

**Overview:** A building permit is required for alterations to an existing business or to accommodate a new business (including walls, ceilings, plumbing, etc.) and when the use of occupancy classification is changing from the previous business occupancy.

### **Occupancy Classification:**

Occupancy Classification, or use, is divided into the following categories:

- A. Assembly Uses (e.g., restaurant, school (Coordinating Registered Professional required))
- B. Detention, Care, Treatment (Coordinating Registered Professional required)
- C. Residential (e.g., apartments)
- D. Business & Personal Services (e.g., office, beauty salon)
- E. Mercantile (e.g., retail, supermarkets)
- F. Industrial (e.g., warehouse, repair garages)
- Please note: Coordination Registered Professional required for Part 3 building

### **Typical Requirements for the Building Permit:**

Two fully dimensioned and detailed sets of plans drawn to scale (e.g.,  $\frac{1}{4}" = 1'$ ,  $\frac{1}{8}" = 1'$  or metric equivalent), which includes:

- Site plan or key plan
- Floor plans showing existing and proposed construction including:
  - use of space
  - structural changes
  - exits and means of egress, fire separations and emergency lighting
  - washrooms, universal washroom, access for persons with disabilities
  - sprinkler system changes
  - plumbing, including and food preparation areas
  - commercial cooking equipment (exhaust/extinguishing system installation detail)
- Where plumbing changes are proposed, include:
  - Isometric drawing of drainage and water lines with pipe sizing and type and plumber's name and phone number.
  - Plumbing Declaration TQ#

### **Please note:**

- Food / drink preparation areas, spas, pools and hot tubs for public use require install or Health Authority approval. Health approval should be submitted with the building permit application.
- Change of Occupancy may require structural upgrade of the building.
- You may need to supply a parking plan and a landscape plan for the permit application.

### **Sprinkler:**

In accordance with City of Merritt Building Bylaw, 1865, 2003, section 29. In the fire limit areas fire sprinklers are required to be installed in all buildings constructed, placed, structurally renovated or structurally altered where the total Building permit value, determined by the Building Inspector pursuant to this bylaw, of all additions and alterations made within any consecutive thirty-six (36) month period, Exceeds forty percent (40%) of the assessed value of the existing building as determined by the most recent assessment of the B.C. Assessment Authority.



# CITY OF MERRITT



## \*NEW\* BUSINESS LICENCE PARKING REQUIREMENTS

(\*\*WILL NOT AFFECT RENEWALS\*\*)

November 17, 2015

File No: 3360

Re: New zoning regulations as of April 28<sup>th</sup>, 2015.

Please note that Council adopted a new *Zoning Bylaw 2187, 2015* earlier this year and some of the parking requirements in that bylaw may impact new and changing business licence applications.

A summary of some of the changes from *Zoning Bylaw 2187, 2015* with respect to parking include:

| Class of Building  | Minimum Required Parking Spaces  | Minimum Required Loading Spaces   |
|--|--|---|
| <b>Residential</b>                                       |  |   |
| Buildings containing 2 or less dwellings                 | 2 per dwelling, and one additional parking space for every 4 or more bedrooms  | 0 spaces  |
| Dwellings in buildings also used for commercial use      | 2 per dwelling for units of 4 bedrooms or more, 1.75 per dwelling for 2 bedroom units, and 1.5 per dwelling for bedroom units and 1 per dwelling for studio suites; plus, 1 per 30.0 m <sup>2</sup> gross floor area for the commercial use(s) | 1 passenger loading space and 1 loading space per 20 dwellings for the residential use; plus 1 per 1500.0 m <sup>2</sup> gross floor area for the commercial use(s) |
| Multiple family dwelling & Multiple family row housing   | 2 per dwelling for units of 4 bedrooms or more, 1.75 per dwelling for units of 2 to 3 bedrooms, 1.5 per dwelling for 1 bedroom units, and 1.0 per dwelling for studio units  | 1 passenger loading space and 1 loading space per 20 dwellings  |
| <b>Commercial</b>  |  |   |
| Motel  | 1 per sleeping unit  | 0 spaces  |
| Hotel  | 1 per sleeping unit  | 1   |
| Home Occupation  | 1 per home occupation  | 0 spaces  |
| Restaurants, Lounges, Pubs                               | 1 per 4 seats  | 1 per 1500.0 m <sup>2</sup> gross floor area  |
| Commercial Retail, Office and Personal Service Buildings | 1 per 30.0 m <sup>2</sup> gross floor area   | 1 per 1500.0 m <sup>2</sup> gross floor area  |
| Shopping Centre  | 1 per 17.5 m <sup>2</sup> gross floor area   | 1 per 1900.0 m <sup>2</sup> gross floor area  |

