

Builders' and Homeowners' Bulletin: Permit Submissions

This bulletin is intended to provide clarification on how to submit a building permit and use Cloudpermit software. Please be sure to consult the relevant Village of Pemberton Bylaws before submitting or contact staff if you have questions.

Requirements

The Village uses a comprehensive digital permitting system called [Cloudpermit](#) to accept all Building Permit applications. Permit checklists are built into the online system and you will not be able to submit your application until you have all of the required documentation. Below is a comprehensive "how to" and a minimum list of required documents you will need to submit for a permit. Please note that additional documentation may be requested.

Create an Account

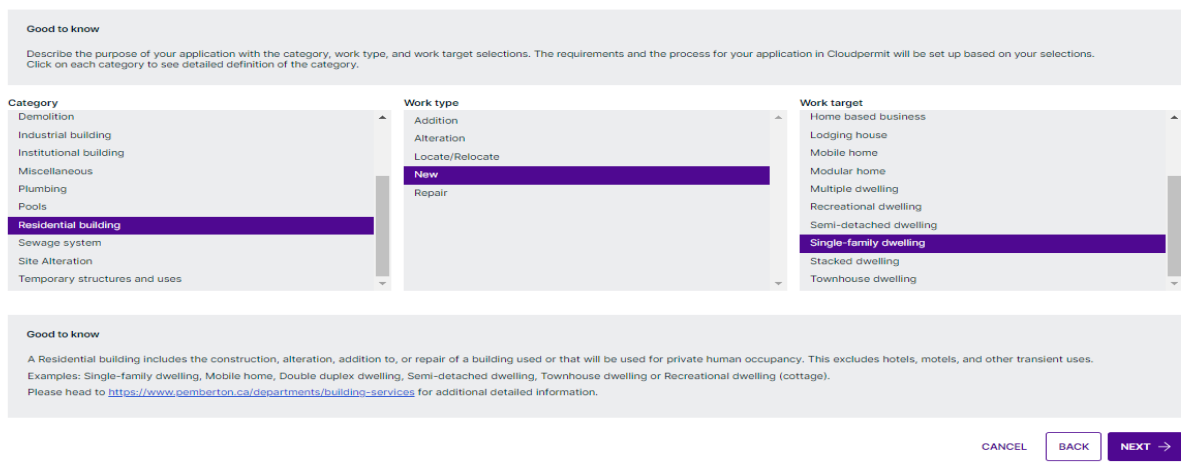
To get started with Cloudpermit, you need to Create an Account.

1. Go to the site at <https://ca.cloudpermit.com/login>
2. Below Register for Account, click on **CREATE NOW**
3. Provide your email address and check the box "Yes, I agree to the Terms of service" Click **CONTINUE**.
4. Cloudpermit will send an email to the email address you have provided.
5. Open the email and complete the registration process. The next time you visit the site, you'll **LOG IN** using your email and password.

To Start a New Application

1. Login to your account and select the **CREATE NEW APPLICATION** Button
2. Name the Project, then use the Location Map to find your address. You can either type your address or locate in manually by clicking the parcel/lot on the map.
3. Next you will select the type of application you are submitting.

Select category, type and target for your application



The screenshot shows a web interface for selecting application details. It features three columns of dropdown menus: 'Category', 'Work type', and 'Work target'. The 'Residential building' category is selected, with 'New' as the work type and 'Single-family dwelling' as the work target. A 'Good to know' section provides details about residential buildings, including examples and a link for more information. Navigation buttons for 'CANCEL', 'BACK', and 'NEXT' are visible at the bottom right.

Good to know
Describe the purpose of your application with the category, work type, and work target selections. The requirements and the process for your application in Cloudpermit will be set up based on your selections.
Click on each category to see detailed definition of the category.

