

This Guide has been developed to assist the applicant in submitting a complete Building Permit application. This will enable staff to provide efficient and effective service in a timely manner. If the following requirements have not been completed, the application may be rejected or may be delayed in completing the Building Permit Process. All information provided must comply with the current B.C. Building Code, all applicable City of White Rock’s By-Laws and all other applicable enactments. Please refer to these complete documents on our website at www.whiterockcity.ca

Building Permits are required but not limited to:

<ul style="list-style-type: none"> • Construct a new home; • construct a new accessory building or accessory structure; • repair, renovate or add to an existing building; • remove, relocate, alter or construct interior walls; • complete a previously unfinished area in existing building; • alteration to a dwelling’s fire suppression system when finishing a basement or creating a secondary suite; 	<ul style="list-style-type: none"> • construct a swimming pool, hot tub or spa pool; • demolish, relocate or move a building; • construct modular homes; • construct chimneys or install wood stoves or inserts; • construct retaining walls over 1 m in height; • construct, cover or enclose a porch or sundeck; • install new plumbing fixtures.
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For Major Renovations or Additions:

“When the value of proposed alterations, renovations, repairs or an addition to an existing building exceeds 50% of the current assessed value of that building, the entire building must be made to substantially conform to the requirements of the Building Code and the Bylaws of the City of White Rock” (Building Bylaw No. 1928 Sec. 5.2). Also, when an addition increases the floor area ratio by 25%, the entire building must be fitted with fire suppression sprinklers.

Application and requirements for a Building Permit:

Applications are accepted by the Planning and Development Services Department.

- **Single and Two Family New Dwelling Applications** refer to the [‘Building Permit Application Checklist - New and Addition SFD’](#) for submission requirements.
- **Single Family Renovations Applications** refer to the [“Building Permit Application Checklist - Interior Renovation SFD”](#) for submission requirements.
- **Single and Two Family Addition Applications** refer to the [“Building Permit Application Checklist – New and Addition SFD”](#) for submission requirements.
- **Renovations of Condo/Apt (MF) Applications** refer to the [“Building Permit Application Checklist – Interior Renovation MF”](#) for submission requirements.
- **Commercial Tenant Improvement Applications** refer to the [“Building Permit Application Checklist - Tenant Improvement”](#) for submission requirements.

Process of Building Permit Application:

In order to make a Building Permit application, an appointment is required with one of our Building Officials. During your application appointment the Building Official will conduct a cursory review of your application to determine if it contains all of the required documentation and information for a detailed review to be conducted. If your application is considered incomplete due to documents or information not being included, the application cannot be accepted by the Building Official and a subsequent appointment will be required. To make an appointment for a Building Permit application please either call 604-541-2149 or email building@whiterockcity.ca.

Issuance of a Building Permit:

A Building Permit will be issued following the acceptance of the plans in conformance with the current edition of the BC Building Code, City of White Rock's Bylaws and other applicable enactments and the payment of the appropriate permit fees and bonds.

NOTE: 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 a permit being first obtained from the Building Department.

Fees:

Fees are referenced in the Schedule A of the City of White Rock [Fees and Charges Bylaw No. 2447](#) as amended.

If you are applying for Lot Servicing:

Applications are accepted at the Planning and Development Services Department at City Hall. Please refer to the "[Lot Servicing Application Checklist](#)" for submission requirements.

If you are applying for a Demolition Permit:

Applications are accepted at the Planning and Development Services Department at City Hall. Please refer to the "[Demolition Permit Application Checklist](#)" for submission requirements.

Note: **Tree Management Permit** can be applied for concurrently with Demolition Permit Application.
Demolition Permits will not be issued prior to an approved Tree Management Permit.

Related Reference Information:

White Rock Water
water@whiterockcity.ca
Utility billing inquiries:
Financial Services Department 604-541-2100

BC Safety Authority
Natural Gas & Electrical Inspections
Unit 104 – 9525 201 Street,
Langley, BC V1M 4A5
contact@safetyauthority.ca
1-866-566-7233

BC Home Partnership Program
Licensing & Consumer Services
(previously HPO - Home Owner Protection)
Suite 203-4555 Kingsway
Burnaby, BC V5H 4T8
licensinginfo@bchousing.org
604-646-7050 or 1-800-407-7757

Building Code and Standards, Province of B. C.
www.bccodes.ca

BC Assessment Authority:
#100 - 5477 152 Street,
Surrey, BC V3S 5A5
www.bcassessment.ca
604-576-4700 or 1-866-825-8322

BC Land Title Office
Land Registrations, Easements, Rights-of-Way
Suite 300 – 1090 West Georgia Street
Vancouver, BC V6E 3V7
www.ltsa.ca
604-630-9630 or 1-877-577-5872

BC Hydro
www.bchydro.com
Call: 1 800 BCHYDRO (1 800 224 9376)

Ministry of Environment
10470 152nd St.
Surrey, BC V3R 0Y3
<http://www2.gov.bc.ca/gov>
1-800-663-7867