



# **A GUIDE FOR THE HOMEOWNER**

**TO REPAIR, ALTER, ADD TO OR CONSTRUCT A NEW HOME,  
CARPORT, GARAGE, SUNDECK OR OTHER WORK**

PLUS OTHER RELATED INFORMATION



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# **A GUIDE FOR THE HOMEOWNER**

## **TABLE OF CONTENTS**

	<b>Page</b>
1. Introduction.....	3
2. Building Permits.....	3
a) When are permits required? .....	3
b) When are permits NOT required? .....	3
c) Where do I go to obtain my permits? .....	4
d) What information must I provide when applying for permits? .....	4
e) Is there anything else I should know? .....	5
3. Inspection Schedule .....	6
a) What inspections are required? .....	6
b) Why are inspections necessary? .....	6
c) When can inspections be requested? .....	7
d) Is there anything else I should know? .....	7
4. Design Data – District of Kent.....	7
5. Metric Information.....	7
6. Building Permit Application Guidelines.....	8
7. Plans Required .....	9 – 11
8. Sample Plans .....	12-18

**This guide should be used for general information only and not as a substitute for District of Kent Bylaws and Regulations.**

# ***District of Kent***

## **1. Introduction**

The aim of this guide is to assist the homeowner or builder who wishes to alter or construct a new one or two-family dwelling or accessory building. These guidelines are for general information only and should not be used as a substitute for District of Kent Bylaws and Regulations.

If you find that this guide does not answer your specific questions, please contact the Building Department, (604) 796 2235, Fax: (604) 796 9854.

## **2. Building Permits**

### **a) When are permits required?**

Permits are required to:

- Construct a new one or two-family dwelling;
- Construct a new accessory building (exceptions noted below).
- Add to an existing building.
- Alter, renovate or repair existing buildings or structures.
- Repair fire damaged buildings or structures.
- Complete an unfinished area in an existing building; e.g.: basement, recreation room.
- Move a building from one location to another.
- Demolish or relocate buildings on the same lot.
- Do trade work such as modification or installation of plumbing, gas, propane, oil burner, and electrical.
- Install or alter a sewage disposal system.
- Install or alter sanitary, storm sewers and drainage.
- Construct swimming pool (“pool” described as any constructed or prefabricated pool used or intended to be used for swimming, bathing or wading, having a surface area greater than 13.9m<sup>2</sup> (150 sq. ft.) and a depth greater than 0.46 metres (18 inches)) fencing that must not be less than 1.1 metres (3.6 feet) in height, with no openings greater than 10 cm (4 inches) in their least dimension.
- Construct retaining walls greater than 1 metre (3.28 feet) in height.
- Installing a chimney for a wood burning appliance.
- Decks.

### **b) When are permits NOT required?** Permits are **not** required for minor modifications such as:

- Cupboards;
- **One** accessory building with a floor area less than 10 square metres (107.6 square feet) does not require a permit, unless it contains operating mechanical equipment and must be properly anchored to prevent wind uplift. However, the location must conform to the Zoning and Development Bylaws (eg. Setback requirements for the building).
- Planters or **partial** height room dividers;
- Painting;
- Landscaping, including patios less than 600 mm (2.0 feet) above grade;

## ***District of Kent***

- Sidewalks and driveways;
- Fences (fence height must comply with intersection sightline requirements and the Zoning and Development Bylaw)
- Roofing repair or replacement
- Exterior finish repair or replacement, e.g. siding or stucco

**Note:** Although the above does not require permits, homeowners are responsible to ensure that the work conforms to the requirements of the BC Building Code and the Zoning and Development Bylaw.

### **c) Where do I go to obtain my permits?**

Permits relating to construction, alteration, demolition and relocation of buildings and structures, trades work involving plumbing, water and sewer connection installation or modifications, may be obtained from the Building Department.

#### **ELECTRICAL & GAS**

All enquiries regarding **electrical and gas codes** supply, trades work, installation, modification, permits and inspections should be directed to:

Technical Safety BC  
Corporate Office  
Suite 600 – 2889 East 12<sup>th</sup> Avenue  
Vancouver, BC V5M 4T5

Tel: 1-866-566-7233

### **d) What information must I provide when applying for permits?**

Submit two copies of plans for the proposed project to the Building Department and complete a plan review application form. If you cannot draw the plans yourself, **retain the services of a qualified person**. Plans must be drawn to scale, be clear and durable and indicate the nature and extent of the work. As a **guide**, please refer to the attached sample drawings.

#### **Engineered Drawings & Inspections**

Two sets of engineered signed and sealed drawings may be required. Letters of Assurance in the terms set out in Schedules A, B1 and B2 are required if a Professional Engineer has provided structural or geotechnical design.