Parking requirements are no longer exempt in the City Centre (downtown) area. Deficit parking will be charged \$3,500.00 per stall. Please refer to [www.merritt.ca](http://www.merritt.ca) for zoning bylaw 2187 for all the details including home based businesses. If you need any further information regarding the above, please contact myself at

## **PART EIGHT - PARKING AND LOADING**

### **8.1 Off-Street Parking and Loading Provisions**

**8.1.1** When any new development is initiated or when any existing development is expanded, intensified, enlarged, or a use changed, off-street parking spaces and off-street loading spaces shall be provided and maintained by the property owner in accordance with the standards of this section.

#### **8.1.2 Number of Spaces**

- a. The minimum number of off-street vehicle parking and loading spaces required for each use is specified in the Parking and Loading table (Table 8.2).
- b. Where the calculation of the total number of vehicle parking and loading spaces results in a fraction of 0.5 or greater, the next highest whole number shall be required. In no case shall the vehicle parking and loading space provision be less than one space.
- c. Where Table 8.2 does not clearly define requirements for a particular development, the single use class or combination of use classes most representative of the development shall be used to determine the parking requirements.
- d. Where a development consists of a mix of use classes, the total off-street parking and loading requirement shall be the sum of the off-street parking and loading requirements for each use class.

### **8.2 Unenclosed Parking and Storage in Residential Zones**

**8.2.1** No person at any time shall park or store any commercial vehicle, truck, bus, motor home, truck camper, travel trailer, tow truck or any construction equipment or truck or commercial vehicle containing building material on a parcel in a Residential zone, except:

- a. one truck or commercial vehicle not exceeding 6,350 kg G.V.W. rated capacity;
- b. one motor home, truck camper or travel trailer provided that the overall length does not exceed 10 metres;
- c. trucks or equipment required for construction, repair, servicing, or maintenance of the premises when parking during normal working hours;
- d. one boat or vessel not exceeding a length of 10 metres;
- e. a truck or commercial vehicle containing building materials when the owner, lessee, or occupier of the parcel is in possession of an unexpired building permit authorizing the construction of a building on the parcel, provided that the materials are required for the construction of the building.

**8.2.2** Section 8.2.1 does not apply to the parking or storage of a vehicle that has been authorized by the City under another bylaw.

CITY OF MERRITT  
PO Box 189  
Merritt, B.C.  
V1K 1B8

APPLICATION FOR WATER AND/OR SEWER CONNECTION

I, \_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Postal Address

being the owner of property described as follows:

Roll # \_\_\_\_\_ Legal \_\_\_\_\_

Civic Address \_\_\_\_\_  
upon which a building is situated, hereby apply for a water and/or sewer  
connection(s) under the terms and conditions of the City of Merritt's  
applicable bylaws.

Type of Building \_\_\_\_\_  
Dwelling, Duplex, Hotel, Store, etc.

Number of Rooms, Suites or Units \_\_\_\_\_

Other Information \_\_\_\_\_

Size of Water Connection \_\_\_\_\_ Fee \$ \_\_\_\_\_

Size of Sewer Connection \_\_\_\_\_ Fee \$ \_\_\_\_\_

Water Meter Yes \_\_\_\_\_ No \_\_\_\_\_ Fee \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date


\_\_\_\_\_  
Teller's Initials

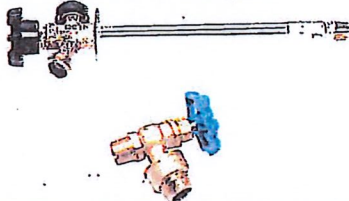
Copies: Public Works Foreman  
Building Inspector  
File

