

# Your Building Permit Guide

## Understanding the Permitting Process

---

Congratulations! You've applied for your building permit and are well on your way to starting your new build or renovation. While our staff are reviewing your application, there are many important things you can start doing now. These include:



*Communicating with your neighbours about your building project and taking steps to protect the properties next to yours*



*Planning the project to minimize any negative impacts, such as noise, dust, and waste*



*Preparing your site for any required servicing of water, sanitary sewer, or storm sewer pipes*



At various stages of your building project, representatives from the District of North Vancouver (DNV) will need to speak with the primary contact for your project—whether this is the contractor, architect, project manager, or property owner. You are responsible for ensuring that all necessary contact details are kept up to date on District files and that the information in this document is shared with all project contributors.

## Respect your neighbours

Communicate with your neighbours! Before you start any work, contact your nearby neighbours in writing to tell them about:



- the work you'll be doing on your property, such as site clearing, demolition, and construction, and
- the key emergency contact numbers for the developer, general contractor, and you, the homeowner (or your agent).

For new builds, you are required to install on-site signage for the duration of the construction period. The sign (or signs) should be **visible from all adjoining streets**, and show:

- the property address
- all contact information for the construction site, including 24-hour telephone numbers
- allowable working hours
- contact information for the DNV

**The sign should meet the following requirements:**

- **Size** – 1.5 square metres for single and two family dwellings, 3.0 square metres for larger developments
- **Font size** – minimum 5 centimetres high; black printed on white background
- **Placement** – no higher than 3.0 metres high, visible on all street frontages

**Sign template:**



## Here are some other things you should do to be a good neighbour during the site preparation and construction periods:

- Protect nearby properties:
  - Make sure that your operations and trucks stay away from all landscaping
  - Don't let your waste disposal bins or storage areas encroach on adjacent properties
  - Direct any water runoff away from neighbouring properties
  - Do not over-excavate or undermine neighbouring properties
- Regularly collect and remove construction waste
- Do not block access to parking or restrict traffic flow
- Keep public sidewalks clear of debris and construction materials
- Install fencing to protect trees and riparian areas
- Ensure on-site toilet facilities are accessible for the entire time your building permit is in effect. If using a portable toilet, place it in a location where it will have the least impact on your neighbours
- Limit construction noise to the permitted hours of work described below

### Limit noise

The District's Noise Regulation Bylaw states that construction noise, including truck arrivals, staging, and idling, is not allowed:



- On Sundays or statutory holidays
- Before 9:00am or after 5:00pm on Saturdays
- Before 7:00am or after 8:00pm on weekdays

Remember that loud radios, raised voices, and the noise of a running generator can be considered a nuisance by neighbours. A bylaw ticket can be issued for noises that disturb the quiet, peace, enjoyment, or comfort of neighbours or nearby people.

### Protect the environment

Everyone is expected to do their part to minimize the impacts of construction on the environment. To protect the environment during your project, you may be required to submit a plan stating how you will maintain your site and minimize environmental impacts while carrying out the permitted work.

#### Here are some general guidelines:

- Do not discard any dirt on roads or allow any sediment to enter the drainage system. The District enforces a zero-tolerance policy when it comes to protecting our drainage systems
- Protect trees and shrubs: If doing excavation work within five metres of greenery, a tree permit or fencing may be required
- Do not burn construction waste

## Prepare for work to begin

Building a new home or renovating an existing home is a large undertaking. In addition to the steps outlined above, you may also need to:

- prepare your work site for the disconnection or setup of your water, sanitary sewer, and storm sewer services, and
- apply for other permits depending on the work you are doing

### Apply for a Street Use Permit



If you will be receiving deliveries or working on a portion of a lane of traffic, parking lane, alley, sidewalk, or boulevard, you'll need a **Street Use Permit** (sometimes referred to as a Highway Use Permit, or HUP). All new constructions and large renovations need to obtain and hold a Street Use Permit throughout the construction period. This could apply, for instance, if you are pouring concrete, having material delivered to or removed from your site, or conducting other activities that use the road or boulevard.

### Apply for a Temporary Building Zone Permit



You must make provisions for pedestrians' safety when they pass construction sites. Apply for a **Temporary Building Zone Permit** if you plan to temporarily store materials anywhere other than private property.

### Prepare the site for water, sanitary sewer, and storm sewer services



Your construction or renovation project may require District Utilities staff to connect or disconnect the water, sanitary sewer, or storm sewer pipes between your property and the main lines. Before this work can be scheduled, you must prepare your site to ensure it meets specific criteria so that staff can perform their work safely. **If you do not meet the criteria listed below, Utilities staff will not carry out the work, which will ultimately slow down your building project and may lead to higher costs.**



#### **Where are your water, sanitary sewer, and storm sewer services located?**

You'll need to know the location of your property line, water service pipes, and sanitary and storm service pipes. You can find service connection location information at [geoweb.dnv.org/properties](http://geoweb.dnv.org/properties) by entering your property address. If you need help, please email [eng@dnv.org](mailto:eng@dnv.org) or phone **604-990-2450**.

