

Residential Construction Guide

Row Houses

A building permit is required when you wish to:

- construct a new building or structure
- alter, repair, renovate, relocate, or add to an existing building
- finish a basement
- construct chimneys or install wood stoves or inserts
- construct retaining walls over 1.2 m in height
- install new plumbing fixtures or re-arrangement of piping
- refer to tol.ca/building for guidelines on other projects requiring a permit

Application

Submit building permit applications to the Permit, Licence and Inspection Services Department.

The applicant must provide:

- a Building Permit Application form and checklist, completed and signed
- a current Title Search or a Freehold Transfer (title search is to be no older than 30 days prior to permit application)
- disclosure of rights-of-way, watercourses, or easements on the property
- three sets of site plans and building plans drawn to scale – 1 set of full-size drawings, and 2 sets reduced to fit 11 x 17 paper
- three complete sets of building plans signed and sealed by the applicable registered professional
- Schedule B – signed and sealed by a Registered Professional for architectural, structural, geotechnical and lot grading/stormwater management
- Schedule A – signed and sealed by Coordinating Registered Professional
- landscape drawings, including cost estimate and Schedules L1 and L2
- solar hot water-ready regulation requirements
- truss layout, truss joist floor layout, and beam schedules (if applicable)
- calculations determining heating/cooling system capacity in accordance with CSA F280
- energy documentation: Pre-construction form, EnerGuide Report (Step code), Energy Modelling Report (Hot 2000)
- a completed and signed Soil Declaration form
- an Erosion and Sediment Control form – signed and dated
- an Agent Authorization form signed by the owner (if applicable)

- A BC Housing Warranty form must be provided in order for the permit to be issued.

Drawings

All plans and information submitted must be of an appropriate scale with sufficient detail to establish compliance with the BC Building Code and the bylaws of the Township. The plans are to be **legible and of suitable quality** for digitizing. If you are unable to draw appropriate plans, then you must obtain the services of a qualified person.

Drawings may be submitted in metric or imperial scale. The following are the minimum scales:

site plan	1:100	or	1/8" = 1' - 0"
foundation, and floor plans	1:50	or	1/4" = 1' - 0"
cross sections	1:50	or	1/4" = 1' - 0"
elevations	1:50	or	1/4" = 1' - 0"
construction details	1:20	or	1/2" = 1' - 0"

Site Plan

- lot shape and size with setbacks of the building to the property lines
- show any easements, rights-of-way, and watercourses/bodies of water on the property and the setbacks to the buildings
- overall building dimensions of the proposed row house
- show decks, projections, and/or cantilevers
- driveway location – existing, and/or proposed
- septic system and well locations
- perimeter drainage sump and discharge locations
- MBE elevation as established by a surveyor
- show all trees to be retained/removed
- finished grades and top of foundation elevations at each corner of the building and finished grades for the side property lines

Foundation and Floor Plans

- show foundations with the dimensions of the principal building
- indicate foundation wall thickness and size of footings, including all pad footings
- show all structural elements – beams, lintels, floor joist size and direction, wall and roof structures
- show all partitions and bearing walls – indicate finished / unfinished areas
- room use and sizes
- windows/doors, including sizes and door swings
- stairs – showing direction of travel, stair dimensions, and required handrails and/or guardrails
- plumbing fixtures, appliances, hot water tank, fireplaces, and heating system

Typical Cross Sections and Construction Details

- all construction materials
- floor-to-ceiling height of all rooms including crawl/roof spaces
- floor, ceiling, roof, and wall assemblies
- sloped/vaulted ceilings and roof decks, indicating ventilation and insulation requirements
- footings and foundation walls
- building envelope details for the exterior cladding and energy efficiency provisions
- finished grade, top of foundation, and MBE elevations

Elevations (the four building face views)

- exterior finish
- window and door sizes – if windows or doors are being added on any external wall adjacent to a lot line, show the elevation of that building face for the entire building
- finished grade (drawn in) and top of foundation elevations shown at each corner of the building
- roof slope

Tree Removal

If tree removal is necessary, a Tree Removal/Cutting permit may be required prior to issuance of the permit. Refer to tol.ca/treeprotection for more information and tree removal/cutting application and tree cutting/removal declaration forms.

Building permit application process

Once compliance with Municipal Bylaws and other applicable enactments has been demonstrated, a building permit can be issued following receipt of payment of the appropriate permit fees and bonds. The issuance of the permit may be delayed depending on:

- volume of applications
- the complexity of the project
- completeness of the application, including compliance with the applicable Zoning Bylaws and other bylaws and the current edition of the BC Building Code

Prior to issuance

Following the submission of the building permit but prior to issuance, additional items or inspections may be required.

- An accepted Driveway Application/Permit may be required prior to issuance of the Building Permit.
- No deposit of fill, excavation, erection, alteration, enlargement, repair, removal, or demolition of any building or structure, or part thereof, shall be commenced or undertaken without first obtaining a permit from the Permit, Licence and Inspection Services Department.

Inspections

The following activities must occur during the duration of construction:

- Inspections must be requested by the owner, builder or the agent.
- An inspection must be requested prior to beginning any construction to confirm the installation of construction waste containers, garbage bins, tree protection fencing and on-site siltation control measures.
- All work being inspected must be complete and ready prior to inspection.
- Work must not proceed past any of the stages listed without prior clearance.
- The street address and permit card must be posted in a visible location on the site.
- The approved permit drawings and prior inspection notices are to be available on-site for all inspections.

No person may occupy or permit occupancy of any building or structure until an accepted final inspection has been undertaken by the Building Inspector and occupancy has been authorized by the building inspector in writing.