The property may require a Geotechnical Engineer to prepare a soils report. The foundation for a single-family or two-family dwelling may have to be designed by a Professional Engineer, depending on the soils report. In certain cases, other buildings will also have to be engineer designed; consult the Building Department for those requirements.

## ***District of Kent***

Engineered projects, or engineered buildings, require inspections by local building officials for each phase of construction.

### **Application Fee**

A plan processing fee is required when a plan review application is received. This amount will be credited to the fees for the Building Permit when issued. The Plan Processing fee is not refundable and is forfeited if the permit is not picked up within 30 days of being notified that the permit is ready to be issued.

### **Permit Issuance**

After the application and drawings have been reviewed by the plan review staff, and it is determined that they comply with relevant bylaws and regulations, the applicant or his/her authorized agent may pay the appropriate fees to obtain the permits.

#### **e) Is there anything else I should know?**

- A Damage Deposit fee may be required and is to be paid prior to the issuance of a Building Permit.
- A Building Permit cannot be issued unless the property is correctly zoned for the proposed use, registered in Land Title Office, serviced with water, storm and sanitary and accessible by an improved road to District standards. We recommend that, early in the project planning stage, the owner or his agent verify the status of the property.
- A Demolition Permit for an existing house on the lot must be given final approval from the Building Inspector prior to the Building Permit being issued.
- It is the responsibility of the owner or his agent to ascertain whether there are any easements or restrictive covenants registered against the property, e.g., minimum Flood Construction Level (FCL).
- Proof of ownership may be required if you have recently purchased the property (Transfer of Title document from the Land Title Office). If you are not the current owner, proof of authorization from the owner is required.
- HPO Forms/Approval

Questions relating to:

- Zoning of the property and permitted use should be directed to the Building Department.
- District services, such as storm/sanitary sewers, water connections, culverts, bridges and driveway crossings, should be directed to the Public Works Operations Department at (604) 796-2235.
- Property registration, easements or restrictive covenants should be directed to the Land Title Office, 88 - 6th Street, New Westminster, BC, (604) 660-2595.

## ***District of Kent***

### **3. Inspection Schedule**

#### **a) What inspections are required?**

A detailed handout will be provided with your Building Permit. The following is an outline of the building and trade work inspections required (where applicable). Inspections are not completed until a Final Inspection Certificate is issued.

#### **Inspection Schedules / Required Forms**

Footing (prior to placing concrete)  
Site Survey Certificate required  
Foundation Walls (prior to placing concrete)  
Back Fill  
- Perimeter Drain Tile  
- Rainwater System  
- Dampproofing  
Sanitary Sewer Connection  
Storm Sewer Connection  
Water Connection  
Plumbing  
- Trades Qualification (TQ)  
- Underslab  
- Drain/Waste/Vent (DWV)  
- Water lines  
- P-traps  
- Soil compaction test (if required)  
- Under slab Poly Vapour Barrier  
Sheathing (prior to exterior finish application)  
Rainscreen  
Engineered Structural Components  
Truss Design  
Framing  
Fire stopping  
Insulation  
Fireplaces  
Stoves/chimney  
Ventilation forms  
Well Location form  
Water Potability Test Results  
Occupancy and Final

#### **b) Why are inspections necessary?**

To assist the builder or homeowner in constructing a building that meets regulatory life safety, health and fire protection standards.

## ***District of Kent***

### **c) When can inspections be requested?**

An inspection can be requested during office hours (8:30 am to 4:30 pm) from the District of Kent Municipal Hall by fax (604) 796-9854, in person or by telephone (604) 796-2235. Personnel will help you to:

- schedule, cancel or reschedule regular inspections
- leave a voicemail message for a specific inspection request.

Keep in mind that if you require an inspection for the next business day, you must request the inspection prior to 4:30 pm. Note that delays may be encountered during periods of high volume inspection requests.

### **d) Is there anything else I should know?**

In order to avoid unnecessary inspection refusals, rejections or payment of a re-inspection fee, please note the following:

- The address must be clearly posted on the project site.
- The Inspector must be able to gain entry to the building for an inspection including stair/ladder access to attics and crawlspaces.
- All work to be inspected must be complete and ready for inspection.
- The reviewed construction drawings, truss certificates, and other required documentation must be available on site for all inspections.
- If the building is occupied, please ensure that someone is on the premises during the inspection.
- Construction work must not proceed beyond each inspection stage without written approval from the Inspector.

## **4. Design Data - District Of Kent**

Design and construction of buildings and structures in the District of Kent is governed by the following codes, bylaws and regulations:

- Current edition of the BC Building Code, Canadian Farm Building Code and District of Kent Building Bylaw.
- BC Plumbing Code.
- BC Gas Regulations.
- BC Propane Gas Regulations.
- Canadian Electrical Code - Part 1 (as amended by BC Government Regulations).
- Fire Marshall Regulations of BC, Oil Burner Regulations. District of Kent Zoning Bylaw and Subdivision and Development Bylaw (permitted use and location).
- BC Health Act.

