

Building Permit Process

1. An applicant wants to build or renovate a residential or commercial building in your municipality and applies for a building permit.
2. The application must first be conditionally approved by your municipal office/Council, as per your zoning bylaws (i.e. Development Permit approval based on building use, location, size, etc.)
3. If the Development Permit is approved, the applicant must provide 3 sets/copies of all required information for the building project type, as per PBI's Plan Review Checklist for residential projects or PBI's Commercial Plan Review Requirements for commercial projects.

The Administrator can give the applicant a copy of the PBI Specifications sheet(s) and/or Residential Mechanical Ventilation Design Summary for the applicable residential building projects.

4. Once all required information has been submitted to the municipal office, the Administrator completes the appropriate Permit Information Form and assigns a PBI Permit number. This form, along with 2 sets of all required information, is sent to the PBI office for the plan review.
5. The Building Official completes the plan review ("drawing" inspection) and returns one set of submitted plans to the municipal office with an inspection report. Your office approves the building permit based on the conditions in this report and gives the applicant the pink copy of the report and submitted plans once they have paid your municipal building permit fee.

Building Code Enforcement Process

6. Construction begins and the builder calls PBI 48 hours prior to the required inspections needed at various stages in the construction process (as per information supplied in the plan review.) PBI invoices your municipality at the end of each calendar month for inspections completed that month.
7. For each on-site inspection, a triplicate report is written up identifying any deficiencies that need correcting. The pink copy is left at the jobsite for the builder, the yellow copy is sent to the municipal office for your records, and PBI keeps the white copy.
8. Once all required inspections and outstanding deficiencies have been completed to the Building Official's satisfaction, the permit is deemed "Completed" and the file is closed. All original plans regarding the project are returned to the municipal office with the final inspection report.
9. The building project should be completed before the building permit expiry date. If not, your office may consider collecting another permit fee or charging an extension fee to cover any extra inspections needed to close the file.