

October, 2016  
BUILDING DIVISION

# ***APPLYING FOR A BUILDING PERMIT TO REPAIR FIRE DAMAGE***

This guide has been prepared to assist you in applying for a building permit to repair fire damage. This guide is for general guidance only. It does not replace by-laws or other legal documents.

## **General Information**

A building permit is required to repair fire damage to a building. After the Fire Department attends the scene of a fire, a building damage report will be generated and forwarded to the Building Division. Subsequently, the Building Division will schedule a building inspection as well as applicable plumbing and electrical inspections.

The required scope of the fire damage repair building permit will be determined based on the results of the building, plumbing, and electrical inspections. It is strongly recommended that the applicant contact Building Inspections (604-591-4231) to confirm the requirements for the building permit **prior** to making the application. If any applicable inspections have not been conducted at the time of building permit application, the application will be placed on hold pending the results of the required inspections. All repairs must comply with the requirements of the BC Building Code.

Please note that if the building inspector determines the building is damaged or destroyed to the extent of 75% or more of its value above its foundations, a fire damage repair building permit will not be issued and the building (including the foundations) may have to be demolished and/or reconstructed. The building inspector will also determine which Registered Professionals are required to provide drawings for the building permit application.

For further information, please contact the Commercial Section of the Building Division at 604-591-4251.

## **Documents and Drawings**

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

- Building Permit Application form
- Owner's Authorization form, if the applicant is not the owner
- Complete scope of work
- Two (2) sets of a site plan, showing the location of the building on the property
- Two (2) sets of a key plan, showing the location where the work is proposed
- Two (2) sets of sealed and signed drawings from each required Registered Professional
- Schedule B from each required Registered Professional
- Schedule A, if more than one Registered Professional is required

## **Building Permit Fee:**

The building permit fee will be calculated based on the value of construction, and shall be paid at the time of building permit application.

## **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.