

# BOWEN ISLAND MUNICIPALITY

981 Artisan Lane,  
Bowen Island, B.C. V0N 1G0  
Tel: 604 947-4255/ Fax: 604 947-0193 /email : bim@bimbc.ca

## BUILDING PERMIT APPLICATION

Owner	Name _____ Mailing Address _____ Postal Code _____ Tel: (home) _____ Tel: (work) _____ Fax: _____ email: _____
Architect	Name _____ Mailing Address _____ Postal Code _____ Tel: (home) _____ Tel: (work) _____ Fax: _____ email: _____
Professional Engineer	Name _____ Mailing Address _____ Postal Code _____ Tel: (home) _____ Tel: (work) _____ Fax: _____ email: _____
Contractor	Name _____ Mailing Address _____ Postal Code _____ Tel: (home) _____ Tel: (work) _____ Fax: _____ email: _____
Plumber	<input type="checkbox"/> to be installed by owner <input type="checkbox"/> to be installed by plumbing contractor – please specify: Name _____ Trade Certification No. _____ <input type="checkbox"/> copy of certification attached
Sewerage Practitioner or Professional	Name _____ Trade Certification No. _____ <input type="checkbox"/> copy of certification attached
Property Description	Tax Assessment Roll/Folio # _____ PID # _____ Lot _____ Block _____ Plan _____ District Lot _____ House No. _____ Street _____
Application to Construct (please <input checked="" type="checkbox"/> one) <input type="checkbox"/> new dwelling <input type="checkbox"/> new dwelling including a secondary suite <input type="checkbox"/> renovation <input type="checkbox"/> new deck <input type="checkbox"/> demolition <input type="checkbox"/> new accessory building <input type="checkbox"/> addition <input type="checkbox"/> new commercial bldg. <input type="checkbox"/> secondary suite <input type="checkbox"/> Other _____	
<p><b><i><u>In the case of an addition/renovation are you increasing the livable space of the building?</u></i></b></p> <input type="checkbox"/> Yes <input type="checkbox"/> No	
ESTIMATED CONSTRUCTION VALUE:	CONSTRUCTION VALUE FOR BUILDING PERMIT: (FOR OFFICE USE ONLY)

**Applicant to ensure that a cheque or money order for \$75.00 (made payable to the Bowen Island Municipality) is attached and that each permit, filing or approval listed below has been obtained and the documentation is attached.**

- 3 copies of architectural drawings
- Site Plan (*Please refer to below for instructions*)
- Approval of strata corporation (if applicable)
- Cheque or money order for \$75.00
- Proof of Ownership (Certificate of Title - must dated within 90 days prior to application)
- Copy of All Covenants & Easements.
- Record of Sewerage Filing
- Fire Department Access Permit
- Driveway Access Permit
- Homeowner Protection Certification (*New Dwellings Only*)
- Development Permit (if applicable)
- Approval from Agricultural Land Commission (if applicable)
- Approval from Ministry of Environment, Lands and Parks (if applicable)
- Proof of Professional Liability Insurance from Registered Professional (if applicable)
- Potable Water (for all new dwellings and accessory buildings containing plumbing fixtures):
- Property is served with water from \_\_\_\_\_ Water System and letter of approval to be connected to the water system is attached
- Proposed water supply will serve 2 or more connections and approval from Health Unit and documentation required for water testing and sampling is attached
- Proposed water supply serves single property and documentation required for water testing and sampling outlined is attached

**Please ensure that your site plan includes the following:**

- Date, scale, north arrow.
- Approximate dimensions and sizes of all proposed buildings.
- Approximate location of existing buildings.
- Approximate location of existing roads and trails.
- Approximate location of all easements, covenant areas, rights-of-way, etc.
- Approximate location of proposed accesses for all lots (if applicable).

**BUILDING PERMIT OWNER'S ACKNOWLEDGEMENT OF RESPONSIBILITY**

1. I acknowledge that if I am granted a building permit pursuant to this application that am responsible for compliance with the current edition of the British Columbia Building Code, this Bylaw and any other applicable enactment, code regulation or standard relating to the work in respect of which the permit is issued, whether or not the said work is undertaken by me or by those whom I may retain or employ to provide design and/or construction services.
2. I acknowledge that neither the issuance of a permit under this bylaw, the acceptance nor review of plans, specifications, drawings or supporting documents, nor inspections made by or on behalf of the Bowen Island Municipality constitute a representation, warranty, assurance or statement that the current edition of the British Columbia Building Code, the Building Bylaws of Bowen Island Municipality or any other applicable enactment, code, regulation or standard has been complied with.
3. Where the Bowen Island Municipality requires that Letters of Assurance be provided by a Registered Professional pursuant to Section 9 of the Bowen Island Municipality Bylaw No. 65, 2002 and Section 290 of the Local Government Act, I confirm that I have been advised in writing by the Bowen Island Municipality that it relied exclusively on the Letter of Assurance of the "Professional Design and Commitment for Field Review" prepared by \_\_\_\_\_ in reviewing the plans, drawings specifications and supporting documents submitted for a building permit.
4. I confirm that I have relied only on the said Registered Professional for the adequacy of plans, drawings, specifications and supporting documents submitted with this application.
5. I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a building permit by the Bowen Island Municipality.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Owner/Agent's Signature: \_\_\_\_\_

