



PLANNING & BUILDING DEPARTMENT
CITY OF PORT ALBERNI

BUILDING INSPECTION GUIDE

The goal of the Building Inspection Department is to ensure the health, safety and protection of persons and property by confirming that buildings and their systems generally conform to relevant bylaws, the BC Building Code and other applicable standards. The Building Inspection Department administers Building Bylaw #4577 and through this bylaw, the BC Building Code and other regulations.

A Building Permit is required when you

- Construct any new building or structure
- Construct a new accessory building (greater than 10m²)
- Make alterations, additions or structural repairs to an existing building or structure
- Create a Secondary Suite
- Demolish or relocate a building or structure
- Locate or relocate a manufactured or mobile home on a lot
- Alter or construct a deck
- Construct / install a swimming pool
- Install or alter plumbing within a building or structure
- Install a new chimney or fireplace
- Enclose your carport or change your garage to living space
- Change the use or occupancy of an existing building or space (ie. from office to retail)

You may not start any stage of a project, including demolition or excavation, until a building permit has been issued.

A Building Permit is not required for:

- Roofing repairs or replacements (providing that no structural changes are made);
- Exterior finish repair or replacement to a house(e.g., stucco or siding, providing that no structural changes are made);
- Window/Door replacement (providing no structural changes are made);
- Landscaping or sidewalks;
- Retaining structures less than 1.5m in height;
- Buildings (ie. storage shed) less than 10m² (107ft²) in size; (note: even though a permit is not required, the structure must still comply with zoning regulations with respect to setbacks and height)

Applying for a Building Permit

A registered owner or agent for the owner may apply for the building permit. Please ensure you have all requiring Development permits, Works and Services and Easement agreements, or other Planning and applications. Only complete applications will be accepted for processing. A Building Permit application shall expire 12 months after the date of application.

Application Forms

- **Demolition Permit Application**
- **Standard Building/Plumbing Permit Application**
*“Standard Building” means a Building of **three storeys or less in Building height**, having a **Building area not exceeding 600 square meters** and **used for a major occupancy** classified as: residential occupancy, business and personal services occupancy, mercantile occupancy, or medium and low hazard industrial occupancy.*
- **Complex Building/Plumbing Permit Application**
*“Complex Building” means a **Building used for a major occupancy** classified as: assembly occupancy, care or detention occupancy, or high hazard industrial occupancy; **and, a Building exceeding 600 square meters** in Building area **or exceeding three storeys in Building height** and **used for a major occupancy** classified as: residential occupancy, business and personal services occupancy, mercantile occupancy, or medium and low hazard industrial occupancy.*
- **Sign Permit Application**

The Active Building Permit

Once a permit is issued (paid), it remains active for 24 months, subject to the commencement of work being made within 6 months from permit issue date and the construction not being suspended for more than 6 months. All permits expire 24 months after the date of permit issuance. It is possible to renew an active permit for an additional 24 months. Again, construction must not be suspended for more than 6 months.

The building permit will outline Special Conditions and Required Inspections.

It is the responsibility of the owner or agent to call for the required inspections.

The Building Inspector will outline deficiencies to be corrected (deficiencies have to be inspected) or approve the work and allow you to move on to the next stage of the project.

Building Resource links

- Building Bylaw No. 4577
- Secondary Suite Info Sheet
- hpo.ca
- Sign Bylaw
- Building Information sheets