Category
Demolition
Industrial building
Institutional building
Miscellaneous
Plumbing
Pools
Residential building
Sewage system
Site Alteration
Temporary structures and uses

Work type
Addition
Alteration
Locate/Relocate
New
Repair

Work target
Home based business
Lodging house
Mobile home
Modular home
Multiple dwelling
Recreational dwelling
Semi-detached dwelling
Single-family dwelling
Stacked dwelling
Townhouse dwelling

Good to know
A Residential building includes the construction, alteration, addition to, or repair of a building used or that will be used for private human occupancy. This excludes hotels, motels, and other transient uses.
Examples: Single-family dwelling, Mobile home, Double duplex dwelling, Semi-detached dwelling, Townhouse dwelling or Recreational dwelling (cottage).
Please head to <https://www.pemberton.ca/departments/building-services> for additional detailed information.

CANCEL BACK NEXT →

4. Choose a Category, a Work Type, then choose the final Work Target. For example, a New Single-Family Dwelling would appear as "Residential Building, New, Single-Family Dwelling" (as pictured above) then select **NEXT**.
5. At this point, you'll see a Summary. Check if the information is accurate. If you need to make changes, use the "Back" button. If everything is correct, select **FINISH & CREATE APPLICATION**

Draft Permit Application

You'll now see your **draft** Building Permit application. You'll need to provide more information before submitting your application. Ensure the "receive email notifications" is marked as YES. Please note that the municipality cannot see a draft application unless an internal message is sent from that application.

Under the Application you will see the following headings.

REQUIRED TASKS

This section will tell you what is required to submit the application. Once you have satisfied that task, the red (!) icon will turn to a green check (✓)

PARTIES TO THE APPLICATION

Here you can add email addresses for other people and/or companies that should have access to the application. You must have a "Property Owner" "Agent" and "Applicant" assigned to proceed. Note the owner, applicant, and agent may be the same person if you are applying on your own. If a builder is applying for you, they would become the Applicant and Agent.

When you provide another party's information, you'll be asked to give them permission to modify (change) the application and/or add new applications to the project. For example, you should give your plumbing contractor the ability to edit the plumbing permit information.

APPLICATION DATA

Depending on which type of application you are submitting; the data will be different. All permits must fill out the Building Permit application/Scope of Work Form. If there is a form under this section, it is required as part of your application. For example, if you are building a new home, a plumbing permit application is required.

FEES & PAYMENTS

These will be dealt with once your application has been submitted.

ATTACHMENTS

Under the attachments you will see all the required documentation you must submit with your application, such as a site plan, Architectural drawings etc. Upload your items by dragging them into the grey box OR using the "click here" button to select them from your computer. Once they have uploaded, select the type of attachment you have uploaded and then select done. Do this for all the required attachments. If you have made a mistake, you can delete it using the garbage can icon and re-upload as required. Once you have everything it will turn green, missing attachments



will remain in red.

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www.pemberton.ca

SIGN OFF & SUBMIT APPLICATION

Once the required tasks are complete you will be able to click the **SIGN OFF ON APPLICATION** in the top right-hand corner. The Owner, Agent and Applicant must all sign off and then you can click **SUBMIT APPLICATION**. You will receive an email to confirm your application has been submitted, and you'll receive subsequent emails regarding its status such as when it is in review, or when there are changes requested. You will also receive an email advising you when the building permit is ready and how to pay.

TIPS

Instant Messaging – Remember we cannot see applications in draft status. If you are having troubles with something, use the message function in the top right-hand corner to send us a message.

Dashboard - At any point, you can return to the "My Dashboard" page to see which applications you have made and if we are waiting on any information from you to process your application further.

Delete - You can delete your application at any time by using the "Select Action" drop-down menu at the top of the page.

EXTRA HELP

Cloudpermit has a comprehensive user guide available at

<https://support.cloudpermit.com/support/solutions/67000379492> which you can also access by clicking **SUPPORT** in the upper right hand corner of the permit application. At any time you may also contact the Building Department at 604-894-6135.

Below is a list of minimum requirements for permit applications.

Minor Permits

For permits where the cost of construction is valued under \$50,000.