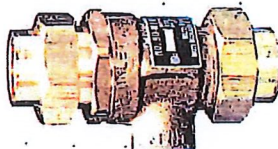
\_\_\_\_\_  
Date Installed




## Backflow Protection Hazards and Protection for Residential Facilities

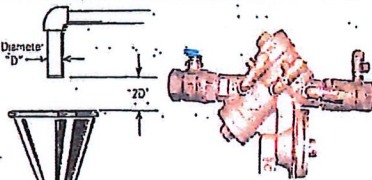
| <b>Underground Irrigation Sprinkler System</b>  |  |   |
|---|--|---|
| <b>Cross Connection Hazard</b>  | <b>Backflow Protection Required</b>  | <b>*Reference Image</b>   |
| Residue from lawn applied weed killer (herbicides), fertilizer, animal waste from pets and parasitic worms collect at sprinkler heads can enter your drinking water during periods of system pressure loss. | INSTALL<br>a <b>Dual Check Valve (DuCV)</b><br>on the water supply to the irrigation system. |  |

| <b>Outside Hose Bibs (garden hose faucet)</b>  |   |   |
|--|---|---|
| <b>Cross Connection Hazard</b>   | <b>Backflow Protection Required</b>   | <b>*Reference Image</b>   |
| Garden hoses used for lawn spray applicators containing herbicides or other harmful chemicals, flushing radiators, septic tanks in RVs / campers, submerged in buckets or containers containing harmful substances or left laying in contact with contaminated soil etc. | INSTALL<br>an <b>Atmospheric Vacuum Breaker (AVB)</b><br>with frost protection. |  |

| <b>***Residential Boilers, Geothermal or Solar Heating Systems</b>  |   |  |
|---|---|--|
| <b>Cross Connection Hazard</b>  | <b>Backflow Protection Required</b>   | <b>*Reference Image</b>  |
| Stagnant or non-potable water and can be forced back into the drinking water system due to backpressure from thermal expansion. If the boiler pressure becomes greater than the supply pressure (or if supply pressure is reduced or lost), boiler water can be forced back into the drinking water system. | INSTALL<br>a <b>Dual Check Valve with Atmospheric Vent or Port (DCAP)</b><br>Required on any permanent or temporary feed, pipe or make-up line to the system. |  |

| <b>Residential Fire Sprinkler Systems – Non Flow</b>   |  |   |
|--|--|---|
| <b>Cross Connection Hazard</b>   | <b>Backflow Protection Required</b>  | <b>*Reference Image</b>   |
| Standing water in fire sprinkler systems becomes stagnant or non-potable in a very short period of time. This poor quality water may contain bacteria, mold, mildew, leached metals (zinc, iron, copper etc.) from non-potable piping materials. | INSTALL<br>a <b>Dual Check Valve for Fire Systems (DuCF)</b><br>for residential fire systems on the water supply to the fire sprinkler system. |  |

| <b>Residential Fire Sprinkler Systems – Flow Through</b>   |   |   |
|--|---|---|
| <b>Cross Connection Hazard</b>   | <b>Backflow Protection Required</b>   | <b>*Reference Image</b>   |
| Residential flow through fire sprinkler systems do not require backflow protection on systems that are constructed of approved potable material and are designed to allow water to flow through the system so it does not become stagnate. | <b>No backflow protection is required</b><br><br>Providing all piping material is approved for potable water use and is designed to allow for water flow. |  |

| <b>Swimming Pool or Spa</b>  |   |   |
|--|---|---|
| <b>Cross Connection Hazard</b>   | <b>Backflow Protection Required</b>   | <b>*Reference Image</b>   |
| Pool water, high concentrations of chlorine, human pathogens may be present. Can be prone to backflow conditions due to thermal expansion and backpressure from pumps. | INSTALL<br>an <b>Approved Air Gap (AG)</b> or<br><b>**Reduced Pressure Backflow Assembly (RPBA)</b><br>Required on any permanent or temporary feed, pipe or make-up line to the system. |  |

**ICIA-2****I.C.I.A. Cross Connection Assessment Form**

(For all Industrial, Commercial, Institutional and Agricultural Facilities)

**City of Merritt Use Only:**

|                |                      |                  |                      |              |
|----------------|----------------------|------------------|----------------------|--------------|
| Date Received: | Customer Account No: | City Project No. | CCC Manager Initials | Review Date: |
|                |                      |                  |                      |              |

**A. Municipal Area - (location of facility):**

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

**B. Facility Information**

|                            |  |
|----------------------------|--|
| Facility Name:             | Design Job / Project No.:  |
| Facility Service Address:  |  |
| Owner Name:                | <b>Facility Hazard Level:</b><br>(Determine to CAN/CSA B64.10-07 standards)                    |
| Facility or Business Type: | <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> High |

**C. Responsible Contact Person:**

|                  |        |                |
|------------------|--------|----------------|
| Name:            | Title: | Business Name: |
| Mailing Address: |        |                |
| Phone:           | Fax:   | Email:         |
| Cell:            |        |                |

