



Building Permit Application FAQ

Responsibility of Owner During Construction

Before starting any work, ensure all required permits are obtained from the Regional District or any other applicable authority having jurisdiction. If you are unsure whether your project requires a building permit, please contact the ACRD by calling (250)720-2700 or email building@acrd.bc.ca

Why are building permits required?	Building permits are to ensure construction projects comply with the BC Building Code, zoning bylaws, and safety regulations, prioritizing structural integrity, fire protection, and occupant health.
When do I need a building permit to do work in the Regional District?	<p>You need a building permit for:</p> <ul style="list-style-type: none">• Construction or placement of any buildings or structures• A change in occupancy of any building• An alteration of any building (renovation, addition, enclosing a carport)• Demolition of any building or structure• Reconstruction or repair of any building that has been damaged by fire, earthquake, or other cause• The correction of an unsafe condition in or about any building, including but not limited to rot repair• Placement, removal or relocation of a mobile home• Attached decks or independently supported decks over 10 - square meters• Finishing of unfinished spaces (unfinished basements, closing in a carport, etc)• The installation, extension, alteration, renewal, or repair of plumbing systems• Pool Installation• Permanent placement of sign for businesses <p>Where a Building Permit is not required, the Owner is solely responsible for ensuring the design, construction, siting, and use of the building complies with all applicable bylaws, enactments and regulations, including the Building Code and Zoning Bylaw</p>
When is a building permit <i>not</i> required?	<p>A Building Permit is not required for:</p> <ul style="list-style-type: none">• Sewage, water, electrical, or telephone systems• Replacement or repairs of plumbing fixtures that do not require new traps, valves, pipes or hot water tank.• Replacing windows, doors or roofing• Accessory buildings less than 10 - square meters in building area that do not create a hazard• Farm Buildings less than 500 square meters in total floor area <p><small>* "FARM BUILDING" means a Building that does not contain a Dwelling Unit and is: (a) located on land that has been classified as a farm by the assessor under the Assessment Act, RSBC 1996, c</small></p>

	<p>20; and (b) used for a “qualifying agricultural use” as that use is defined in the Standards for the Classification of Land as a Farm Regulation, BC Reg 411/95.</p>
<p>How do I obtain a building permit?</p>	<p>To obtain a building permit, apply in person (3008 5th Avenue) or by email building@acrd.bc.ca or go to our website at Building Permits & Inspections</p> <p>For a complete list of all required documents for a building permit application, please review our building permit application form. If you have any further questions after completing a review, please email building@acrd.bc.ca, and we would be happy to answer any questions you may have.</p> <p>You can find our Building Permit Application Form here. You can find our Demolition Permit Application Form here.</p>
<p>Can I get the permit process started before I have a complete application?</p>	<p>We are unable to accept incomplete applications. You must have a complete application to apply. If you are missing any of the required information your application will not be accepted. This also helps keep processing times down.</p>
<p>How much does a building permit cost?</p>	<ul style="list-style-type: none"> • The cost of a building permit application is \$100.00. Building permit fees are paid at time of building permit issuance and are calculated based on the total value of the work: <ul style="list-style-type: none"> ○ For the first \$2,000.00 or fraction thereof → \$100.00 ○ For each additional \$1,000.00 or fraction thereof up to \$499,999.99 → \$7.00 ○ For each additional \$1,000.00 or fraction thereof exceeding \$500,000.00 → \$6.00 • Demolition Permit \$30.00 • Solid Fuel burning permit \$100.00 <p>You can find details on all other building permit in fees Schedule “A” of the Building Bylaw No. PS1013</p>
<p>How can I pay for my building permit?</p>	<p>If you are not located in Port Alberni, we are able to accept Visa or Mastercard over the phone. If you come to our office in person, we can accept Debit, Visa, MasterCard, cash or cheque.</p>
<p>How can I find out the status of my building permit?</p>	<p>You can call (250)-720-2700 or email building@acrd.bc.ca</p>
<p>How long is a building permit valid for?</p>	<p>A building permit is valid for 2 years from the date of payment. If the work isn’t finished in that time, you’ll need to renew the permit <i>before</i> it expires.</p>

<p>How long does it take to process a building permit?</p>	<p>Timelines for building permits can vary depending on their complexity and total building permit applications in the queue. Building Permits for single family dwellings can typically take approximately 6-8 weeks for issuance. Demolition permits can often be issued sooner.</p>
<p>How and when can I request a building inspection?</p>	<p>It is the responsibility of the Permit Holder to arrange for inspections.</p> <p>To request an inspection call 250-720-2700 or email building@acrd.bc.ca with your permit number, the type of inspection required and your desired inspection date.</p> <p>NOTE: A minimum of 48 hours notice is required when requesting an inspection. Some remote inspections may require longer notice to accommodate. Please speak to your assigned building inspector should you have further questions.</p>
<p>Can I request a certain time for my inspection?</p>	<p>Building Inspectors will do their best to accommodate any requests but cannot guarantee a certain time for inspections.</p>
<p>How long is a building permit valid?</p>	<p>A building permit is valid for 2 years from the date of payment. If the work isn't finished within that time, you'll need to renew the permit.</p>
<p>What Building Inspections are required in the ACRD?</p>	<p>For a complete list of required building inspections, please see the building Permit required inspection sheet.</p>
<p>Where can I find information about my septic system and how do I obtain a permit?</p>	<p>Island Health Authority maintains all septic records for the ACRD.</p> <p>Island Health's role in onsite sewage is to ensure all buildings with indoor plumbing have a sewerage system that is in compliance with the Sewerage Systems Regulation.</p> <p>You must obtain either an Authorized Person (AP) or a Registered Onsite Wastewater Practitioner (ROWP) with training and experience in designing and installing sewerage systems. They will help to ensure that your sewage system complies with British Columbia Health and Safety standards and obtain the appropriate permit and Final from Island Health. You will need to provide these records with your building permit application in some cases.</p>
<p>Where can I get a permit for my electrical and gas works?</p>	<p>Separate permits for gas and electricity are available from Technical Safety BC (TSBC). Please speak to your contractor about permitting, as a Final from TSBC will be required for Final or Occupancy Permit of your building.</p>
<p>Where can I get more information about my water system?</p>	<p>All Beaver Creek and Long Beach water applications are done through the ACRD, and more information can be found on our website or in person at our offices. (3008 5th Avenue)</p> <p>Bamfield Water System Application Form Beaver Creek Water System Application Form Long Beach Water System Application Form</p>

	Millstream Water System Application Form
Where can I get more information if I plan on building in the ALR?	Please contact the planning department at (250) 720-2700 or by email at planning@acrd.bc.ca