

**GUIDE TO THE  
REGIONAL DISTRICT OF KITIMAT-STIKINE  
BUILDING DECLARATION AND SITING APPROVALS PERMIT**

A Building Declaration and Siting Approvals Permit is a declaration of proposed new construction. The requirement to complete a Building Declaration and Siting Approvals Permits is set out in the Regional District of Kitimat-Stikine Development Procedures Bylaw No. 613, 2012. By completing a permit application the applicant is seeking approval for proposed new construction. The proposed new construction will be checked by Regional District staff for compliance with Regional District bylaws. The application process may also bring to light other agency regulations that the applicant may need to complete.

Though the Regional District of Kitimat-Stikine does not provide building inspection services the BC Building Code 2006 (plus amendments) and the BC Fire Code 2006 (plus amendments) applies to any construction in BC. Permit applicants remains obligated to meet all building codes. Applicants should be aware that in addition to these codes there may also be other agency requirements that the applicant may be responsible for.

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**Section 1      PROPERTY**

**Legal Description:**

Each parcel of land has its own legal description. It is the legal definition of the location of the property as assigned by the BC Land titles Office. This information is available on your property tax notice or possibly on your utility bills. It is also available from the BC Assessment Authority or from the Regional District of Kitimat-Stikine. *Example:* District Lot 190, Plan 1195, Lot 7, Range 5 Coast Land District

**Location:**

This is the location of the property where the construction will take place. Most properties in the Regional District will have a civic address. Occasionally properties have not yet been assigned a civic address. In the absence of a civic address indicate the general location of the property. *Example:* Property is on the west side of Alpine Road approximately 2.5 km north of Mountain Road east of Hazelton. If your property does not yet have a civic address the Regional District will assign one to your property once you have received final permit approval.

**P.I.D. No.:**

Is the unique Property Identifier Number. This information is available on your property tax notice or your property assessment notice or can be supplied by the Regional District of Kitimat-Stikine. *Example:* 007-918-207

**Roll / Folio No.:**

This is a unique number assigned by the BC Assessment Authority to each property (or group of properties) in the tax assessment roll. This information is available on your property assessment notice or can be supplied by the Regional District of Kitimat-Stikine. *Example:* 10547.000

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**Section 2      PROPERTY OWNER / APPLICANT**

**Registered Property Owner(s):**

This is the owner or owners of the property where the construction or building will take place, not the tenant or other persons living at the property.

**Registered Owners Mailing Address:**

This should be the address where the Registered Property Owner regularly receives their mail. It may be the same as the civic address of the subject property but on occasion it may be different. Please provide the full address including Postal Code.

**Registered Property Owner(s) Signature:**

At least one Registered Property Owner must sign the permit.

**Applicant:**

Occasionally the Applicant is not the Registered Property Owner. In these cases the Applicant should provide his or her name and the mailing address where they regularly receive their mail. If the applicant is the Registered Property Owner(s) just indicate so by stating "Same as Above".

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**Contractor:**

If a building Contractor is doing the construction and the Contractor is not the Applicant. Please indicate the name and contact phone number of the company or individual doing the construction. If the Registered Property Owner or the Applicant is doing the construction please indicate as such.

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**Section 3) PURPOSE:**

**Proposed Construction:**

Please indicate by checking the appropriate box the type of construction that will be taking place under the permit.

**Principle Structure:**

This is the structure that is the main use structure on the property as per the applicable zoning. *Example:* In residential zones principle use structures are the residential dwelling (house). In the commercial or industrial zones the principle use structure would be a commercial or industrial building.

**Ancillary Structure:**

This is a structure that is ancillary (subordinate) to the principle use of the property. These are typically detached structures such as garages, shops, barns, greenhouses or other storage buildings.

**Addition to Existing Structure:**

If the proposed construction is an addition to an existing principle or ancillary structure please indicate as such.

**Description of Use:**

This should include what the proposed structure will be used for.

*Example of Principle Structures:* Single Family Home, Duplex, Motel, Retail store, Automotive Repair shop, etc.

*Example of Ancillary Structures:* Shop for doing wood working and the storage of personal items.

*Example Additions:* One bedroom and bathroom addition to home; lean-to addition to shop for RV storage.

**Site Plan:**

This is a drawing of the property and proposed construction. See site plan description in Section 5.

