

## Inspection Requirements

1. After completion of footings (prior to placing concrete);
2. After completion of foundation, damp proofing, foundation drain tile/drain rock (prior to backfilling);
3. After the framing, sheathing and roofing are complete including exterior doors and windows, chimneys, ductwork, gas venting, rough-in plumbing, rough-in heating, soil gas control and wiring);
4. After insulation and vapour barrier is installed (prior to applying interior finishes);
5. When the building is complete and ready for occupancy; and
6. At any stage requested by the Building Inspector to confirm corrections or special circumstances.

## RDBN Building Inspector Contact Information

If you require the assistance of the Building Inspector, please contact the RDBN office at 1-800-320-3339, or by email:

Jason Berlin, Senior Building Inspector  
[Jason.Berlin@rdbn.bc.ca](mailto:Jason.Berlin@rdbn.bc.ca)

Steve Davis, Building Inspector/Bylaw Enforcement Officer  
[Steve.Davis@rdbn.bc.ca](mailto:Steve.Davis@rdbn.bc.ca)

Daryn Larson, Building Inspector  
[daryn.larson@rdbn.bc.ca](mailto:daryn.larson@rdbn.bc.ca)

The Telkwa logo features the word "Telkwa" in a white, serif font with a stylized wave underline.

# Building Permit Application Guide

## Village of Telkwa

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[www.telkwa.ca](http://www.telkwa.ca)

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Updated: May 2024

Application forms, related bylaws and other pertinent information are available on our website:  
[www.telkwa.ca/planning](http://www.telkwa.ca/planning)

## Building Permit Application Process

### What is the Village of Telkwa's Building Inspection Service?

The construction, alteration, repair and demolition of buildings and structures is governed by the B.C. Building Code, the Village of Telkwa Bylaws, and the *Local Government Act*. When a Building Permit Application is submitted, Village staff review the application to ensure the proposed development is in compliance and aligns with Village Bylaws. Next, Building Inspectors at the Regional District of Bulkley-Nechako (RDBN) provide building inspection services to the Village of Telkwa. Regulations for the design and construction of buildings and structures are described in the Village of Telkwa Building Bylaw No. 533, 2003. Bylaw No. 533 also outlines the obligation to attain a Permit prior to building within Telkwa municipal boundaries.

### When is a Building Permit Required?

Anyone construction, altering, repairing, moving or demolishing a building within the municipal boundaries of the Village of Telkwa is required to obtain a Permit from a Building Inspector at the RDBN. Building Permits are also required for:

- Construction of an accessory building
- Fireplace and chimney installations
- Plumbing works
- Remodeling or construction of a deck
- Wood stove installations

*A Building Permit is not required for an accessory building under 10 m<sup>2</sup>*

## Building Permit Application Checklist

1. Complete and sign the Building Permit Application Form
2. Pay the application fee
3. Complete a Form M (Owner's Undertaking of Building Foundation) if constructing a building or structure with a new foundation
4. Provide site plans drawn to scale showing the following:
  - Setbacks and property lines
  - Location and name of roads adjacent to the property
  - North arrow and scale
  - Existing and proposed parking and driveways
  - Size and location of all existing and proposed buildings, structures, and uses on the site
  - Topographic features, water bodies and waterways including measurements from all proposed and existing structures to the natural boundary, stream center line or top of bank, whichever is applicable
5. Provide building plans drawn to a scale showing the following:
  - Foundation plan
  - Exterior elevations
  - Cross sections showing all structural details and finishes
  - Floor plans of each level, including proposed and/or existing uses of all rooms
6. Pay the Building Permit fee before the Building Permit is issued
7. Follow the inspection requirements listed within this brochure

## Building Permit and Inspection Fees

*In the event of a discrepancy between the fees listed in this brochure and the Corporation of the Village of Telkwa Fees, Charges, and Bylaw Contravention Bylaw, the bylaw will prevail.*

Description	Amount
<b>Application Fee—Residential</b>	\$75.00
<b>Building Permit Fee—Residential</b>	\$50.00 <b>PLUS</b> 0.625% (\$6.25 per \$1,000.00) of the value of construction**
<b>Application Fee—Commercial</b>	\$75.00
<b>Building Permit Fee—Commercial</b>	\$50.00 <b>PLUS</b> 0.625% (\$6.25 per \$1,000.00) of the value of construction**
<b>Demolition Permit</b>	\$75.00
<b>Occupancy Permit</b> Where there is a change of class of occupancy in an existing building and not part of a Building Permit	\$75.00
<b>Re-Inspection</b> When required due to the fault of owner or holder of Permit, or work incomplete or building inaccessible	\$75.00
<b>Preliminary Examination of Plans—Single Family Residential</b>	\$30.00
<b>Preliminary Examination of Plans—Other</b>	\$50.00
<b>Renewal of Lapsed Building Permit</b> If no work on plans is required	\$50.00
<b>Renewal of Lapsed Building Permit</b> If work required on plans due to a change in building regulations	\$75.00
**The total value of construction shall be the contract price together with a reasonable allowance for extras or, where there is no contract price, the approximate cost of construction of the building estimated by the Building Inspector, according to the plans and specifications submitted in support of the application for a permit	

*Each building or structure to be constructed on a site requires a separate Building Permit and shall be assessed a separate Building Permit fee based on the value of that building or structure in accordance with the Fees, Charges and Bylaw*