



# General Guide for Applying for a Building Permit

Planning and Development Services  
15322 Buena Vista Avenue, White Rock, B.C. V4B 1Y6  
Phone: 604 541 2136 Fax: 604 541 2153  
Website: [www.whiterockcity.ca](http://www.whiterockcity.ca)

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](http://www.whiterockcity.ca)

## Building Permits are required but not limited to:

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

Applications are accepted by the Planning and Development Services Department.

- Single Family Applications** refer to the “Permit Application Checklist for Single Family & Two Family Dwellings & Major Additions” for submission requirements.
- Renovations/Condo Applications** refer to the “Building Permit Application Checklist for Suite Renovations in Condominium Buildings” for submission requirements.

## Process of Building Permit Application:

Only complete application packages will be accepted. Please review the application requirements carefully.

Applications are accepted on a first come, first serve basis and all plans will be reviewed for compliance with the City of White Rock’s By-Laws, the current B.C. Building Code and all other enactments. Delays in processing may be caused by incomplete documentation.

## A set of plans will be forwarded to the Engineering Department for review and may require:

- an accepted driveway application and permit, issued prior to the issuance of a Building Permit.
- sanitary sewer connection or disconnection;
- storm sewer connection or disconnection;
- installation of culverts, bulkheads or driveway crossings.

## Drawings:

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All plans and information submitted must be of an appropriate scale with sufficient detail to establish compliance with the Building Code and the By-laws of the City of White Rock. The plans are to be **legible and of suitable quality** for microfilming. **If you are unable to draw appropriate plans, then you must obtain the services of a qualified person.** (This is not an exhaustive listing of all the By-law and Building Code requirements. Additional information may be requested during the processing of the building permit application.)

- **2** sets of architectural drawings (must be separate from structural drawings).  
If new construction is 4 storeys, architectural drawings must be **signed and sealed** and submitted with a Schedule "B".
- **2** sets of building plans **signed and sealed** by a structural engineer complete with a Schedule "B" (Climatic & Seismic data, assured bearing capacity and design method for resistance to lateral loads)
- **2** sets of Fire Suppression System **signed and sealed** by an engineer complete with a Schedule "B"
- **2** sets of Building Envelope details **signed and sealed** by an engineer complete with a Schedule "B"
- **2** sets of Glass Guard details **signed and sealed** by an engineer complete with a Schedule "B"
- Schedule B for Geotechnical for excavations deeper than 4' and to confirm bearing capacity
- **2** sets of Mechanical drawings **signed and sealed** by an engineer complete with a Schedule "B", if pumping is required.

*The following are the minimum scales; drawings may be submitted in metric or imperial.*

### Site Plan: scale 1:100 or 1/8" = 1'.0"

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Drawings to provide details of lot shape and size with setbacks of the building to the property lines including;

- any easements, rights of ways or water courses;
- overall building dimensions of both the principle building and addition and any accessory buildings;
- details of decks, projections and/or cantilevers;
- location of driveway, existing and/or proposed
- a cross section of the driveway
- 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: scale 1:50 or 1/4" = 1'.0"

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Drawings to include foundations with the dimensions of the principle building / addition; indicate foundation wall thickness, size of footings including pad footings;

- show all partitions and bearing walls. Indicate finished / unfinished areas;
- room use and sizes, as well as adjacent rooms to the addition / alteration;
- windows/doors, including sizes and door swings, and, if applicable, ratings;
- stairs showing direction of travel, stair dimensions and required handrails and/or guardrails;
- plumbing fixtures, appliances, hot water tank, fireplaces and heating system; (include proposed method of heating and ventilation)
- layout and sizes of all floor, ceiling and roof structural components, including beams and lintels.  
(Sized and sealed by the structural Engineer.)

### Typical Cross Sections and Construction Details: scale 1:50 or 1/4" = 1'.0"

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Drawings to include 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;
- finished grade, top of foundation, include **Maximum Elevation Height**
- proposed method of energy efficiency compliance (prescriptive, prescriptive trade-offs, performance)
- material and location of proposed air barrier

### Elevations (the four building face views): scale 1:50 or 1/4" = 1'.0"

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Drawings to detail the following items:

- exterior finish;
- window and door sizes;
- special separation calculations;
- finished grade (drawn in) and top of foundation elevations shown at each corner of the building;
- roof slope
- building height of principal & accessory building (elevation of peak & elevation of natural average grade)
- angle of containment (45 degree angle drawn at 6.0m from natural grade @ mid-point of the most southerly wall/ flood construction level) RS-2 & RS-3 Zones

## Issuance of a Building Permit:

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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.

