

January, 2017
BUILDING DIVISION

APPLYING FOR A BUILDING PERMIT FOR A BUILDING ENVELOPE REMEDIATION

This pamphlet is for general guidance only. It does not replace by-laws or other legal documents.

A building permit is required for all building envelope repairs. If further information is required, please contact the Building Division, Commercial Section at 604-591-4251.

Please note that all repairs must comply with requirements of the BC Building Code.

Documents and Drawings:

The following documents and drawings are required at the time of building permit application:

- Building Permit Application form
- 2 sets of sealed and signed drawings or details booklet
- Schedule A*
- Schedule B for the Architectural Discipline**
- Schedule B for the Structural Discipline***
- Owner's Authorization form
- Letter from the Owner acknowledging scope of the proposed work*
- Homeowner Protection Office (HPO) Building Envelope Renovation Schedule (if applicable)

* *If the Owner is a strata corporation, the Owner information should reflect the strata name and information.*

** *A registered professional must accept responsibility for the following architectural items of Schedule B.*

- 1.5 and 1.6
- 1.16 – at least "exterior finishes"
- 1.17 – if any repairs occur below grade
- 1.18 through 1.23

**** A Schedule B will not be accepted without corresponding drawings/details. If the registered professional will only be involved after structural deficiencies are exposed throughout the building envelope remediation, a revision to the issued building permit shall be applied for, with Schedule B and corresponding drawings/details.*

Planning Division Approval:

Planning Division approval will be required if the building envelope repairs include changes to the appearance of the building, such as a change in material or colour.

The following will be required for review by the Area Planning Division:

- Samples of the proposed new material or colour
- Photographs of the existing elevations and elevation drawings incorporating the proposed changes

For more information, please contact the Area Planning Division at 604-591-4448.

Homeowner Protection Office (HPO) Renovation Schedule:

The HPO Renovation Schedule is not applicable to all buildings. For more information, please refer to the Homeowner Protection Office website www.hpo.bc.ca or by telephone at 1-800-407-7757.

Building Permit Fee:

The building permit fee will be calculated based on the value of construction. A non-refundable plan processing fee, equal to 35% of the building permit fee, shall be paid at the time of building permit application. The balance of the building permit fee will be collected prior to issuance of the building permit.

Existing Building Records:

Copies of drawings of an existing building may be available from City Records. For more information, please contact the Building Records Section at 604-591-4369.