- Application forms requiring signature from Owner, Agent, and Applicant (built into online application)
- A Site plan showing placement in relation to other structures and property lines
- Cost of Construction
- Architectural Drawings
- Structural Drawings (required for structures with engineering components)
- Scope of Work (built into online application)
- Strata Authorization (if applicable)
- Title Search (Conducted by the Village)

Standard Building Permits (Part 9 Building)

For the construction of a new Single Family Dwelling, Duplex, Detached Dwelling etc.

Please note drawings are required in PDF form for the application stage. Once drawings have been approved, 2 X Paper copies are required for each set of approved drawings.

- Application forms requiring signature from Owner, Agent, and Applicant (built into online application)
- Cost of Construction
- A Site Plan showing:
 - Lot Coverage
 - Proposed Foundation Layout
 - Projection Illustration beyond foundation
 - Flood Control Level as per Geotechnical Report
 - Geodetic Elevation of Property Corners & Foundation Corners
 - Setbacks
 - Driveway location & grade
 - All easements, covenants, right of ways etc.
 - Surface Drainage & Culvert Details
 - Retaining Wall(s)-material, height etc. **Engineered details and a separate permit required for retaining wall over 1.2 m in height**

- Architectural Drawings showing:
 - Floor Plans**
 - Total Finished Floor Area
 - Total Unfinished Floor Area
 - Each Level Roof Truss Layout-Sealed Drawing
 - Method of heating and ventilation
 - Location of all ventilation
 - Secondary Suite Fire Separation
 - Room size/Use
 - Floor Joist Spans
 - Location of required parking spaces
 - Engineered Floor Systems
 - Window size
 - Smoke & Carbon Monoxide Alarms Locations
 - Beam &/or Eng. Beam & Lintels
 - Attic access
 - Wood Stoves and Wood Fireplace
 - Plumbing Fixtures
 - Major Appliances
 - Gas fixtures
 - Elevations**
 - Spatial Separations
 - Rainscreen details
 - Chimney Heights
 - Siding
 - Height of Building
 - Cross Sections**
 - Assemblies for walls, roof, floors, ceilings and decks (insulation, sheathing, roofing material, roof
 - Height of Each Floor (with geodetic height datum)
 - Roof Height
 - Slope, stair details, roof venting) See BCBC 9.32 & 9.36
 - Height of Entire Building

- Sealed Engineered Structural Drawings
 - For Insulated Concrete Foundation (ICF)-Engineer sign off is required with construction details.
 - For steep slopes, field review noting site specific details of footings/foundation must

- be submitted if any change from plans.
- Drawings to be accompanied by Schedule B Letter of Assurance
- Energy Step Code Documentation
 - Energy Model (ie Hot2000)
 - Pre-Construction Compliance Report
- Engineers Schedules (Schedule B Letter of Assurance)
- Fire Protection Drawings (Sprinklers)
 - Schedule B Letter of Assurance
 - Drawings must be sealed.
- Geotechnical Engineering
 - Sealed Geotechnical Report
 - Schedule B Letter of Assurance
 - Excavation drawings for hillside sites
 - Flood Construction Level
 - Bearing capacity of soils suitable for construction
 - Steep slope areas identified, safe for intended use by Geotech Engineer
 - Stream setbacks
- Homeowner Protection Office Documentation (Proof of HPO)
- HVAC Summary detailing system type
- Plumbing Permit (built into online application)
 - Includes scope of work and line drawing rough in
 - Fixture count
- Scope of Work (built into online application)
- Strata Authorization (if applicable)
- Fire Prevention Plan- If applicable (Bylaw 744, 2015) – Required for any buildings constructed that consist of 2 or more units. This does not include a detached dwelling with suite or carriage home.
- Separate permit applications for each retaining wall exceeding 1.2 m in height.
- Separate permit application for swimming pool
- Truss Drawings (if applicable)
- Title Search (Conducted by the Village)

Complex Permits

Complex permits include the construction of Part 3 Buildings. Please reach out to Village staff directly prior to applying.

Questions?

Please contact nsegovia@pemberton.ca for any additional questions you may have.