

- e. Evidence that the proposed residential constructor is covered by home warranty insurance and the builder is a licensed residential builder; and
- f. other permits (when required) available upon request at the front counter at the District Office.

The foregoing must be submitted to the Port Hardy Municipal Office at 7360 Columbia Street prior to processing of an application. Please allow 10 days minimum for processing of a complete application.

Incomplete applications may be returned to the applicant.

GENERAL REQUIREMENTS

Zoning—Check the District of Port Hardy Zoning Bylaw for the following basic requirements of your property:

1. Permitted uses
2. Setbacks from property lines
3. Maximum building and floor areas allowable
4. Maximum building height and lot coverage
5. Parking and loading.

Approved Services—An application cannot be processed unless water, storm and sanitary sewer services are available and approved for the site. Check with EPCOR (250 902-2200) and the District Operational Services Department (250 949-7779).

House moving or demolition permits are obtained from the Building Department

Plumbing Permits are obtained from the Building Department.

Electrical Permit services are available at Service BC located at 8785 Grey Street, Port Hardy, telephone 250 949-6323.

Inspections A list of required inspections will be issued with the Building Permit. At least 24 hours notice for inspection is required. Please note that the District has only one Inspector and inspection times are dependent on work load, including time contracted to other north island communities, and holiday schedule.

Subdivisions A subdivision must be registered at the Land Title Office before a building permit application can be accepted.

Street Address It is necessary to post your street address in a visible location during construction.



District of Port Hardy

7360 Columbia Street
PO Box 68
Port Hardy, BC V0N 2P0

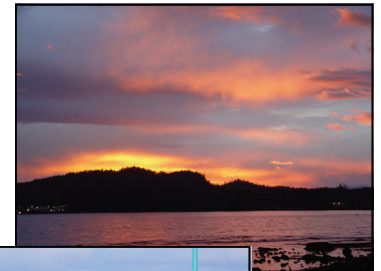
Phone: 250 949-6665

Fax: 250 949-7433

E-mail: general@porthardy.ca

DISTRICT OF PORT HARDY

A Guide to The Building Permit Process



Construction in the District of Port Hardy

The District of Port Hardy Building Bylaw outlines the requirements and regulations for the construction of buildings and structures within the District.

The construction of any building requires a Building Permit, except accessory buildings less than 10 M² in area and retaining structures less than 1.5m in height. These small accessory buildings do, however, require a site permit to ensure they are the proper distance from property lines.

Q When is a Building Permit required?

A Building Permit is required for demolition of, alteration and repairs to a building, the moving of a building, a change or use or occupancy of part or the whole of a building, repairs following fire, flood or earthquake, alteration or addition to heating (including wood stoves), plumbing systems and the installation of a mobile home.

Q When is a Building Permit not required?

A Building Permit is not required for work related to building maintenance and minor repairs such as painting, replacing cabinets or replacing roofing or siding with similar materials. If you are unsure, please call the Building Department.

Q Who can apply?

An owner or an agent for the owner may apply. The application must be signed by the registered owner(s).

Q When should a Building Permit be obtained?

A Building Permit must be obtained before beginning any work that requires a permit. It is a violation of the Building Bylaw to undertake work without a valid permit and the permit fee will be doubled.

Q How long does it take to obtain a Building Permit?

Complete applications are usually processed and issued within ten days of submission. Incomplete applications are not reviewed until all information has been received and they may be returned to the applicant to re-submit.

Q When can I contact the Building Inspector?

The Building Inspector is available Monday, Tuesday and Friday, between the hours of 8:30 a.m. to 9:30 a.m. and 3:30 p.m. to 4:30 p.m. Messages may be left for him throughout regular business hours at 250 949-6665.

APPLICATION PROCEDURE

1. Ensure the application is properly completed, dated and signed.
2. State the intended use of the building or works and the *true value* of such building or works.
3. Include a duplicate set of working drawings at a suitable scale of design, showing the following:
 - a. Site plan;
 - b. Foundation plan;
 - c. Main floor, basement and any other floor plans;
 - d. Front and side elevations;
 - e. Detailed cross section illustrating footings and foundations, drainage, ceiling heights, height of crawl space and roof spaces.

Also include:

- a. Copy of title search made within 30 days of the date of the application;
- b. Copy of any covenants or easements registered on the property;
- c. Copies of approvals, permits or documents relating to health and/or safety;
- d. Letters of Assurance when required by the Building Code and the Building Official

(Continued Over)