Signed this day of Witnessed by: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

(please print)

**NOTE: If signed by an Agent, letter of authorization from the Owner must be provided with this application.**

**FOR OFFICE USE ONLY**

<input type="checkbox"/> Proof of Ownership	<input type="checkbox"/> Planning Dept.	<input type="checkbox"/> Fire Department Permit	<input type="checkbox"/> Approval for Agent
<input type="checkbox"/> Drawings	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Record of Sewerage System	<input type="checkbox"/> Sewerage Certification
<input type="checkbox"/> Potable Water	<input type="checkbox"/> Zoning	<input type="checkbox"/> ALC	<input type="checkbox"/> MELP
<input type="checkbox"/> Homeowner Protection	<input type="checkbox"/> Application Fee	<input type="checkbox"/> House Number Previously Assigned	<input type="checkbox"/> Driveway Access
Present Zoning _____	Occupancy _____	Lot Area _____	
Lot Coverage _____	LCR _____	(Lot Coverage Ratio)	
Building Setbacks: Front _____	Exterior Side _____	Interior Side _____	Rear _____
Building Permit Number _____			
House Number Assigned _____			



# THE BUILDING PERMIT PROCESS

---

## I. APPLICATION FOR A BUILDING PERMIT

1. Under the Bowen Island Municipality Building Bylaw No. 65, 2002 a Building Permit is required for all construction or alteration of buildings, structures, or plumbing. The Bowen Island Municipality has a duty to ensure that the construction meets the minimum safety requirements of the B.C. Building Code. For example a Building Permit is required when you wish to :

- a) build a new home;
- b) build a new accessory building;
- c) add to or renovate an existing building (including the addition or alteration of a deck, enclosing a porch);
- d) demolish a building;
- e) build a commercial, industrial, or public use building;
- f) change the use of a building;
- g) move a building (such as an older home or a modular building);
- h) add to or alter existing plumbing;
- i) build a swimming pool;
- j) build a retaining wall 1.5 metres (5 ft) high or higher.

2. Exceptions include:

- a) construction of an accessory building not more than 10m<sup>2</sup> in floor area (107 sq. ft.) and not exceeding a height of 2.5 metres (8 ft. 2 in.);
- b) work such as re-roofing where the structure (for example, rafters) is not altered;
- c) day-to-day repairs and maintenance.

If you are in doubt as to whether a building permit is required, please contact your Building Department first to avoid the expense of a Stop Work Order.

3. **All** applications for a Building Permit, whether it is for a new dwelling or minor alterations, must be accompanied by the following:

- a) Three sets of architectural drawings. Where the proposed construction will be located in a Strata Development, the drawings must be signed and stamped by the Strata Corporation.
- b) An accurate site plan. A survey is not required at the time of application, but is required after the forms are built and before the concrete is poured.
- c) Written Septic approval.
- d) Driveway Access Permit (application forms are available at the Municipal Hall).
- e) Written confirmation by the owner indicating the name and trade certification number of the person who will be installing the plumbing system (a copy of the plumber's certification must be on file with our office); or  

If the owner and occupier will install his/her own plumbing system, the BC Plumbing Code requires that we be provided with proof that the owner is able to complete the proposed work satisfactorily.
- f) A cheque or money order in the amount of \$75.00, which is later applied towards the cost of the Building Permit when it is issued.
- g) If certification by a Professional Engineer is required by the Building Inspector for any aspect of the proposed construction;
  - i) completed Schedules B-1 and B-2, with original signature and stamp of the Professional Engineer are required, and
  - ii) upon completion of that segment of the construction, a completed Schedule C, with original signature and stamp of Professional Engineer, is required before the applicable inspection is passed.
- h) If the proposed building is a new dwelling or new accessory building that contains plumbing fixtures, proof of potable water supply is required:
  - i) in those cases where water is supplied by an Improvement District, we require a letter from the Improvement District stating that it will supply the proposed building with potable water;
  - ii) for all other cases, please refer to Appendix H for direction.
- i) If the proposed construction does not strictly comply with zoning setbacks and other regulations relating to the use of the property:
  - i) Written approval from the appropriate zoning authority is required.