Copies of District of Kent **Bylaws** may be purchased from the Municipal Hall.

## **5. Metric Information**

The Building Department will accept plans for Building Permits in either Imperial or metric units.

## ***District of Kent***

### **BUILDING PERMIT APPLICATION GUIDELINES**

These drawings are for guidance only and are not to be reproduced for a Building Permit application.

- Two copies of all drawings are required.
- Except for the Site Plan, single line drawings are not acceptable.
- Drawings are required to be drawn to scale, and the following metric or imperial scales are recommended.
- If a structural engineer is required, both sets of drawings must be signed and sealed. (All changes are to be on the original or initialed and dated by the engineer.)
- Truss layout as required.

	<b>Metric</b>		<b>Imperial</b>
Site Plan	1:100	or	1/8" = 1'-0"
Floor/Foundation Plans	1:50	or	1/4" = 1'-0"
Elevations and Section	1:50	or	1/4" = 1'-0"

With your help, your application can be processed quickly and efficiently.

**Based on the proposed work as listed below, the following typical plans are required:**

*See attached for minimum information to provide on the plans.*



## ***District of Kent***

### **PLANS REQUIRED - New Dwelling/Duplex**

#### **1. Site Plan**

- show location of house on lot to scale
- where lot is very large, use small scale and blow up area where buildings are located
- reversed plans are not acceptable
- indicate North on the site plan
- show driveway location, label street(s)
- indicate setback dimensions (not building envelope) in metric
- show decks, projections and cantilevered areas
- show legal description
- show designer's name, address and phone number
- show lot corner and slab elevations
- show proposed and existing grades (as per lot grading plan) at corners of building
- show surface water run-off pattern
- for infill lots a topographic survey may be required
- the following information must be provided
  - floor area (max. permitted/actual)
  - lot coverage (max. permitted/actual)

#### **2. Foundation/Crawlspace, Lower Floor**

- drawings to be scaled
- show all foundations - carports, decks, etc.
- show pony walls and hatch location of any cantilevered projections above
- designate use of rooms (room name)
- show unfinished areas
- show all load bearing walls
- "unfinished" means bearing walls framed only
- "finished" means partition walls, doors, walls, ceiling and floors finished
- show all framing details: joists, beams, posts, point loads and lintels
- show location of hot water tank, laundry, furnace and plumbing including rough-in plumbing

#### **3. Floor Plans**

- drawings to be scaled
- show use of rooms
- show all framing details: lintels, beams, joists, rafters, posts
- show locations of point loads, indicate location of rooms above if they do not follow exterior lines
- indicate concrete topping on floors where applicable
- all changes of a minor nature to be made carefully and initialed; changes of a major nature to be redrawn in a proper architectural manner by the designer and approved by design consultant and engineer where applicable

## ***District of Kent***

### **4. Elevations**

- materials (roofing, siding, insulation, etc.) are to be specified on elevations and on cross-section
- where changes in grade level are greater than 1 meter front to back or side to side, elevations shall reflect how the change in grade is dealt with
- proposed and existing grades to be shown on each elevation
- spatial separation calculations - maximum allowable openings/actual

### **5. Cross-sections and Details**

- a minimum of one cross section is required
- list wall, floor, roof, ceiling assemblies; foundation type and dimensions
- sheets of details must reflect details to be used
- on sloping lots, sections should also reflect grade changes and how they are dealt with.

### **6. Truss Layout**

- a minimum of one cross section is required
- job or reference number
- name of the person who reviewed truss layout
- site address (and/or legal description)
- point loads to be clearly marked
- roof material i.e., tile, cedar, duroid

## **Attached Garage**

- Site Plan showing all buildings on property (dimensions to property lines)
- Floor Plan (showing new and existing)
- Foundation Plan
- Cross-section
- Elevation views

## **Additions**

Differentiate the new construction from the existing:

- Site Plan showing all buildings on property (size and distance from all property lines and from each other).
- Foundation Plan.
- Floor Plan - differentiate new and existing construction.
- Cross-section.
- Elevations.

## **Detached Garage/Carport and Sheds**

- Site Plan showing all buildings on property (size and distance from the property lines and from each other).

## ***District of Kent***

- Foundation Plan.
- Floor Plan - showing new and existing construction.
- Cross-Section.
- Elevations.

### **Carport Conversion into a Garage**

- Differentiate the new construction from the existing:
- Site Plan (indicating where the work is occurring)
- Floor Plan with details of the proposed construction material to be used **OR**
- Cross-Section and Elevation.

