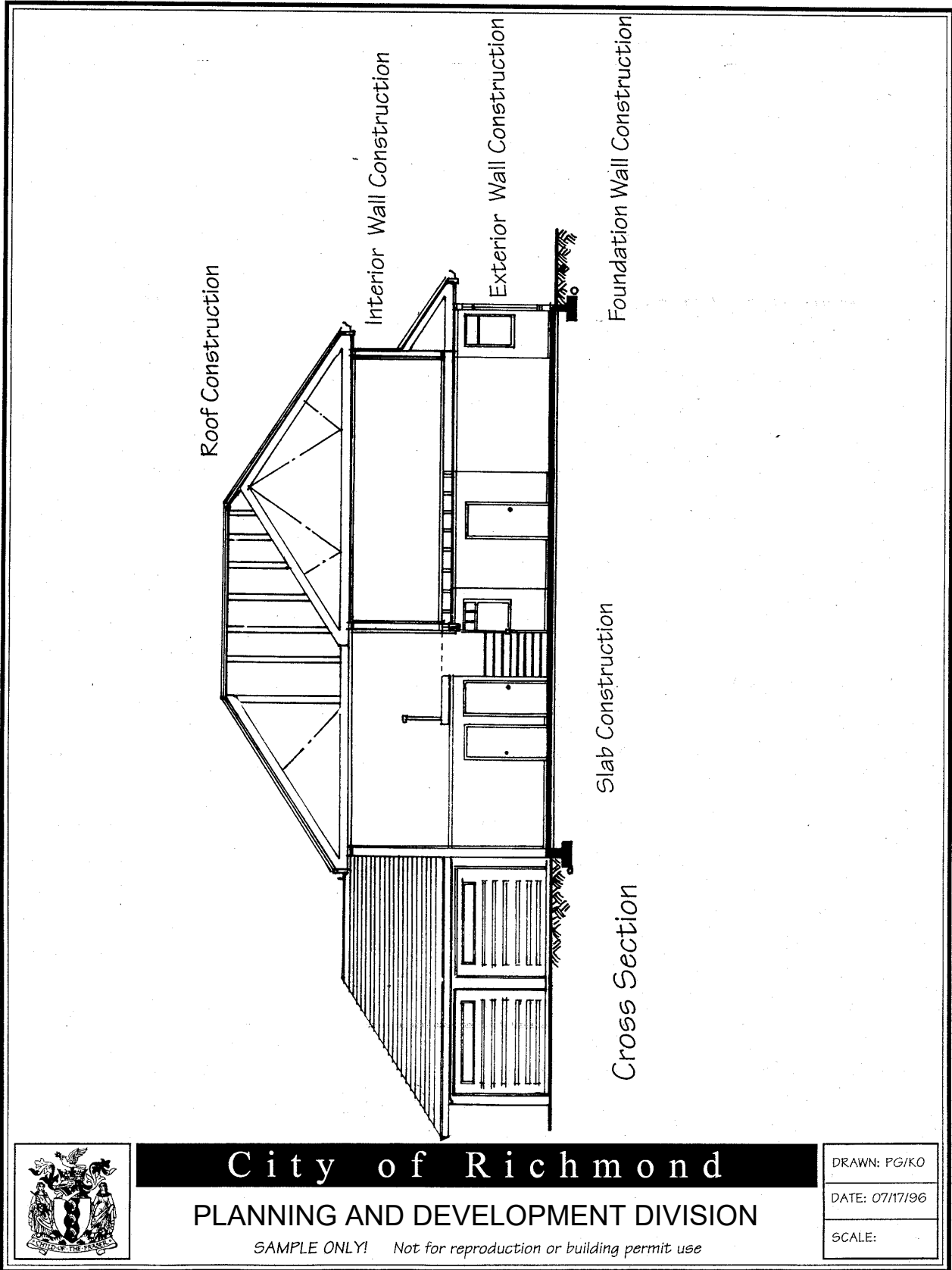
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