- k) If the proposed construction is of a new dwelling or a new accessory building on Bowen Island:
  - i) a copy of the Fire Department Access Permit, application forms are available at the Municipal Hall.
- l) If the proposed construction is for a new dwelling Homeowner Protection Certification is required. Forms are available at the Homeowner Protection Office ph. (604) 646-7050.

## II. BUILDING PERMITS

Once the completed application, application fee and all supporting material are received, the plans will be reviewed and a Building Permit issued, normally within three weeks. However, depending on the complexity of the project and the Building Department's workload, the turnaround time may be longer.

The fee for a Building Permit is determined mostly by the size and type of floor area (main floor, second floor, garage, deck and so on), and the number of plumbing fixtures, chimneys, and fireplaces. A permit deposit is required, calculated at 1% of the value of construction as determined by the Building Inspections Office, based on standard costs for the type of construction. This deposit is returned to the applicant after the final inspection is passed and all outstanding documentation received.

Under the Building Bylaw, the Building Permit remains in effect, provided that work starts on the construction project within twelve months of the date of the Building Permit, and once started, does not lapse for more than one year.

The Bowen Island Building Inspector's regular work days are Tuesday's and Friday's, generally the inspector will receive and return calls on the mornings of these days and will conduct field inspections in the afternoons.

The applicant is responsible for arranging the necessary inspections which must be scheduled **at least 24 hours** in advance.

Inspections can be scheduled by calling:

**The Bowen Island Municipality at: (604) 947-4255.**

If the office is closed, please leave the owner's name, the location of the building site, the type of inspection required and a contact telephone number. Confirmation that your call was received will be made at your request at the earliest opportunity.

### III. SCHEDULE OF INSPECTIONS NORMALLY REQUIRED FOR CONSTRUCTION PROJECT

1. **Site and Forms:** at this time a copy of a legal site survey is required to show the position of the forms relative to the lot lines, streams, easements, high water mark of tidal water, etc.
2. **Plumbing Under a Slab:** before leveling and installing vapor barrier.
3. **Drain Tile and Water Line Connection:** prior to backfilling.
4. **Basement/Crawl Space Floor:** after leveling and installing vapor barrier, and before pouring slab.
5. **Plumbing:** before covering any part of the plumbing system.
6. **Framing:** at the framing inspection all levels including the roof and decks should be framed up. Further, stairways should be roughed-in. Chimney chases, drop ceilings and firestops are to be completed. Windows and exterior doors should be installed.

All other services need to be roughed-in at the framing inspection, this includes rough-in plumbing, heating, air conditioning, sprinkler systems (if required), electrical work and any structural members which require an engineers certificate before being covered by insulation.

7. **Vapour Barrier and Insulation.**
8. **Final:** covering all safety issues and including such items as handrails, guardrails, protection of all vapor barrier, finishing of kitchen and bathroom flooring, and installation of deadbolts on all exterior doors. Other finishing work, for example kitchen cabinets, is not inspected. However, one bathroom must be functional with a locking door, and one kitchen sink must be functional.

If more than two inspections are required at any inspection stage of construction, the third and all subsequent inspections at that stage are subject to a fee of \$50 each. For example, the first inspection of vapor barrier is included in the Building Permit fee. If there are any deficiencies identified by the Building Inspector during this visit the owner is responsible for ensuring that they are corrected prior to scheduling a re-inspection of the vapor barrier. The cost of the second inspection of the vapor barrier is also included in the Building Permit fee. However, in the event that all deficiencies have not been corrected at that time and a third inspection is required, that inspection will be subject to an additional fee of \$50.

At the time of the final inspection, all outstanding documentation is also required. This includes final septic approval from the appropriate Health Unit, final

electrical approval, and if applicable, final fire department access and final gas approval, ventilation certification, and final approval of the driveway access.

Electrical inspections can be arranged through the Electrical Branch of Safety Engineering Services refer to page 18 for contact information.

When the final inspection is completed and all required documents are received, an Occupancy Certificate can be issued (Occupancy Certificates are not issued for decks or accessory buildings, such as sheds, that do not contain interior finishing). Within approximately four weeks from the date of the Occupancy Certificate, the property owner shall receive the refundable deposit.

Please advise the Bowen Island Municipality's - Building Inspections Department immediately if:

- the owner's address has changed since the issuance of the Building Permit;
- the deposit refund is to be forwarded to someone other than the registered owner.

#### **IV. STOP WORK ORDERS**

Should the Building Inspector find that work has been carried out without a Building Permit, a STOP WORK ORDER is posted on the structure and no further work may be done, except for work which is required to protect the health and safety of the public. If prior approval of the Building Inspector cannot be obtained by virtue of the Bowen Island Municipality's office being closed, the owner must request permission for such remedial work as soon as possible after the Municipal office has re-opened. Any further or other work may only be recommenced upon issuance of a Building Permit. The amount of the building permit fee is **doubled** when a STOP WORK ORDER has been issued. If additional work is carried out while a STOP WORK ORDER is still in effect, or if the structure is considered by the Building Inspector to be unsafe, legal action is taken to ensure compliance with the Building Bylaw.



