



# Village of Valemount

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## A Guide to Obtaining Permits

Within the Village of Valemount

Please note that THIS IS A GUIDE ONLY and is not a substitute for VILLAGE BYLAWS. If you need help the Village staff will be happy to assist you.

### A Permit will be required before:

- a) Constructing, repairing or altering any building or structure. This includes additions or any structural interior work such as partitions or openings etc.;
- b) Enclosing a porch or constructing a roof over a deck;
- c) Constructing a retaining wall more than 1.5 metres (59 in) in height;
- d) Changing the occupancy of any building;
- e) Installing, replacing, or altering of materials or equipment regulated by the B.C. Building or Fire Code;
- f) Moving, locating, or demolishing a building;
- g) Installing or relocating any plumbing fixtures;
- h) Installing, replacing, or connecting to sewer or water lines;
- i) Installing any solid-fuel-burning appliance or having one inspected;
- j) Occupying a building;
- k) Doing any outside burning.

### A Permit is not required for:

- a) Accessory buildings less than 10 m<sup>2</sup> (107.6 sq. ft.) that do not create a hazard
- b) General plumbing repairs

**Also:**

- Separate requirements exist in the Zoning Bylaw and the Official Community Plan. Please check with Village staff for your property's zoning classification.
- Temporary Buildings may require a permit.
- Single-family dwellings will require Homeowner Protection Office (HPO) registration. (Manufactured housing is exempted)
  
- With the exception of a homeowner doing his own plumbing work and the acceptance of a plumbing schematic drawing, plumbing permits will only be issued to qualified tradesmen. Connections to Municipal sewer and water lines must be carried out by a qualified tradesman.
- Before a Demolition Permit is approved, the applicant must provide authorized verification that all appropriate utilities have been disconnected.
- To move a building, a damage deposit may be required.

**When Applying for a Building Permit:**

Two sets of plans are required, in metric, or metric and imperial measure, and are to include:

- a) A site plan showing all structures and distances to property lines;
- b) A foundation plan showing footings and foundation walls;
- c) An elevation plan showing building height, finished grades including road elevation and exterior finishes;
- d) Floor plans showing: the dimensions and uses of all areas; the dimensions and height of crawl and roof spaces; the location, size and opening of windows and doors; floor, wall and ceiling fixtures; plumbing fixtures; structural elements; and stair dimensions;
- e) Cross sections illustrating foundations and all framing and construction system details;
- f) A completed application form.

**Please Note:**

1. If, in the opinion of the Building Inspector, specialized knowledge is required to ensure that the proposed works will be structurally sound or based upon good engineering practice, then it may be necessary that a registered professional prepare and seal the drawings, specifications, and carry out the appropriate field reviews, regardless of the class of building.
2. It is the full and sole responsibility of the owner or his or her authorized representative to perform the work in strict accordance with the Building Code, Fire Code, Village Bylaws, and/or other applicable enactments respecting safety.
3. The owner or his or her authorized agent shall give at least 48 hours notice to the Village of Valemount when requesting an inspection and shall obtain an inspection and receive a building official's acceptance of the following aspects of the work prior to concealing it:
  - a) Concrete forms, prior to concrete placement;
  - b) Installation of perimeter drain tiles and damp-proofing, prior to backfilling;
  - c) The preparation of ground, including ground cover when required, prior to the placing of a concrete slab;
  - d) Rough-in of factory built chimneys and fireplaces and solid-fuel-burning appliances, and chimneys at smoke chamber stage;
  - e) The framing and sheathing with completed electrical and/or plumbing rough-in, prior to placing insulation, vapour barrier, and exterior;
  - f) Insulation and vapour barrier, prior to interior finish;
  - g) When the building or structure is substantially complete and ready for occupancy, but before occupancy takes place of the whole or any part of the building or structure.
4. Every owner to whom a permit is issued shall, during construction:
  - a) Post and maintain the permit card in a conspicuous place on the property in respect of which the permit was issued;
  - b) Keep a copy of the accepted designs, plans and specification on the property; and
  - c) Post the civic address on the property in a location visible from any adjoining streets.

## **PENALTIES FOR NOT OBTAINING A BUILDING PERMIT:**

The Village of Valemount's Building Code Bylaw No. 542 states:

*"25.1 Every person who contravenes any provision of this bylaw commits an offense punishable on summary conviction and shall be liable to a fine of not more than \$10,000.00 (Ten Thousand Dollars) or to imprisonment for not more than six months".*

- A Notice in accordance with the provisions of the *Community Charter* may be filed in the Land Titles Office advising prospective purchasers and lenders that a deficiency with the building or structure exists.
- Any other action court may authorize to seek compliance with the Village of Valemount's Bylaws.