

Preliminary Steps to Obtain a Building Permit

There are several steps you need to take in order to obtain a building permit in the Village of Lytton. The Zoning and Building Bylaws state the requirements that must be met to be able to build a home or other building or structure.

- **Review the [Zoning Bylaw 484](#) for the various Zoning requirements.**
 - Check with the **Planning Dept.** at planning@lytton.ca to make sure that your building setbacks meet the Zoning criteria for the property or if you need a Development Permit.
 - Provide a preliminary site plan showing the location of the building on the property and distances from the building to the property lines. Note what the building type is. For example, note if it is a house or a commercial building as the zoning determines what type of building can be built on the property without rezoning it.
 - Zoning, Permitted Uses, Understanding Zoning Setbacks versus Building setbacks, and Zoning Fact Sheets can be found here: <https://lytton.ca/zoning/>
- **Review the [Building-Bylaw-710-2022](#) for the various building requirements and the building application document checklist found here [Checklist – Building Permit Application](#) .**
 - **Building Quick Links** can be found here: <https://lytton.ca/building-permits/quick-links/>
 - **Contact building@lytton.ca** for help or to answer your questions. A meeting can be arranged to discuss your project and any requirements.

Where does my building fit into the BC Building Code?

In general, your building is going to be classified into two areas, either a **Simple Part 9 building** or a **Complex Part 3 building** within the Building Code. To find out where in the code your building fits you should review the following information. If by code you require an Architect your building is a Part 3. If in doubt, contact the Mgr. of Building and Permits building@lytton.ca.

Part 9 of Division B of the BC Building Code (*most buildings will fall under this Part of the code*)

Part 9 of the BC building code is intended for single family and small commercial as well as medium to low hazard industrial occupancies. It is a prescriptive path where technologists, contractors, and designers may work.

This Part applies to all buildings of 3 storeys or less in building height, having a building area not exceeding 600 m², and used for major occupancies classified as (when an Architect is not required as per Bulletin 31):

- a) Group C, residential occupancies,
- b) Group D, business and personal services occupancies,

- c) Group E, mercantile occupancies, or
- d) Group F, Divisions 2 and 3, medium- and low-hazard industrial occupancies.

For a full list of applications as to when the Building Code applies review [Building-Bylaw-710-2022](#) .

You may require an architect if your building fits into one of the categories listed in Bulletin 31 or if it fits the criteria of a Part 3 building.

Read [Bulletin 31](#) from the Architectural Institute of BC (AIBC) and **Bulletin 33** regarding Architecture and Engineering – Complimentary Professions found in the same link above to determine if your building will require an Architect.

In order to understand how your building may be classified in the code, we need to explore a bit about how the BC building code is organized.

The code is broken down into three Divisions and further into Parts, Sections, Subsections, Articles, Sentences, Clauses, & Subclauses. You don't need to be acquainted with all of these areas to know when the building code applies. We will be focusing on the application of Division B, the second Division, the acceptable solutions which is further broken down into ten parts.

Part 1 – General

Part 2 – Reserved

Part 3 – Building not in Part 9 (these are considered **Complex** buildings)

Part 4 – Structural Engineer

Part 5 – Building Envelope

Part 6 – HVAC Mechanical

Part 7 – Plumbing Mechanical

Part 8 – Demolition

Part 9 – Small Buildings (these are considered **Simple** buildings)

Part 10 – Energy Efficiency

****Please contact building@lytton.ca if you require further clarification.*

STEPS

Step 1 Zoning: First you will need to determine what Zone your property is located in.

- You can do this by going to the interactive map which can be found on the Lytton website.
- Check the ZONING regulations for the maximum allowable parcel coverage, the maximum height of a building, the setbacks to the front, rear and sides of the building.
- To determine which lot line is Front you will need to read the definitions in the Zoning Bylaw.
 - Planning can help you with these types of questions.
- If you see R1 on your **Property Report** as your property zoning, you can then go to the page in the Zoning Bylaw to determine your setbacks to the property line. See R1 Zoning for permitted uses and regulations.
 - TNRD [Interactive Map](#) – you can obtain a Property Report here that shows information about your property including the zoning, size in m2, and other legal information.
 - [Zoning Map](#) (PDF)
 - [Zoning Bylaw](#)

