



DEVELOPMENT SERVICES DEPARTMENT
INSPECTION SERVICES DIVISION

NOTICE OF CHANGES

The District of Mission's Building Permit Application Process is changing.

PURPOSE OF CHANGES

To better serve the building/development community and our residents, the District is making improvements to how Building Permits will be processed and issued.

HOW IS THE DISTRICT IMPROVING THE PROCESS?

Effective immediately, the District is implementing a building permit '**pre-application review**' prior to accepting a formal application.

The District will **review** all submissions prior to accepting a formal building permit application to ensure:

- a) The application is complete; and
- b) The applicant understands all that is needed to assess a building permit;

WHY IS THE DISTRICT IMPLEMENTING CHANGE?

The District recognizes clarity, consistency, and completeness of building permit applications assists in streamlining the building permit review process. This process change is designed to assist applicants in providing the correct information, leading to permits being issued with greater efficiency.

WHAT CAN I EXPECT AS A BUILDER?

The District will strive to issue all types of Building Permits within an **8 to 10 week** timeframe once a formal application has been accepted.

CURRENT BACKLOG

The District has hired an additional building inspector to deal with the current backlog of 'dormant' Building Permit files. These 'dormant' files are causing tremendous delays in reviewing all building permit applications.

The intent is to free up time for the building inspectors to review complete building permit applications only and provide efficiency to those complete applications.

THE DETAILS

STAGE 1

Pre-Application: Submission Review

STEP 1:
Pre-Application
Submission



STEP 2:
Submission
Review



If incomplete:
return to Step 1

If complete:
Proceed to BP
Application

Pre-Application Process

- a) Prior to accepting a Building Permit Application, the District will provide the applicant with a submission review
- b) **Building review:** ensures all information needed to review a building permit application is provided
- c) **Planning Review:** ensures compliance with zoning bylaw
If not compliant with zoning bylaw, the applicant will either have to:
 - i. Redesign to comply with bylaws
 - ii. Apply for zoning compliance (i.e. variance permit)

Missing Information/Incomplete Submissions

- a) If information is missing, or if other information is required, the applicant will be notified and be given 30 days to provide ALL information as requested
The District will not accept information in a 'bit by bit' fashion – this slows the process for all potential applicants
- b) The applicant will be given a checklist of all information required
- c) The applicant must re-submit their Pre-Application Submission (STEP 1), in full, showing they have provided ALL information requested as per the checklist

Checklists

- a) The District will produce Building Permit submission checklists for builders prior to making submissions

STAGE 1: PRE-APPLICATION
TARGET TIMELINE: 4-6 WEEKS

STAGE 2

Building Permit Application

BP Application

Deposit
collected

BP# issued

BP Review

BC Building
Code

DoM Bylaw

Applicant
revisions if
necessary

BP Issuance

Fees Collected

Building Permit Application Process

Only applications deemed complete will be accepted

- a) Non-refundable deposit is collected
- b) Building Permit # is issued
- c) Building Department now reviews the Building Permit application for:
 - i. BC Building Code Compliance
 - ii. District (non-Planning) Bylaw Compliance
 - iii. District Development Permit compliance
- d) Applicant revisions if necessary
- e) Building Permit approval
- f) Remaining fees collected when applicants pick up Building Permit
- g) Building Permit is issued

PLEASE NOTE: Building Permits that lay dormant for 60 days will be closed. Applicants will have to re-apply at the 'Pre-Application: Submission Review' Stage.

STAGE 2: BUILDING PERMIT
TARGET TIMELINE: 8 - 10 WEEKS