## Bowen Island Municipality Building Bylaw No. 65, 2002

BUILDING PERMIT FEES

		FEES
1.	Minimum fee for any building permit application (deducted from Building Permit Fee if application approved)	\$75.00
2.	Deposit required when Building Permit application is approved (returned when the Occupancy Certificate is issued or, for structures not requiring an Occupancy Certificate, upon the Building Inspector's authorization that the project is fully completed)	1.0% of construction value
3.	Pre-inspection of building being moved within the Bowen Island Municipality	\$300.00 per structure
4.	Building Permit Fee payable for the construction, addition, alteration or repair of a building or structure or part thereof shall be as follows:  When the value of the work does not exceed \$1,000.00  For each additional \$1,000.00 or part thereof exceeding \$1,000.00 up to \$100,000.00  For each additional \$1,000.00 or part thereof exceeding \$100,000.00	\$75.00  \$9.00  \$8.00
5.	When a permit is surrendered and cancelled before any construction begins and the owner has provided written notification that the project will not be undertaken	50% of the building permit fee and 100% of the deposit shall be refunded to the property owner
6.	Where no changes are proposed in design or siting, for the re-application of a building permit which has lapsed, if requested in writing by the property owner	\$75.00 or 20% of the current building permit fee, whichever is greater

7.	Plan review for building design modifications	\$75.00
8.	For the transfer of a building permit	\$75.00
9.	Requested after hours inspection.	\$75.00 minimum plus actual time spent and travel costs at current rate
10.	For permit to install Plumbing	\$20.00 per fixture with a minimum fee of \$75.00.
11.	For permit to install either a chimney, heating device which is connected to the chimney, or a fireplace (masonry or factory-built chimney)	\$75.00
11a.	For each additional flue or vent	\$20.00
12.	For any application for a permit not specifically provided herein	\$75.00
13.	Swimming Pool Construction	Based on construction value formula (as per Section 4).
14.	Where it has been determined by the Building Inspector that due to non-compliance with the provisions of this bylaw or the British Columbia Building Code, more than two inspections are necessary for a single type of inspection, the fee for each inspection after the second inspection	\$50.00
15.	Demolishing a structure	\$75.00 if less than 500 square feet, \$150.00 if 500 square feet or more
16.	For providing property title search from Land Title Office (per title)	\$25.00
17.	For obtaining and/or providing a copy of an instrument registered on the property title	Actual cost
18.	For registration and review of Section 219 covenant placed according to the Land Title Act.	\$300.00
19.	For discharge of Section 219 covenant placed according to the Land Title Act.	\$100.00
20.	For registration and review of priority agreements	\$150.00
21.	For discharge of notices placed under Section 700 of the Local Government Act	\$100.00

# POTABLE WATER POLICY FOR THE BOWEN ISLAND MUNICIPALITY

## Background

The B.C. Building Code requires that every dwelling unit be supplied with potable water. As the Bowen Island Municipality is the jurisdiction having authority for regulating the construction of buildings within the Municipality, the Municipality requires that steps be taken prior to the issuing of a building permit and/or occupancy certificate to ensure the delivery of potable water to the building. This policy applies to all active building permits, all in-stream building permit applications, as well as new building permit applications.

## Potable Water

For the purposes of this policy, potable water shall be defined as water safe for human consumption and meets or exceeds the standards as set out in the *Canadian Drinking Water Quality Guidelines*, as amended from time to time.

## Requirements for Proof of Potable Water for Properties Served by a Community Water System or Improvement District Water Systems

If the water source to a property is from either:

- a) a community water system under the jurisdiction of the Ministry of Health; or
- b) a water system provided by an Improvement District,

the property owner must provide to the Building Inspector, prior to the issuing of a building permit, written documentation from the agency having jurisdiction over the water supply system that the property is connected to that water supply.

## Requirements for Proof of Potable Water for Properties Served by All Other Water Sources

If the water source to a property is from a shallow well, creek, stream, drilled well or rainwater collection system, then the procedure outlined in "*Water Sampling Procedure*" must be followed.

## Water Sampling Procedure

- 1) The water sample must be taken from the site by a Bowen Island Municipality-recognized water sampler. If the source is from a shallow well, creek, stream, or rainwater collection system, then the water sample must be taken after it has passed through the installed treatment system (see the section "*When is a Covenant and a Treatment System Required?*"). If the source is a drilled well, the water sample can simply be taken from the site. Currently, water samplers recognized by the Bowen Island Municipality are:
  - BRS Water Services Ltd. (604 947-2838)
  - Staff from a CAEAL accredited lab
  - McTaggart Water Systems Inc. (604 947-2980) Cell: (778 228-5803)
- 2) The water sample must be tested by a laboratory accredited by the Canadian Association for Environmental Analytical Laboratories Inc. (CAEAL).