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**Section 4) PROPERTY INFORMATION:**

Regional District Staff can complete this section for the applicant. Most of the information is provided in the applicable property zoning bylaw.

- Setbacks: The closest distance from the property line to any part of the building or structure.
- Height: Generally it is the highest vertical distance of the building or structure from the average finished ground level at the perimeter of the building or structure.
- Gross Floor Area: The total area of all floors areas undercover and can include basements, mezzanines, lofts, upper floors, carports and lean-tos.
- Site Coverage: The total area of the site covered by all buildings and structures on the property as measured from the outermost extremities, including balconies and carports.
- Heritage Registry: Some buildings or structures may be listed on the Regional District of Kitimat-Stikine Community Heritage Registry. This information is available from the Regional District.
- ALR: Some properties are located within the Agriculture Land Reserve and may be subject to additional Agriculture Land Commission regulation. ALC website: [www.alc.gov.bc.ca](http://www.alc.gov.bc.ca)
- Farm Classification: Some properties may have been given Farm Status by the BC Assessment Authority.

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**Section 5) ADDITIONAL SUBMISSIONS REQUIRED:**

Regional District staff will complete this section. A staff person will check off parts of this section where additional information is required before final permit approval.

**Site Plan:**

This is a drawing of the property and the construction proposed in the permit. It should be attached to each permit and include the details in accordance with the requirements of the Regional District of Kitimat-Stikine Development Procedures Bylaw No. 613, 2012. Regional District staff can provide an Example site plan.

**Topographic Plan:**

This would be the same as a site plan but could also include topographic information such as contours, spot elevation and any significant natural features, such as lakes, rivers, creeks, tree lines, rock bluffs etc....

**Floor Plan:**

A drawing of the interior Floor Plan of the proposed construction.

**Elevation Plan:**

A drawing of the proposed construction as one would view the completed structure while standing on the property. It would include the structure, the ground level around the structure and the height of the structure at the peak. This may be a drawing of the structure from one or more viewpoints.

**Surveyors Certificate:**

This is a building location survey as prepared by a British Columbia Land Surveyor (BCLS) in accordance with the requirements of the Regional District of Kitimat-Stikine Development Procedures Bylaw No. 613, 2012.

**Temporary Dwelling Permit:**

Occasionally a property owner has an existing dwelling on the property and proposes to build a new dwelling but the zoning bylaw only allows one dwelling. In these cases the applicant can make application for a Temporary Second Dwelling Permit in accordance with the requirements of the Regional District of Kitimat-Stikine Development Procedures Bylaw No. 613, 2012.

**Home Protection Office:**

The Homeowner Protection Office (HPO) is a provincial Crown corporation that provides for the licensing of residential home builders and makes third party warranties mandatory on new home construction. Licensed builders and owner builders are required to complete the appropriate HPO Registration Forms. [www.hpo.bc.ca](http://www.hpo.bc.ca)

**MOTI Access Permit:**

The Ministry of Transportation & Infrastructure is the agency responsible for roads and drainage in the Regional District. Any new property access or changes to existing property access may require a permit from the Ministry of Transportation. <http://www.th.gov.bc.ca/permits/index.asp>

**BC Safety Authority:**

The BC Safety Authority is the agency that issues electrical or gas permits. If you have a qualified electrician or gas fitter doing the work for you, they can obtain all necessary permits on your behalf. [www.safetyauthority.ca](http://www.safetyauthority.ca)

**Agriculture Land Reserve (ALR):**

Those lands that are within the Provincial ALR and administered by the Agricultural Land Commission and subject to additional regulation. Agricultural Land Commission website at [www.alc.gov.bc.ca](http://www.alc.gov.bc.ca).