### **Interior Finishing**

Differentiate the new construction from the existing:

- Site Plan (indicating where the work is occurring)
- Floor Plan with details of the proposed construction materials to be used **OR**
- Cross-Section.

### **In-Ground Pools (pool location and fencing is reviewed)**

Site Plan showing all buildings on the property (including heating equipment/shed), pool and fence location.

### **Decks**

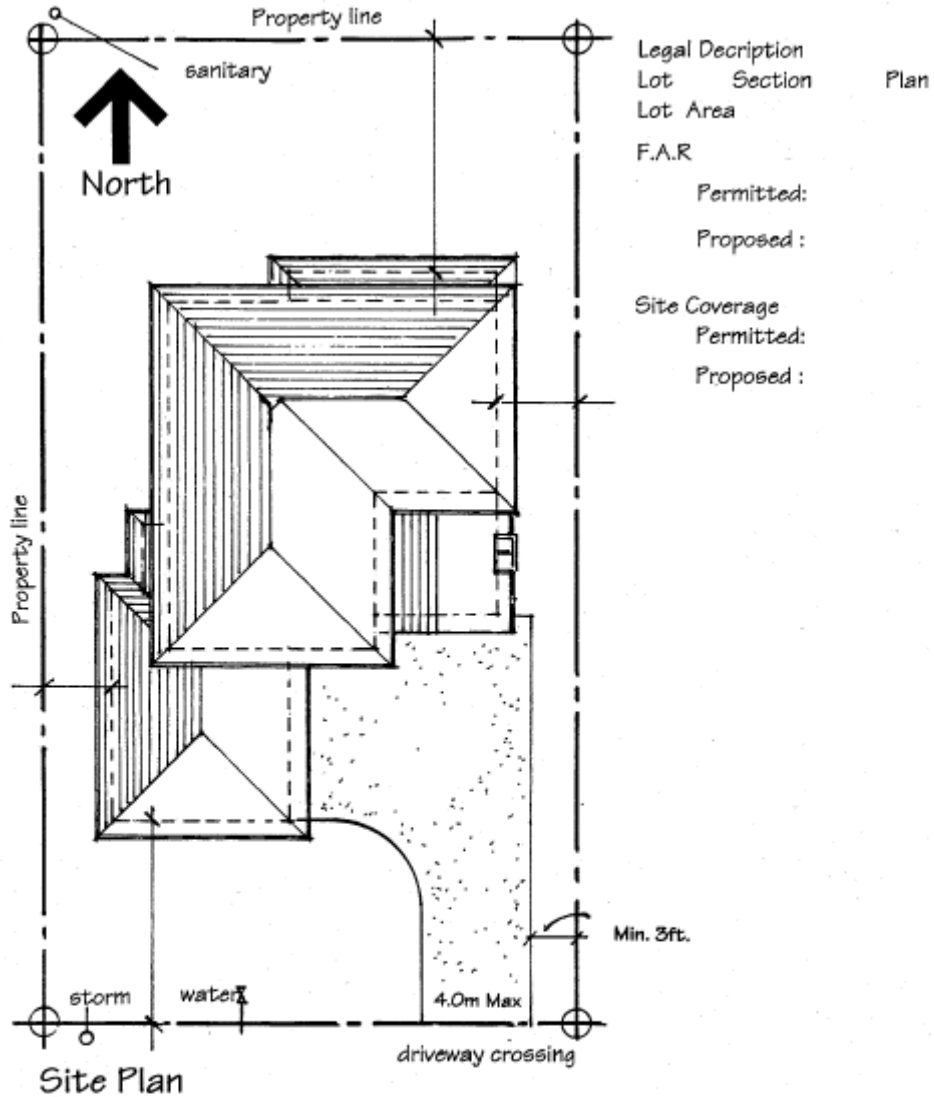
- Site Plan
- Foundation/Floor Plan
- Cross-Section
- Elevation

### **Basement and Lower Level Finishing**

Floor plan showing rooms and dimensions, with details of proposed renovation (indicate new and existing construction)

