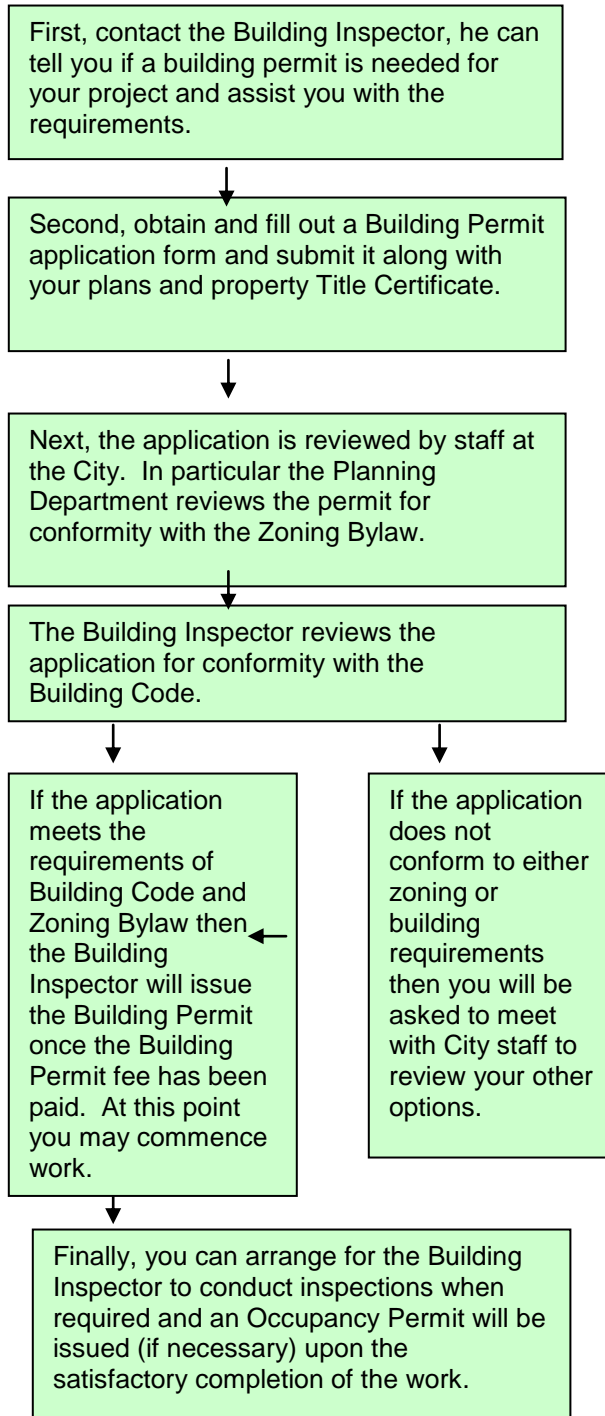


## What is the Process?



## Residential Licencing

Beginning July 1, 1999, licencing is required for all residential home-builders in the province. The City requires proof of licencing prior to issuing a Building Permit for any new residential construction. This does not apply to renovations, additions. For information on licencing and how to apply contact the Building Inspector, or the Homeowner Protection Office at 1-800-407-7757.

## What about Signs?

The City Sign Bylaw regulates the placement and construction of most signs. In order to install a sign, you are required to obtain a valid sign permit. When applying for a sign permit you should include a drawing of the sign that includes its dimensions, lettering, and relation to the building or structure to which it is attached.

This Brochure is meant for information purposes only. Please consult with the Building Inspector at the earliest possible date to determine what the precise requirements are for your particular application.



[www.merritt.ca](http://www.merritt.ca)

## A GUIDE TO BUILDING PERMITS

### This Brochure Explains:

- What a Building Permit is.
- When a Building Permit is required.
- Building Permit application procedures.
- What to submit with your Building Permit application.
- Building Permit inspection process.

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## *What is a Building Permit?*

City Council has passed the Building Bylaw, which requires all new construction and renovation within the city to have a valid **Building Permit**. A Building Permit is the means by which the community, through the Building Inspector, ensures the safety and integrity of construction in the city. The requirements and provisions of the City's Building Bylaw are based upon the Provincial Building Code. By requiring new construction or renovations to obtain a building permit, the community can be assured that safety standards are met.

## *When Do I Need a Building Permit?*

You should always consult the Building Inspector for the specific requirements for any contemplated construction or renovation. In general, a Building Permit is required for the following:

- Construction of a new home.
- Construction of a shed or other accessory buildings over 108 square feet.
- An addition to an existing structure.
- Construction of a commercial, industrial or public use building.
- Attached or detached garages and decks.
- Moving or demolition of buildings.
- Prefabricated structures.
- Locating or relocating a mobile home.
- Structural work.
- Plumbing systems.
- HVAC systems.
- Temporary buildings.
- Construction of a retaining wall over one (1) meter in height.
- Enclosing a porch or erecting a roof over a deck.
- Interior or exterior renovations other than maintenance.

- A change in Occupancy type.
- Installation of Space Heaters

## *How Do I Apply?*

Contact the Building Inspector at City Hall and make an appointment to meet and discuss your plans. Bring all drawings, plans or quotes that you have. Once your plans are ready for submission you may complete a Building Permit application.

## *What Do I Need to Include with the Application?*

For the Building Inspector and other staff to quickly and accurately assess your application, you must include the following:

- Site plan, which must include:   
dimensions of the lot, the existing structures and all dimensions, the proposed work and all dimensions, and the setbacks of existing, proposed structures from all property lines and show parking
- Floor plans, showing building   
dimensions, room sizes and proposed use, location of fixtures, and construction and mechanical details.
- Elevation plans, showing building   
height, finished grades and exterior finishes.
- A current certificate of Title, and any   
covenants that may be registered on the property.
- Any other information deemed   
necessary for the particular permit.

## *How Much Will It Cost?*

The cost will vary, depending upon the value of construction. However there is a minimum \$60 building permit fee. You will

need to pay for your permit before it can be issued.

## *How Long Will It Take?*

The processing time will take about two weeks, but this may vary depending upon the size and complexity of your project. The Building Inspector must review your plans to ensure conformity with the Building Code; the Building Permit application is also referred to the Planning Department to check the zoning and other planning regulations. It may also be referred to other departments, such as Fire and Public Works. You must not start work until the Building Permit is issued.

## *What About Inspections?*

Once you have your Building Permit you can commence work. However, inspections are required at various stages of construction. The Building Inspector will inform you which inspections are required for your work, but it is your responsibility to request the necessary inspections once the work is completed.

### ***You may need inspections for:***

- Forms Inspection - Footing
- Service Inspection.
- Prior to Backfill Inspection – Damp proof
- Rough Plumbing Inspection.
- Floor Slab Inspections.
- Frame Inspection.
- Insulation and Vapour Barrier Inspection.
- Any other inspections the Building Inspector may require.
- When all the work is completed, you can arrange for a final inspection, following which an Occupancy Permit will be issued (if necessary) upon the satisfactory completion of the work.

**24-hour notice is required for an inspection.**