- 3) In the case of rainwater collection systems, test results must be performed by labs which have been approved in writing by the Provincial health officer. This approval is in addition to CAEAL approval requirements outlined in 2) above.
- 4) The water sampler must provide the following information to the Bowen Island Municipality:
  - The legal description of the property from which the water sample was taken;
  - The water source that the sample was taken from (ie. a shallow well, creek, stream, drilled well or rainwater collection system);
  - The date the water sample was taken and the date of testing;
  - Assurance that the water sample was taken at the point after passing through the treatment system and delivered directly to the lab; and
  - Verification from the lab, that the water meets or exceeds the stipulated potability requirements as set out in the *Canadian Drinking Water Quality Guidelines*, except in the case of rainwater collection systems which shall meet or exceed the stipulated potability requirements as set out in the *B.C. Safe Drinking Water Regulation*, as amended from time to time.

### Health Parameters

The specific health-related parameters for which water supplies must be tested and meet the current *Canadian Drinking Water Quality Guidelines* are:

<u>PARAMETER</u>	<u>MAXIMUM CONCENTRATION</u>
Arsenic	0.010 mg/L
Barium	1.0 mg/L
Boron	5.0 mg/L
Chromium	0.05 mg/L
Fluoride, dissolved	1.5 mg/L
Lead	0.01 mg/L
Nitrogen: Nitrate	10.0 mg/L
Nitrogen: Nitrite	1.0 mg/L
Coliform, Fecal	<1 per 100 ml
Coliform, Total	<1 per 100 ml

The specific health-related parameters for which water supplies must be tested and meet the current *B.C. Safe Drinking Water Regulation* are:

<u>PARAMETER</u>	<u>MAXIMUM CONCENTRATION</u>
Coliform, Fecal	0 per 100 ml
Coliform, Total	0 per 100 ml

Laboratories are listed in the Yellow Pages under "Laboratories-Analytical". Please make sure to check the lab's accreditation status before arranging for them to sample and test your water.

### When is a Covenant and a Treatment System Required?

If your water source is a shallow well, creek, stream, rainwater collection system, or the water quality from a drilled well provides water that has failed the potability test, then the Bowen Island Municipality requires the property owner to:

- 1) Enter into a Potable Water Covenant, and a priority agreement if the property has a mortgage, prior to being issued a building permit;
- 2) Install a treatment system at the source of the water, before or at the point where the supply enters the building, prior to or during construction; and
- 3) Provide proof of potable water to the Building Inspector prior to obtaining an occupancy certificate, in accordance with the procedures outlined in "*Water Sampling Procedures*".

#### **How to Obtain A Covenant**

- 1) The Building Inspector will require the property owner to provide the prescribed fee to the Bowen Island Municipality along with a letter signed by the property owner(s) outlining the situation and that a Potable Water Covenant is requested.
- 2) The Bowen Island Municipality will prepare the appropriate Covenant for signature by the property owners(s). The signature(s) must be witnessed by an appropriate individual, such as a notary or solicitor. The purpose of the Covenant is to identify:
  - a) the water source for the property;
  - b) that the owner shall install a treatment system to ensure the delivery of potable water;
  - c) that the owner shall be responsible for the proper maintenance of the treatment system;
  - d) in the case of a rainwater collection system, that the property owner shall ensure that proper maintenance of the entire collection, storage and treatment system will be maintained;
  - e) that the owner shall provide proof of potable water to the Building Inspector prior to occupancy.
- 3) After being signed by the property owner(s) and the Bowen Island Municipality, the Municipality will have the Covenant registered on the property title at the Land Title Office.
- 4) Following the registration of the Covenant on title, the Building Inspector may issue the building permit, as long as there are no other outstanding issues.
- 5) The owner must provide proof of potable water (as outlined in "*Water Sampling Procedure*") to the Building Inspector prior to occupancy. **The test results must be dated not more than six (6) months prior to the date of the occupancy certificate.**

Effective Date: February, 2002.



Bowen Island Municipality  
981 Artisan Lane,  
Bowen Island, BC  
V0N 1G0

Building Inspections Department

Dear Sirs:

Water Quality Test Analysis

Property Owner: \_\_\_\_\_

Property Legal Description:

Lot: \_\_\_\_\_

Block: \_\_\_\_\_

Plan: \_\_\_\_\_

District Lot: \_\_\_\_\_

Water samples were taken from a (drilled well, shallow well, stream, roof collection system, other surface supply) at the above location and delivered to \_\_\_\_\_ Lab within the accepted timeframe. Samples were taken on \_\_\_\_\_, after the sample had passed through the installed treatment system. Analysis of the sample was done by \_\_\_\_\_ Lab and a copy of the findings are enclosed.