### **Moving Buildings**

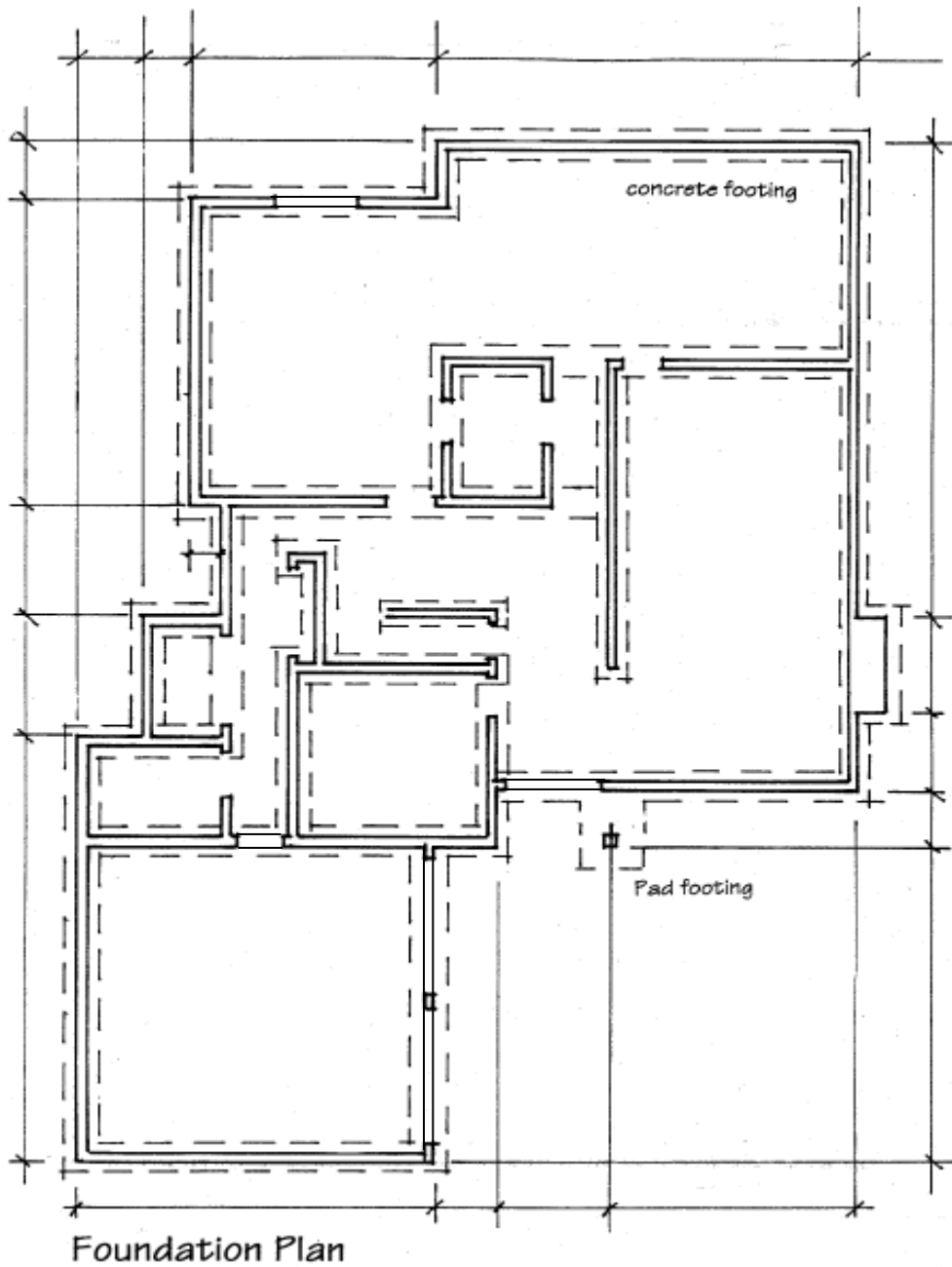
- Site Plan – drawings scaled at  $1/8'' = 1'$  or equivalent metric
- Foundation Plan
- Elevations – show front, rear and sides
- Section – from floor level to foundations (note on section number of floors and if roof is supported by walls or beam)
- Lot corner and slab elevations
- Surface water run-off pattern



Show the following information

- entire property with all dimensions and North arrow
- location of existing services (storm, sanitary, water and septic)
- location of street, lanes, and driveways
- location of all easements & Right-of-Ways