**D. Water Service Information:**

|  |                |             |   |
|--|----------------|-------------|---|
| Service Connection(s):   | Size (Inches): | Meter Size: | Premise Isolation at the Water Meter?   |
| <input type="checkbox"/> Main Inlet / Combined   |                |             | <input type="checkbox"/> Yes: with <input type="checkbox"/> AG <input type="checkbox"/> RP <input type="checkbox"/> DC <input type="checkbox"/> DuC |
| <input type="checkbox"/> Domestic  |                |             | <input type="checkbox"/> No: Explain _____  |
| <input type="checkbox"/> Fire  |                |             | <input type="checkbox"/> Fire Line: <input type="checkbox"/> RP <input type="checkbox"/> DC <input type="checkbox"/> Other _____                    |
| <input type="checkbox"/> Irrigation  |                |             |   |
| <input type="checkbox"/> Other   |                |             |   |
| Consideration for Thermal Expansion? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                |             | Design Line Pressure: _____ (psig)  |
| Bypass arrangement around backflow preventer? <input type="checkbox"/> Yes <input type="checkbox"/> No / if Yes...Parallel BFP installed? <input type="checkbox"/> Yes <input type="checkbox"/> No |                |             |   |

**E. Water Usage and Backflow Prevention (BFP) Information:**

|  |  |   |   |
|--|--|---|---|
| <b>Water Usage:</b> ➡  | <b>Fixture or Process:</b> ➡   | <b>BFP Type:</b> ➡<br>(AG, RP, DC, DuC, AVB, etc) | <b>Location:</b><br>(Room #, floor level, tag # etc.) |
| <b>Auxiliary Water Supply</b><br><input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Well or Surface Water<br><input type="checkbox"/> Storage Tank<br><input type="checkbox"/> Reclaimed Water<br><input type="checkbox"/> Rainwater Harvesting<br><input type="checkbox"/> Other _____ |   |   |
| <b>Fire Sprinkler System</b><br><input type="checkbox"/> Yes<br><input type="checkbox"/> No  | <input type="checkbox"/> Chemical (glycol, etc.)<br><input type="checkbox"/> Wet or Dry System<br><input type="checkbox"/> Flow through system<br><input type="checkbox"/> Auxiliary water supply                            |   |   |

See Reverse

# ICIA-2 Form

Facility Name: \_\_\_\_\_ Design Job / Project No.: \_\_\_\_\_

## E. Water Usage and Backflow Prevention (BFP) Information:

| Water Usage: ➡  | Fixture or Process: ➡   | BFP Type: ➡<br>(AG, RP, DC, DuC, AVB, etc) | Location:<br>(Room #, floor level, tag # etc.) |
|---|---|--|--|
| <b>Irrigation System</b><br><input type="checkbox"/> Yes<br><input type="checkbox"/> No   | <input type="checkbox"/> Chemical Injection<br><input type="checkbox"/> Underground Type<br><input type="checkbox"/> Aboveground Type   |  |  |
| <b>Heating &amp; Cooling</b><br><input type="checkbox"/> Yes<br><input type="checkbox"/> No                                     | <input type="checkbox"/> Water Heater T&P Valve<br><input type="checkbox"/> Boiler<br><input type="checkbox"/> Heat Exchanger *<br><input type="checkbox"/> Water Cooled Equipment *<br><input type="checkbox"/> Other _____  |  |  |
| <b>Kitchen / Bar Equipment</b><br><input type="checkbox"/> Yes<br><input type="checkbox"/> No                                   | <input type="checkbox"/> Beverage Carbonator<br><input type="checkbox"/> Dish / Glass Washer<br><input type="checkbox"/> Ice maker (water / air cool)<br><input type="checkbox"/> Hood washer / degreaser<br><input type="checkbox"/> Other _____   |  |  |
| <b>Laundry, Custodial</b><br><input type="checkbox"/> Yes<br><input type="checkbox"/> No  | <input type="checkbox"/> Detergent Dispenser<br><input type="checkbox"/> Dry Cleaning Equipment<br><input type="checkbox"/> Sinks with threaded faucet<br><input type="checkbox"/> Washing Machines<br><input type="checkbox"/> Other _____   |  |  |
| <input type="checkbox"/> <b>Dental</b><br><input type="checkbox"/> <b>Medical</b><br><input type="checkbox"/> <b>Laboratory</b> | <input type="checkbox"/> Dental Equipment *<br><input type="checkbox"/> Vacuum Pump<br><input type="checkbox"/> Medical Equipment *<br><input type="checkbox"/> Sterilizer<br><input type="checkbox"/> Fume Hood<br><input type="checkbox"/> Sink (including lab sink)<br><input type="checkbox"/> Other _____  |  |  |
| <b>Misc. Other Equipment</b><br><input type="checkbox"/> Yes<br><input type="checkbox"/> No                                     | <input type="checkbox"/> Hose Connection (all)<br><input type="checkbox"/> Booster Pumps<br><input type="checkbox"/> Reverse Osmosis<br><input type="checkbox"/> Specialized Industrial Equip.*<br><input type="checkbox"/> Elevated Piping<br><input type="checkbox"/> Livestock (water trough, etc.)<br><input type="checkbox"/> Truck / Fill Standpipe(s)*<br><input type="checkbox"/> Other _____ |  |  |