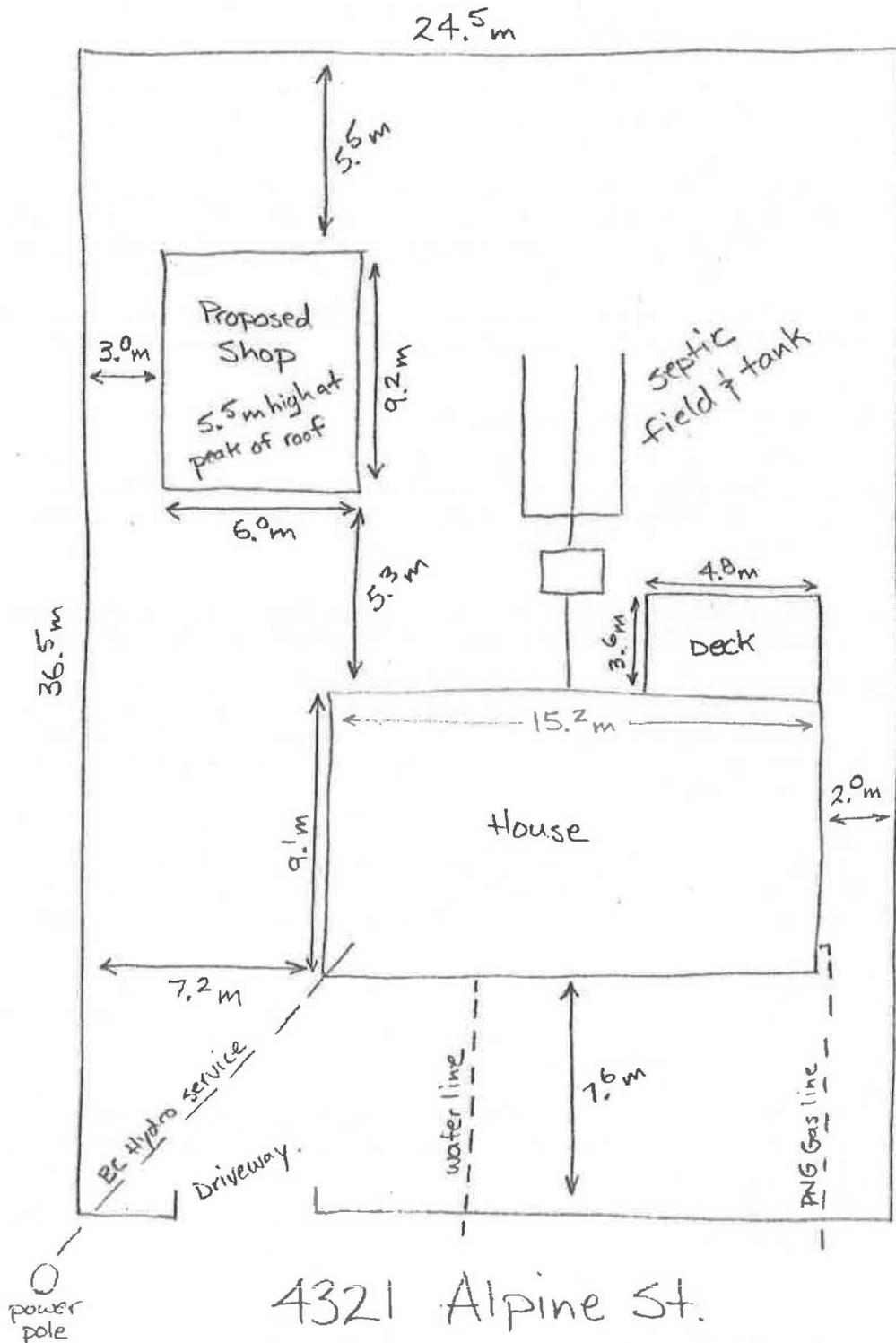
**Sewerage Inspection:**

Northern Health is the agency responsible for liquid waste management, including on-site septic disposal on residential properties. Only Registered On-site Wastewater Practitioners (ROWP) can install on-site septic systems. A ROWP's filing or inspection report may be required prior to approval. [www.northernhealth.ca/YourHealth/EnvironmentalHealth/SewageDisposal.aspx](http://www.northernhealth.ca/YourHealth/EnvironmentalHealth/SewageDisposal.aspx)

**Contaminated Sites Profile:**

In some cases the Regional District is required to collect information on contaminated sites and submit it to Provincial Agencies. Applicants may have to complete a Contaminated Sites Profile prior to approval.

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EXAMPLE SITE PLAN**



Site Plans should be completed in accordance with the requirements of the *Regional District of Kitimat-Stikine Development Procedures Bylaw No. 613, 2012*.

Please indicate the address or legal description of the property, the property boundary and dimensions, location of services, any topographic features (water bodies), all existing & proposed structures with dimensions and distances from property lines and topographic features. Distances from property lines are measured from the furthest extension of buildings. e.g. roof overhangs. Dimensions and distances can be shown in either metric or imperial measurements.

All Site Plans should be signed and dated by the Registered Property Owner.