



Civic Address: 200 Main Street, Ucluelet, BC. V0R 3A0
Telephone Number (General Enquiries): 250 726 7744, Fax Number: 250 726 7335
Website: <http://www.ucluelet.ca>
Email: info@ucluelet.ca or building@ucluelet.ca

Residential Building Permit Application Guide: **Standard Buildings**

Building permits are required for construction of:

- any detached structure over 100 square feet;
- any structural alterations or additions; and
- any construction that will result in a change of use of a portion of the structure.

Application requirements:

1. **2 complete sets of plans to scale** $\frac{1}{4}'' = 1'$ showing the specifications of the building. Include floor plans, cross-sections, foundation plan, and all the elevations. Include exterior wall heights, elevation of garage slab, main floor height, roof peak and curb elevation at entry of driveway. Show any changes you are making (in dark blue or black ink). For example plans go to www.ucluelet.ca
2. **2 copies of the site plan to scale** $\frac{1}{16}'' = 1'$ showing the dimensions of the parcel on which the building is to be situated. Include setbacks and locations of all existing and proposed buildings, with decks and cantilevers shown. Include the location and the dimension of the driveway and any right-of-ways or easements.
3. **Appointment of Agent** document is required when the applicant is not the owner of the land. The document must be signed by the owner.
4. **Business License** valid in the District of Ucluelet is required for builders, contractors and developers.
5. **Truss layout** from a truss manufacturer and **manufactured floor joist and engineered beam layouts** (if used) from the suppliers with all point loads identified.
6. Completed **Green Building Guide Checklist**.
7. Completed **Application for Permit to Build** form.
8. **Title Search** done within three days of application date.
9. Completed house number application if a civic address has not already been issued

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Permit Fees are calculated as follows:

1. Building Permit Damage Deposit - A damage deposit fee of \$1000.00 is required at the discretion of the Public Works Superintendent. An undated cheque is required at the time of payment for the Building Permit Fee.

2. Building Permit Fees

Building permit fees are based on the market value of the structure to be built.

For a structure with a value of \$1,000 or less the fee is \$50.00.

For each additional \$1,000 beyond the initial \$1000 the fee is increased by an additional \$ 7.00.

5. Demolition Permit Fee - To demolish an existing building or structure \$35.00

6. Building Moving Permit Fee - To move a building to a new location \$50.00

7. Solid Fuel Burning Appliance Fee - \$50.00 (includes one call back or re-inspection if necessary).

8. Re-inspection Fee \$35.00.

9. After Hours Inspection Fee - \$50.00 per hour; two (2) hour minimum charge.

General Zoning Information:

Building and Structure Specifications- Single Family Residential

Maximum Number of Single Family Dwellings (excluding secondary suites) *	One (1) Per Lot
Total Floor Area for all Accessory Buildings	60 m ² (646 ft. ²)
Maximum Height and Storey's of Principal Building	8.5 m (28 ft.) 2½ storey's

Maximum Height of Accessory Buildings and Structures*	5.5 m (18 ft.)
Minimum Lot Frontage	18 m (60 ft.)
Maximum Lot Coverage	35%
Maximum Floor Area Ratio	0.35
Minimum Width of Single Family Dwelling	6.5m (21.3 ft.)

*Roof mounted solar collectors will not be included in the calculated height of a building.

Minimum Building Setbacks

	Front Lot Line Setback	Rear Lot Line Setback	Exterior Lot Line Setback	Interior Lot Line Setback
Principal Building	7.5 m (25 ft.)	6 m (20 ft.)	5 m (16.5 ft.)	1.5 m (5 ft.)
Accessory Buildings and Structures	7.5 m (25 ft.)	1.5 m (5 ft.)	5 m (16.5 ft.)	1.5 m (5 ft.)

Confirm with the Planning and Building Inspection Divisions the requirements for your lot.

This guideline should not be used as a substitute for existing building codes and other regulations. The building owner is responsible for compliance with all codes, bylaws and other regulations whether or not described in this guideline.

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