No person shall use or occupy or cause or permit to be caused or occupied any building or part thereof until an accepted FINAL Building Inspection from the Building Inspector has been issued.

## Required Inspections:

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1. **Forms Inspection** - on completion of concrete form work prior to placing concrete for footings or foundations. Submit the survey certificate with pour strip at the time of inspection in addition to the field reports from the Engineers, including Geotechnical for the Landslide Assessment, if applicable.
2. **Service Connection Inspection** - required when all piping for the water service, storm and sanitary sewer has been placed but prior to backfilling.
3. **Prior to Backfill Inspection** - required when the drain tile is in place and covered with the min. 6" of drain rock. The foundation damp-proofing will be inspected as well at this time.
4. **Poly (Prior to pouring of Slab) Inspection** - when radiant heating is being used in the slab, an inspection of the insulation is required prior to pouring the concrete, as well as all under slab plumbing. A Compaction Certificate is required from a P.Eng. for all sub-slab fill material.
5. **Building Height and Angle of Containment**
6. **Exterior Framing / Sheathing** - to include the installation of windows and deck membranes.
7. **Rough Plumbing Inspection** – is required when all drains, waste pipes, vents and water piping has been completed, with the 200 PSI test applied. The Tub / Shower installation to be completed with trap tests.  
NOTE: Any plumbing to be covered by concrete must first be inspected and accepted.
8. **Frame Inspection** - to be called when all frame work, sheathing, duct work, chimney construction and electrical wiring are complete and before the application of insulation or exterior cladding. The field report from the structural engineer to be collected at this time. In addition, for the Fire Suppression System, the Flow Verification Report and "OK to Cover Report will be required.
9. **Insulation and Vapour Barrier Inspection** - when thermal insulation and vapour barrier are completed, and prior to application of wallboard or paneling. **(The building paper must be applied to the exterior sheathing prior to the installation of the insulation in order to protect it from weather damage.)**
10. **Final for Plumbing** – electrical / gas final Provincial Declaration required.
11. **Final Building Inspection** - when all construction is completed and before occupancy. (All work includes but is not limited to; final lot grading, exterior stairs, guards, caulking, etc.)

The above are minimum required inspections. It may be necessary to re-inspect deficiencies that arise during an inspection.

## Fees:

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Fees are referenced in the Schedule A of the Building Bylaw – White Rock Fees and Charges Bylaw, 2015 No. 2122

## If you are applying for a Demolition Permit:

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**Applications are accepted at the Planning and Development Services Department** at City Hall and the applicant is required to provide:

- Authorization Form
- Survey Certificate showing all structures and all trees on City Property (11X17)
- Title Search dated within 30 days of application
- **Tree Management Application** for the property. Please refer to the **Tree Management Bylaw 2008, No. 1831** for details

**A Tree Management Permit** can be applied for concurrently with your Demolition Permit Application.

**All Applications for Tree Management Permits, Highway Use Permit Applications and New Service Connection fees are received at the Municipal Operations Department at 877 Keil Street.**

The Development Services department works with Municipal Operations to coordinate the demolition/tree permit process.

## **Related Information:**

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### White Rock Water

[water@whiterockcity.ca](mailto: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](mailto: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](mailto:licensinginfo@bchousing.org)

604-646-7050 or 1-800-407-7757

### Building Code and Standards, Province of B. C.

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

### BC Assessment Authority:

#100 - 5477 152 Street,

Surrey, BC V3S 5A5

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

604-576-4700 or 1-866-825-8322

### BC Land Title Office

Land Registrations, Easements, Rights-of-Way

Suite 300 - 88 Sixth Street

New Westminster, BC V3L 5B3

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

604-630-9630 or 1-877-577-5872

### BC Hydro

[www.bchydro.com](http://www.bchydro.com)

Call: 1 800 BCHYDRO (1 800 224 9376)

### Ministry of Environment

10470 152<sup>nd</sup> St.

Surrey, BC V3R 0Y3

<http://www2.gov.bc.ca/gov>

1-800-663-7867