The water sample provided for analysis was of the following type:

- a) Raw water \_\_\_\_\_
  - b) Filtered water \_\_\_\_\_
  - c) Treated water \_\_\_\_\_
- Type of treatment system \_\_\_\_\_

Yours truly,

Enclosure







## REQUIREMENTS FOR PLANS SUBMITTED FOR BUILDING PERMITS

1. **FOUNDATION PLANS** – *Show scale used on each Plan*
  - a) Show all wall and footing sizes
  - b) Post pad sizes
  - c) Point load locations
  - d) Show all intermediate dimensions and overall dimensions for foundation
  
2. **FLOOR PLANS FOR EACH LEVEL** - *Show scale used on each Plan*
  - a) Indicate all walls and specify size of framing members
  - b) Show all partitions with dimensions
  - c) Show overall dimensions
  - d) Show beam locations and sizes or refer to engineer's design
  - e) Show sizes and spacing of floor and ceiling joists
  
3. **CROSS SECTIONS**
  - a) Show all framing members for walls, floors, ceilings and roof
  - b) Indicate materials used for foundation, basement or crawlspace, floor framing, wall framing, roof framing. Include types of exterior finish and roofing
  - c) Rainscreen details if required
  
4. **ELEVATIONS OF ALL SIDES OF STRUCTURES**
  - a) Show finish grade on all sides
  - b) Show overall height from grade to mid roof line for attic roofs and from grade to top of roof for vaulted roofs
  - c) Show all openings, (doors, windows)
  - d) show chimneys, decks, stairs , guards and exterior railings
  
5. **OTHER ITEMS TO BE NOTED ON PLANS**
  - a) Point loads
  - b) Safety glass where required
  - c) Kitchen and bath layout
  - d) Fireplaces
  - e) Stairs
  - f) Indicate heating system used
  - g) Ventilation as required by latest British Columbia Building Code
  - h) Indicate insulation type and values

***Please Note: When submitting plans please ensure that the following is included:***

- ***Designers name and phone number***
- ***Property owners name***
- ***Address where the job is located***
- ***An arrow indicating North on each plan***

**CONTACT NAME AND TELEPHONE # FOR BUILDING PERMIT APPLICATION**

**ELECTRICAL INSPECTION**

**Electrical Safety Branch:** Judy Biluk Tel: 604 209-6004  
604 927-2041 (Office)  
Email: judy.biluk@safetyauthority.ca

NOTE: All connections call B.C. HYDRO @ 1 877 520-1355 (no charge)  
Property owners applying for building permits are to ensure that minimum clearances from power lines and equipment to buildings for safety & work are met. Check CEC, CSA, & WSBC for stipulated minimum clearances.  
BC Hydro minimum building setbacks are as follows:

- 5m from transmission line centerline
- 3m from distribution line centerline
- 3m from outside edges of ground transformer box

**FIRE ACCESS APPROVAL**

**Bowen Island Municipality** Fire Chief, Brian Biddlecombe  
Tel. (604) 947-9324  
Fax: (604) 947-0711

**GAS INSPECTIONS**

**Gas Safety Branch** Tel: (604) 660-6224/Fax: (604) 660-6222

**DRIVEWAY ACCESS APPROVAL**

**Bowen Island Municipality** Tel: (604) 947-4255/Fax (604) 947-0193

**SEPTIC APPROVAL**

**Vancouver Coastal Health Authority** Tel: (604) 904-6200

**ZONING & DEVELOPMENT PERMIT APPROVAL**

**Bowen Island Municipality**  
Planner Tel: (604) 947-4255/Fax: (604) 947-0193

**PROPERTIES WITHIN AGRICULTURAL LAND RESERVE**

**Agricultural Land Commission** Tel: 604 660-7000/Fax: 604 660-7033

**HOMEOWNER PROTECTION OFFICE**

Tel: 604 646-7050/Fax: 604 646-7051  
1- 800 407-7757

# Bowen Island Municipality

## Public Notice Retaining Walls & Retaining Structures

All property owners and individuals carrying out construction within Bowen Island Municipality please be advised that, in accordance with subsection **19.1 Retaining Structures** of the Bowen Island Building Bylaw No. 65, 2002 all retaining walls and retaining structures over 1.5 m (5 feet) in height are required to be designed and built as per sentences 19.1.1. to 19.1.6. as follows:

### 19.1 Retaining Structures

- 19.1.1 All retaining walls and retaining structures greater than 1.5m in height require a valid building permit.
- 19.1.2 Building permits required in 19.1.1. shall be applied for and issued before construction of the retaining walls and retaining *structures* has started.
- 19.1.3 Retaining walls and retaining structures shall be designed by a *Registered Professional Engineer* and if the *Registered Professional Engineer* and the *Building Official* determine that the construction of the proposed retaining *structure* would be on land that is subject to hazards as outlined in Section 56(2)(b) of the Community Charter the owner of the land shall provide the *Building Official* with a report by a qualified *Registered Professional Geotechnical Engineer* stating that the land may be used safely for the intended use.
- 19.1.4 The design of the *Registered Professional Engineer* shall be submitted to the Bowen Island Building Department before the building permit is issued. The design shall include a Schedule B-1 and B-2.
- 19.1.5 The *Registered Professional Engineer* shall undertake *field reviews* during the construction of the retaining walls or retaining *structures*.
- 19.1.6 The *Registered Professional Engineer* shall submit a final report along with a Schedule C-B prior to the acceptance of the works by the Bowen Island *Building Official*.

For Further information, please contact the Bowen Island Building Department at (604) 947-4255.

Konrad Jaschke  
Building Inspector

# **Bowen Island Municipality**

## **Public Notification**

Effective September 30, 2005 the Provincial Water Conservation Plumbing Regulation (B.C. Reg. 290/2004) is being repealed by the Minister of Community, Aboriginal and Women's Services (MCAWS), and replaced by an amended

### **WATER CONSERVATION PLUMBING REGULATION**

The amendment specifies maximum water consumption rates for water closets (toilets) and urinals in certain geographic areas of BC, including Bowen Island.

In general, the regulation amends the BC Building Code, and limits the Maximum Flush Cycle to 6 litres for toilets and 5.7 litres for urinals. This generally applies to new construction only, or plumbing modifications to existing structures.

Inquiries may be made to the Bowen Island Municipality Building Department, or MCAWS at 1-250-356-9011 or [BLDPOLBR@gov.bc.ca](mailto:BLDPOLBR@gov.bc.ca)

**For Information Call 947-4255**

## Demolition Permit Guidelines

Once a **Demolition Permit** is issued the following requirements must be met:

1. Power to building must be disconnected.
2. If connected to a water system, water must be disconnected.
3. All drywall must be removed and disposed of in an environmentally safe manner.
4. All windows must be taken out and removed from the premises.
5. At such time that numbers 1 to 4 are complied with the Building Inspector will inspect the premises and, if approved, the structure can be either:
  - a) torn down
  - b) donated to the Bowen Island Fire Department for a fire practice (approval of this method will be at the discretion of the Fire Chief)

# ***EMERGENCY PREPAREDNESS***

**When Bowen Island experiences a winter storm, the electrical power supply to the island can be out of service for a few hours, or even a few days! An alternative source of heating your home is essential during these times. An approved solid fuel or propane stove installed in your home just makes sense.**

# BOWEN ISLAND MUNICIPALITY

981 Artisan Lane  
Bowen Island, B.C. V0N 1G0

•  
Telephone (604) 947-4255  
Fax (604) 947-0193

•  
e-mail: bim@bimbc.ca  
website: www.bimbc.ca

## **BUILDING DEPARTMENT OFFICE PROCEDURE POLICY**

### ***Policy on Geothermal, ground source heating and cooling systems, for Residential Installations.***

January 2003

#### **PURPOSE:**

To provide a procedure for building permits for geothermal heating installations for residential application. Note that a professional engineer shall design installations for other than single family residences.

**NOTE: Only installers certified by the manufacturer or through training provided by the International Ground Source Heat Pump Association, are permitted to install geothermal heating systems. In addition, trade qualifications are required for hydronic systems, and forced air systems shall be installed to recognized standards by qualified installers. Geothermal systems must conform to CSA Standard CAN/CSA-C448 Series Design and Installation of Earth Energy Systems.**

#### **PROCEDURE:**

Requirements at the building stage:

- a) indicate in application process type of heating system as geothermal;
- b) submit site plan showing location and depth of exchange loops on property; and (\*this may come later, but is necessary for plan review).

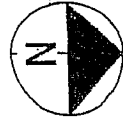
Requirements at plan review stage:

- a) review site plan for conflict with buildings, right of way, easements, retaining walls and sewer and water services (minimum set back from building and property 1.5 m, unless it can be demonstrated that structures will not be affected by a reduced setback);
- b) indicate on permit that design calculations (including heat loss calculations) will be required prior to heating system inspection. Calculation sheet to be sealed by the contractor; and
- c) all geothermal equipment must be equipped with pressure and temperature ports (P/T Ports) so that performance can be verified. This applies to loop side heat exchangers as well as hydronic side heat exchangers when applicable but are not required on Desuperheaters.
- d) indicate on permit that geothermal system may only be installed by a contractor certified by the product manufacturer.