**You must meet the following criteria before the vacancy date that you provided on your building permit application, so that Utilities staff can carry out water and sewer service work:**

✓	<b>Contact details</b>	You must provide a contact number for the on-site contractor.
✓	<b>Property corners</b>	The position of your property corners must be posted by a BC legal surveyor with iron pins clearly visible and marked with guard stakes indicating position and offset, if applicable. You are responsible for maintaining the survey pins throughout the duration of the work.
✓	<b>Trees</b>	Trees near water, sanitary sewer, and storm sewer services on your property may need to be removed or protected during excavation work. The District will contact you if this is the case.
✓	<b>Power poles</b>	Temporary or permanent power poles must be more than three metres away from any water or sewer service location.
✓	<b>Site materials</b>	All site materials including excavation and building materials, storage containers, debris, or equipment must be placed on private property more than three metres away from the property line and any water or sewer service location.
✓	<b>Vacant property</b>	The property must be vacant before Utilities staff can sever the water or sewer connections. If the vacancy date changes, please let us know.

Utilities work may occur any time after your stated vacancy date, but will be delayed if any of the conditions listed above are not met. Please let us know well in advance if you need to change your vacancy date.

### Comply with fencing requirements

Fencing is not optional. Construction sites must be made safe for the public with fencing. Site fencing must:



- not extend beyond your property line,
- be in good condition, and
- be locked when no one is on site.

### Installing a new storm water pump?



All new homes and some renovations require a Stormwater Management Plan (SMP). Depending on the SMP design, you may be required to have a Storm Water Pump Covenant registered on title before building permit issuance to indemnify the District prior to completion of your project.

### Comply with insurance requirements



New homes built in British Columbia must be covered by third-party home warranty insurance. You are required to present your insurance documents to District staff when we issue your building permit. Home warranty insurance is not required for most home renovation projects. Visit [bchousing.org](http://bchousing.org) for more details.

### Pick up your permit



We will contact you when your building permit is ready for pick up. To collect your building permit, the owner or owner's agent will need to pay any outstanding fees.

## What's next?

Once you have received your building permit, there are a few things you'll need to do before work can begin.

### Contact WorkSafeBC, if required



WorkSafeBC requires that houses built before 1990 must be inspected for hazardous materials, such as asbestos, by a qualified professional before any demolition or renovation work can begin. Visit WorkSafeBC at [thinkasbestos.com](http://thinkasbestos.com) for details.

### Apply for trade and other permits



You must apply for permits if you are doing trades-related work (such as electrical, drainage, gas, heating, and plumbing) as part of your project. This ensures the work is done safely and protects you, your neighbours, and anyone who may purchase the home from you in the future.

Here are some common trade permits you may require before starting work on your project:

✓	A <b>drainage permit</b> if you are installing or repairing storm or sanitary sewers, sumps, catch basins, pump systems, interceptors, and general piping systems
✓	An <b>electrical permit</b> if you are doing electrical work
✓	A <b>gas permit</b> if you are installing or repairing gas appliances or related piping or venting
✓	A <b>heating permit</b> if you are installing or altering forced air heating or hydronic heating systems
✓	A <b>plumbing permit</b> if you are installing or altering plumbing-related fixtures and systems
✓	A <b>tree permit</b> may be required if you are pruning or removing any tree that is protected.

The person doing the work must take out the permit. If you are planning to do the work yourself, you can apply for most permits and do the work, although there are some exceptions. If a contractor is doing the work, they must apply for the permit(s) and hold a valid **business licence**.

**See our website** for more information on each permit, including when you need to obtain a permit, who can apply, and the costs.



### ***Are you a homeowner planning to do the work yourself?***

With some exceptions, you can apply for permits to do most trades-related work in your home. There are some exceptions, however. Generally speaking, you must hire a licensed contractor if your home includes a secondary suite or if part of your building is used for either rental income or commercial purposes. Visit [DNV.org/trades-permits](https://www.dnv.org/trades-permits) to find out if you are eligible to do the work yourself or if you need to hire a licensed contractor.

### ***Meet our timelines***



Within six months of receiving your building permit, you must have:

- started the proposed work, and
- completed your first inspection.

All work must be completed within two years. You are also responsible for arranging all of the necessary inspections.

### Arrange for inspections



While your home is being built or renovated, you'll need to arrange for District inspections of all work completed under a permit. You are responsible for requesting all inspections and ensuring they are conducted and approved in the right order and at the right time. The inspectors will clearly identify any deficiencies in the work and you are then responsible for taking corrective action to fix these deficiencies.

An inspector must officially authorize the work before you can advance to the next stage. Book inspections at [DNV.org/inspections](https://dnv.org/inspections)

### Request a final building inspection



Once all work is complete and trade permits are closed, you will need to request a final building inspection. If your project is a new build, you will be sent an Occupancy Certificate after all inspections have been completed and approved.

### Receive your security deposit



When the final post-construction inspections are complete and any deficiencies are resolved, we'll authorize the Finance Department to release the security deposit to the person or company that paid.

## Congratulations! You're done!



### Questions? Contact us.

Our website is the quickest way to find information. You can also email [building@dnv.org](mailto:building@dnv.org) or call us at **604-990-2480**. A Customer Service Clerk will answer your questions or redirect your call to someone who can help.

If you would like to visit us in person, District Hall is open from 8:00am to 4:30pm, Monday to Friday.

355 West Queens Road  
North Vancouver, BC  
V7N 4N5

## [DNV.org/home-building](https://dnv.org/home-building)