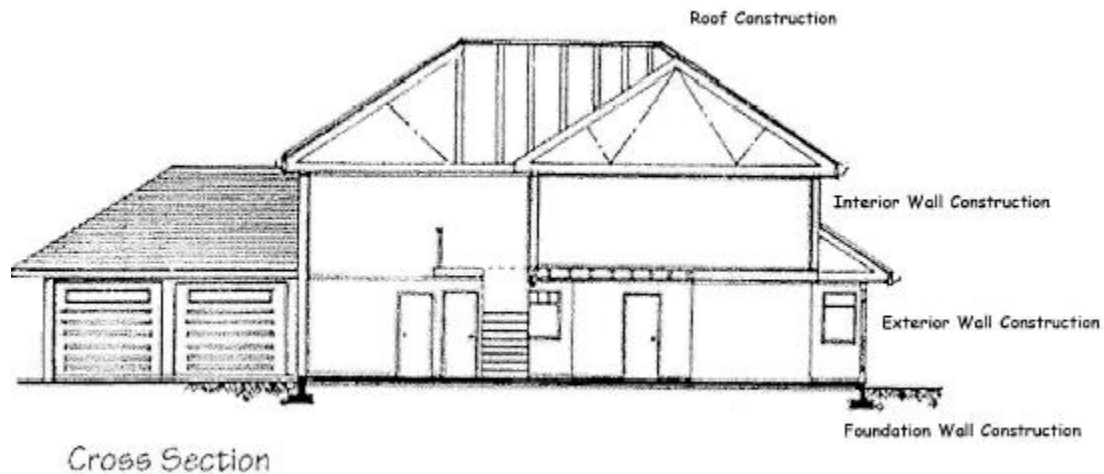
**SAMPLE ONLY – NOT FOR PERMIT USE**



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**DISTRICT OF KENT  
BUILDING DEPARTMENT**  
Box 70 - 7170 CHEAM AVENUE AGASSIZ BC V0M 1A0  
TEL: 604 796 2235 Fax: 604 796 9854



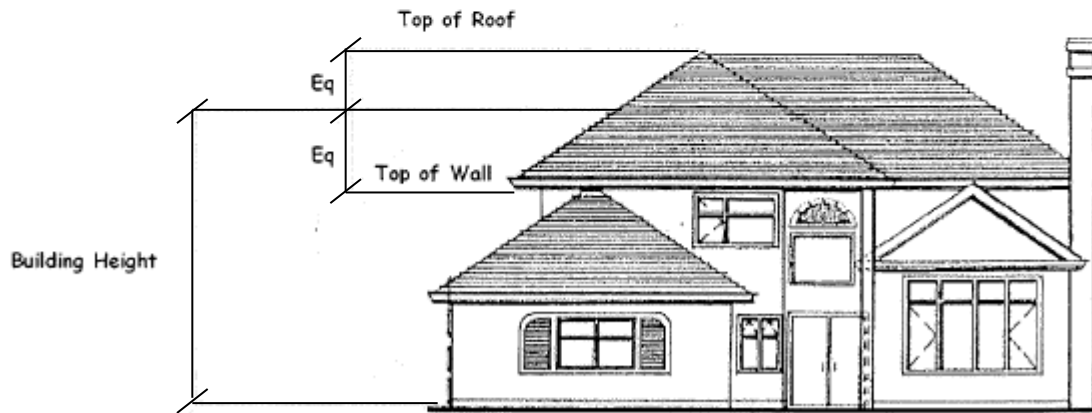
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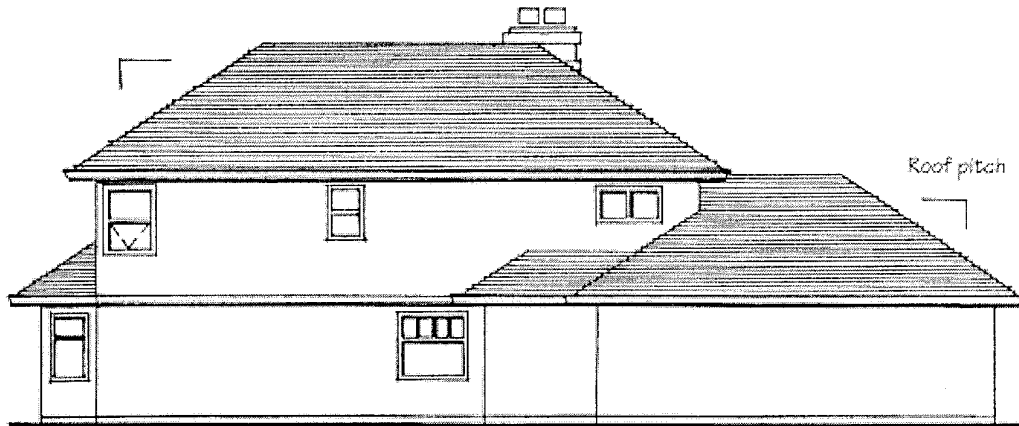