NOTE: \* Please submit detailed information

## F. Designer / Cross Connection Control Specialist (please complete and sign below)

All backflow protection listed above complies with CAN/CSA B64.10-07 standards? ☐ Yes ☐ No  
 Indicate CSA Version: \_\_\_\_\_ / All internal cross connections protected? ☐ Yes ☐ No  
 Name (please print): \_\_\_\_\_ Phone: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The City of Merritt Accepted Cross Connection Control Standards: Canadian Standards Association CSA B64.10-07 / B64.10.1-07 Selection and Installation of Backflow Preventer/ Maintenance and Field Testing of Backflow Preventer as stated in Part 7 of the BC Building Code.

### BACKFLOW PREVENTER (BFP) TYPE GLOSSARY

AG – Approved Air Gap  
 RP – Reduced Pressure Principal Assembly  
 DC – Double Check Valve Assembly  
 PVB – Pressure Vacuum Breaker Assembly  
 AVB – Atmospheric Vacuum Breaker type  
 DuC – Dual Check Valve  
 DCAP – Dual Check with Atmospheric Port

☐ **ATTACH to:** Municipal copy with **Permit Application**  
☐ **MAIL or FAX to:** Cross Connection Control Coordinator  
 2185 Voght St.  
 Fax: 250-378-2600 Ph: 250-378-4224 ext2

**PlanR1****Cross-Connection Control Plan Review Form**

|                    |  |                 |  |
|--------------------|--|-----------------|--|
| Notification Date: |  | Job / Project # |  |
| Municipality:      |  | City I.D. #     |  |
| Facility Name:     |  |                 |  |
| Service Address:   |  |                 |  |
| Type of Business:  |  |                 |  |
| Contact:           |  |                 |  |
| Phone:             |  | Cell Phone:     |  |
| Fax:               |  |                 |  |
| Email Address:     |  |                 |  |

|  |  |
|--|--|
|  | <b>PLANS APPROVED AS SUBMITTED</b>                                 |
|  | <b>PLANS APPROVED PROVIDING THE FOLLOWING CONDITIONS ARE MET :</b> |

| # | ITEMS | REQUIREMENTS / FINDINGS |
|---|-------|-------------------------|
|   |       |                         |
|   |       |                         |
|   |       |                         |
|   |       |                         |
|   |       |                         |
|   |       |                         |

Premise isolation by the installation of a backflow preventer on the service connection, after the meter or other location(s) approved by The City of Merritt or municipal inspection department, may be required in addition to any backflow protection listed above or on the design plans. All backflow devices must be selected and installed in accordance with the CAN/CSA B64.10-07 standards.

| <b>PREMISE ISOLATION</b> |   |
|--------------------------|---|
|                          | Premise isolation is not required.          |
|                          | Premise isolation with a _____ is required. |

| # | <b>BACKFLOW TEST REPORTS</b>                       | <b>Remarks</b> |
|---|--|----------------|
|   | Backflow Test Reports expected prior to occupancy. |                |

Water service supplied by The City of Merritt waterworks system to a customer shall only be provided where, in the opinion of The City of Merritt, the waterworks system has been effectively protected from cross connections existing at or within the customer's private water system and all applicable backflow assembly test reports have been submitted to The City of Merritt, attention: Cross Connection Control Coordinator,

Fax: 250-378-2600

Mail: P.O. Box 189, Merritt BC, V1K 1B8

Phone: 250-378-4224

Reviewed By: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_