

When you have gathered all applicable supporting documents, and are ready to apply for your permit, ***please call 250-746-3104 to arrange an appointment*** to see a Building Inspector. During this appointment, your Building Permit application will be reviewed for completeness and you will be able to apply for a Driveway Access Permit (if applicable).

Every Permit is issued upon the following conditions:

- The work must be started within six months from the date the permit is issued;
- The work must not be discontinued or suspended for a period of more than one year; and
- The work must be completed within two years from the date the permit is issued. The permit will not be renewed. You may apply for a new permit if the work is not completed in this time.

Please note: This is not a comprehensive list of fees. For further information, refer to Section 3 of "Fees Bylaw, No. 3603".

Building Permit

New 1 and 2 Family Residential Construction

Main floor with full basement	\$150.00
Main floor with crawlspace	\$130.00
Main floor slab on grade	\$125.00
Second floor	\$110.00
Finished basement	\$44.50
Finished garage - attached or detached	\$52.50
Unfinished garage - attached or detached	\$44.50
Carport - attached or detached	\$27.50
Open Deck	\$30.00
Manufactured / mobile home, or relocated building	\$75.00

Construction Value

Per square foot of Gross Floor Area

All Other Construction

Value not exceeding \$5,000	\$100.00
Value between \$5,000 and \$100,000	\$100.00 for the first \$5,000 (add \$10 per \$1,000 over \$5,000)
Value over \$100,000	\$1,050 for the first \$100,000 (add \$7 per \$1,000 over \$100,000)
Permit to move building	Based on the above fees
Demolition of a building or structure	\$100.00 + \$5,000.00 bond (if applicable)
Re-inspection	\$50.00
Sign permit	\$175.00
Building permit application refund (if no inspections conducted)	70%
Construction without a valid permit	Double the applicable fees

Please note: Rates are subject to change without notice.

This guide is intended for reference only. In the event of a discrepancy between the information in this brochure and a bylaw requirement, the bylaw requirement takes precedence. For further information, please contact the Building Department at 250-746-3104.