

DISTRICT OF KATEPWA RESIDENTIAL BUILDING PERMIT GUIDE

A building permit is required for:

- new building construction
- structural changes
- building relocation
- building demolition
- change of use
- installing “Bay”, “Bow” or “Box” windows in new or existing openings
- building repairs or renovations
- interior structural alterations
- decks
- accessory buildings greater than 9.3 m² (100 sq. ft.)
- roof enclosure over an existing or new deck
- re-roofing of dwellings if support structure (roof sheathing) is being replaced.

Note: It is the responsibility of the owner to locate all utility lines and easements. Check with Land Titles and Utility companies.

A building permit is NOT required for:

- fences 6 feet or under in height
- driveways and sidewalks
- cosmetic repairs such as paint or minor repairs to exterior finishes
- replacing doors and windows in existing openings; unless the structure is altered
- replacing roofing on a dwelling unless the roof sheathing is being replaced
- replacing siding
- accessory buildings less than 9.3 m² (100 sq. ft.).

Note: It is the responsibility of the owner and contractor to ensure all work carried out is in accordance with the Building Code and the Zoning Bylaw even though a permit may not be required. A Development Permit may be required for fences and accessory buildings.

Complete Description of Proposed Construction

- Site Plan: building address, street name, size of the site, size of the building(s), and location of the building(s) in relationship to the property lines, north arrow, and vehicle access to the property, parking, and site drainage.
- Foundation Plan: overall sized of the foundation, size and location of footings, piles, foundation walls, size and locations of openings for doors, windows, foundation drainage.
- Floor Plan: size and location of interior and exterior walls, exits, doors (including door swings and hardware), stairs, windows, built-in furnishings.

- Structural Plans: size, material and location of columns, beams, joists, studs, rafters, trusses, masonry walls, poured in place and precast concrete walls and floors, related structural details.
- Elevations: views of all sides of the building, height of finished grade, exterior finishing materials, size and location of doors, windows, location of chimneys.
- Cross-Sections and Details: cut through views of the buildings, lists of all materials cut through including structural and finishing materials, vertical dimensions, stair dimensions and handrails, height of finished grade, wind, water and vapour protection, insulation.
- Mechanical Plans: description and location of heating, ventilating and air-conditioning equipment, locations of registers, location plumbing fixtures.
- Electrical Plans: type and location of lighting, type and location of receptacles, location of hard-wired smoke detector.

For More Information:

**District of Katepwa
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This guide has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact the District of Katepwa for assistance as the District of Katepwa accepts no responsibility to persons relying solely on this information.

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