Rear Elevation

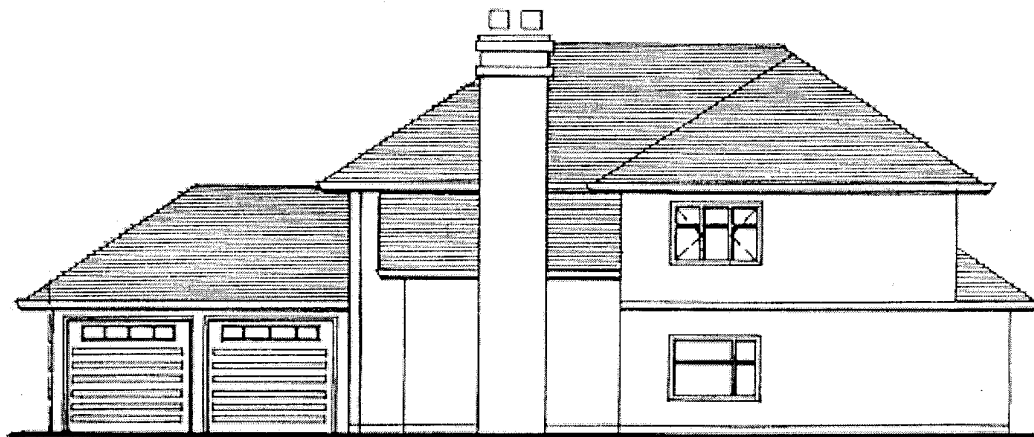


Front Elevation

**SAMPLE ONLY – NOT FOR PERMIT USE**



Side Elevation



Side Elevation

Spatial Separation calculations (unprotected openings)