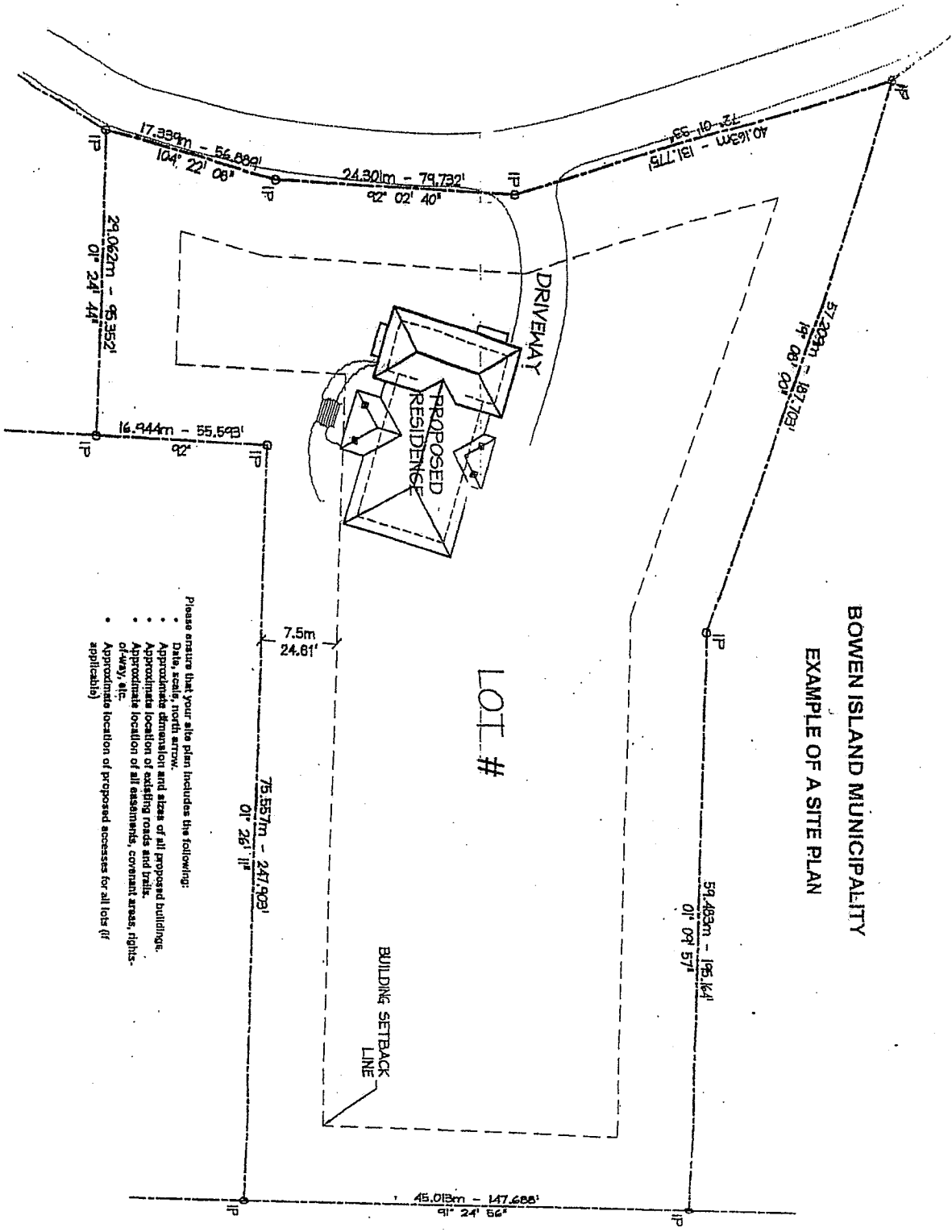
Requirements during construction:

- a) a special inspection is required once loops have been placed prior to backfill, to observe pressure test (120 psi for 30 minutes), and to confirm insulation of headers in proximity of foundation. Collect design calculations if not yet submitted; and
- b) at final, the contractor shall complete and submit a System of Commissioning Checklist.
- c) Provide ventilation checklist as required by Section 9.32 of the B.C.B.C.

\*Depending on type of heating system used.



SITE PLAN



BOWEN ISLAND MUNICIPALITY

EXAMPLE OF A SITE PLAN

- Please ensure that your site plan includes the following:
- Date, scale, north arrow.
  - Approximate dimension and area of all proposed buildings.
  - Approximate location of existing roads and trails.
  - Approximate location of all easements, covenant areas, rights-of-way, etc.
  - Approximate location of proposed accesses for all lots (if applicable)

STREET NAME