Limiting Distance : \_\_\_\_\_

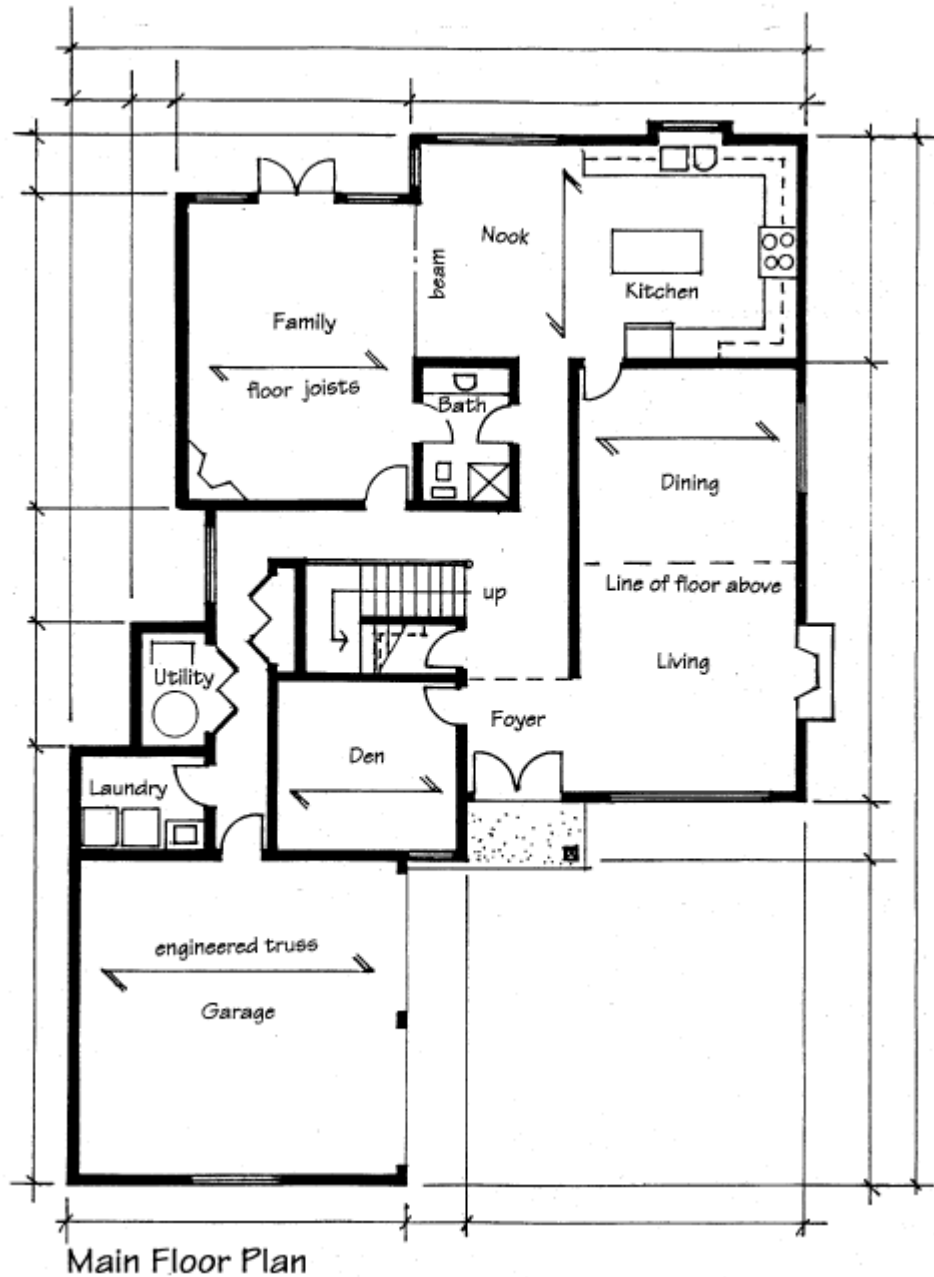
Exposed bldg face : \_\_\_\_\_

Permitted openings : \_\_\_\_\_

Proposed Openings : \_\_\_\_\_

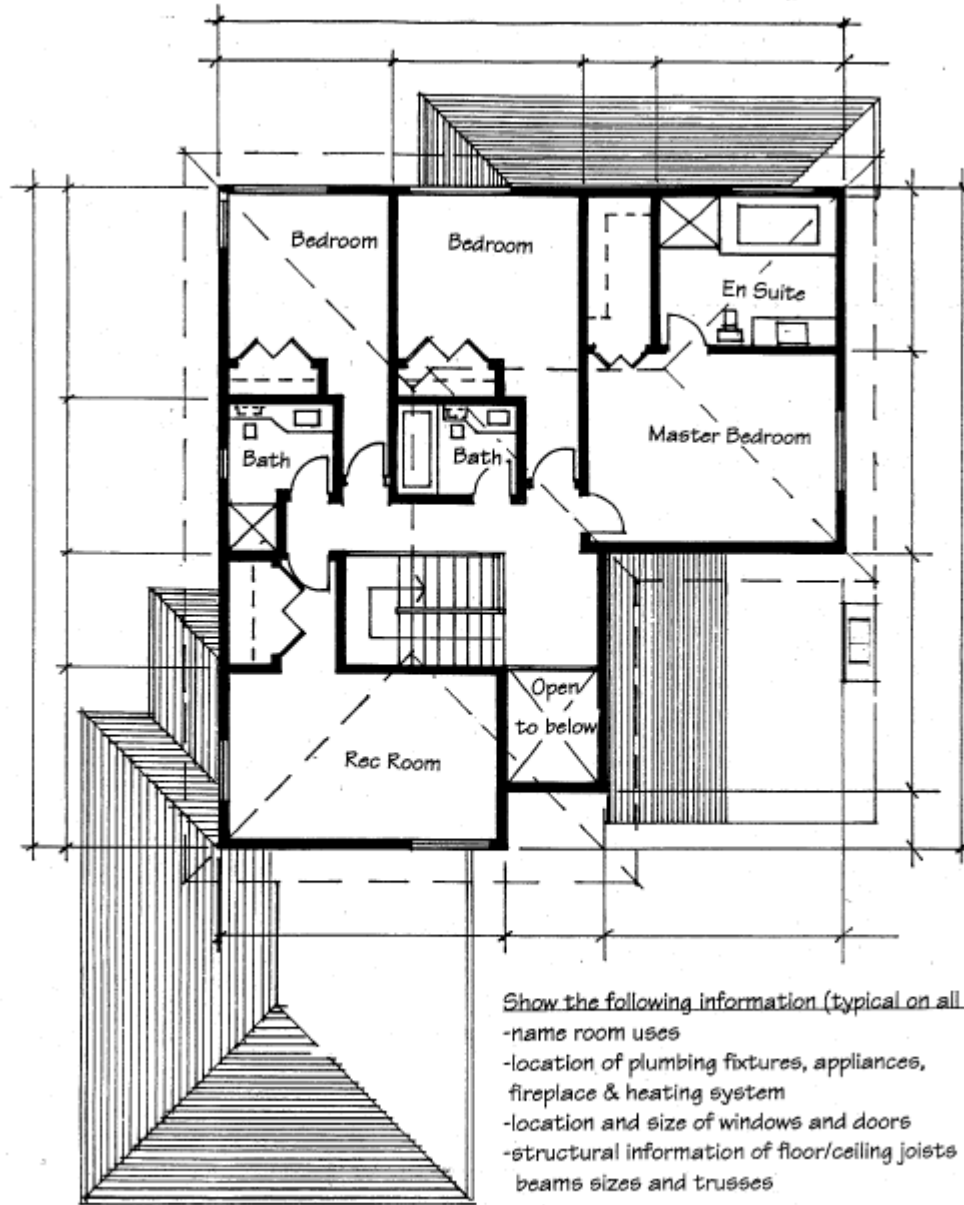
**SAMPLE ONLY – NOT FOR PERMIT USE**







**SAMPLE ONLY – NOT FOR PERMIT USE**



**Upper Floor Plan**

- Show the following information (typical on all floors)
- name room uses
  - location of plumbing fixtures, appliances, fireplace & heating system
  - location and size of windows and doors
  - structural information of floor/ceiling joists beams sizes and trusses

**SAMPLE ONLY – NOT FOR PERMIT USE**