From Zoning Bylaw No. 484

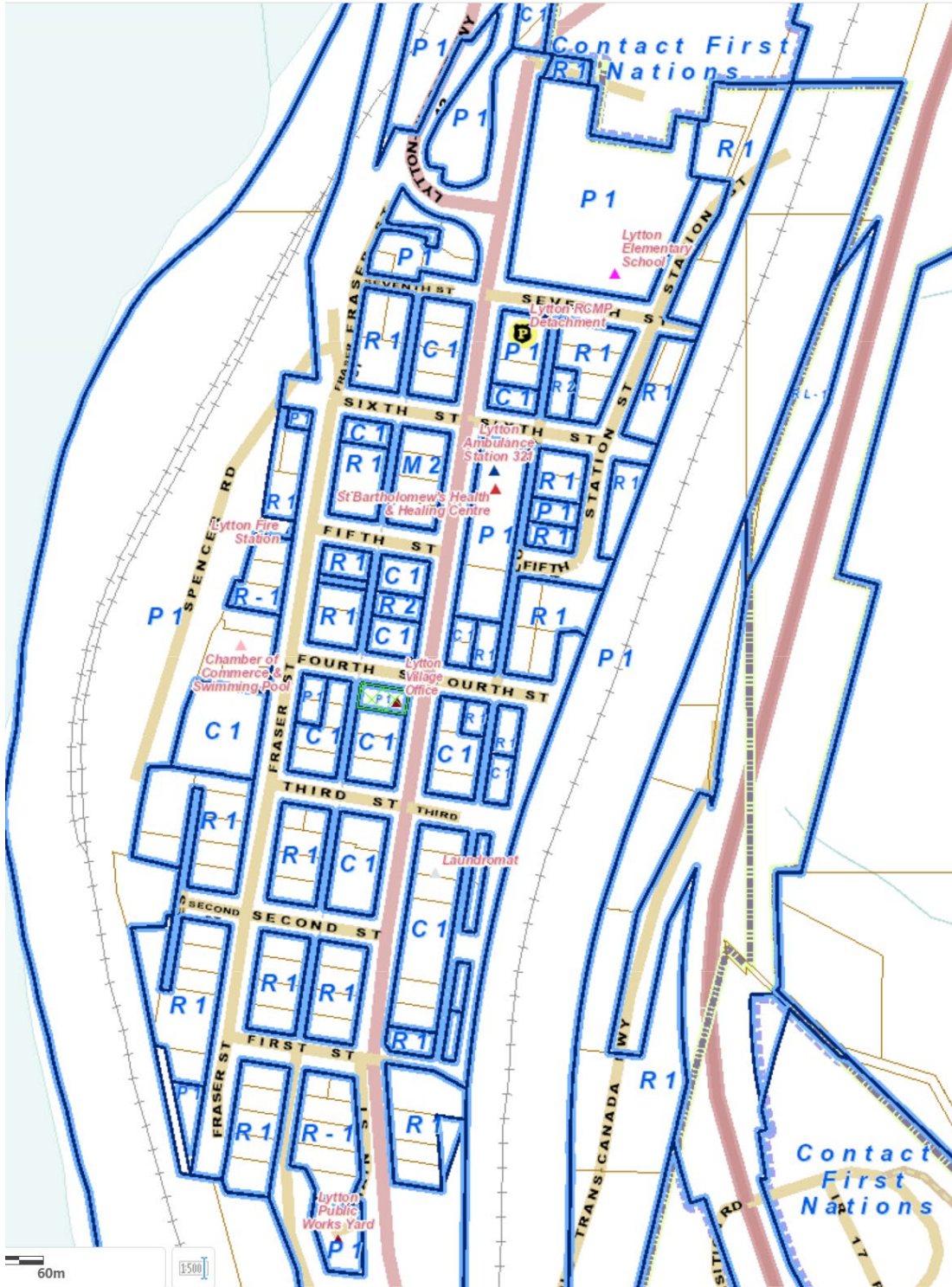
4.1 The area within the boundaries of the *Municipality* shall be divided into the *zones* identified in Column I and described in Column II of Table 4-1.

TABLE 4-1

Designation of Zones

Column I Zones	Column II Title Description
RR	Rural Resource
R1	Low Density Residential
R2	Multi Family Residential
C1	General Commercial
C2	Highway Commercial
C3	Service Commercial
M1	Light Industrial
M2	Heavy Industrial
P1	Public
P2	Preservation

Link for TNRD: [Interactive Map](#)





Property Information Report

Report Generated on: August 23, 2023 12:01:20 AM

Thompson-Nicola Regional District
300 - 465 Victoria St
Kamloops, BC V2C 2A9
T (250) 377-8673
F (250) 372-5048
E gisinfo@tnrd.ca

380 Main St

Parcel Description & Location [More Details](#)

Legal Description:
LOT 5 BLOCK 10 SECTION 1 TOWNSHIP 15 RANGE 27 WEST OF THE 6TH MERIDIAN YALE KAMLOOPS DIVISION YALE DISTRICT TOWNSITE OF LYTTON

Plan Number:
KAP1LY
Parcel Type (Class):
SUBDIVISION
Owner Type:
MUNICIPAL

Lot Size(Calculated)(+/-5%):
Square Meter: 464.86 **Acre:** 0.115 **Hectare:** 0.046

Community: Lytton
Local Authority: Village of Lytton
School District: Gold Trail



TNRD Services (Contact the Local Authority for services provided by other jurisdictions) [More Details](#)

Water Service: N/A
Sewer Service: N/A
Fire Protection: N/A

Future Debt (Loan Authorization) (For enquiries, contact the Local Authority) [More Details](#)

Future Debt: Unknown - contact Village of Lytton for any future debt.

Planning & Zoning (For enquiries, contact the Local Authority) [More Details](#)

Zoning Bylaw: 484	Site Specific Zoning: 0538
Zoning: P1	Development Permit Area: N/A
Lakeshore Development Guidelines (Intersect): No	Official Community Plan Name: CONTACT LOCAL AUTHORITY
Lake Name: N/A	OCP Designation: CONTACT LOCAL AUTHORITY
Lake Classification: N/A	Agriculture Land Reserve (Intersect): No
Fringe Area: N/A	Riparian Area (Source: TRIM)(Intersect): No
Floodplain Information: Refer to Local Government floodplain regulation.	Post-Wildfire Geohazard Risk Restrictions: Unknown

Development Applications & Permits - from July 2009 to Present (For enquiries, contact the Local Authority) [More Details](#)

Folio:	Development Application Number:	Development Application Type:	Status:		
Folio:	File Number:	Application Date:	Issued Date:	Completion Date:	Status:
Type of Construction:					

BC Assessment (For enquiries, contact BC Assessment Authority) [More Details](#)

Folio:	Land Title PID:	Assess Year:	Land:	Improvement:	Property Class:
542.00032.000	003-149-668	2023	\$12,700.00	\$0.00	6-Bus/Oth
Folio:	Actual Use:	Manual class:			
542.00032.000	VACANT IC&I	None			

Disclaimer: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and the Thompson-Nicola Regional District (TNRD) is not responsible for its accuracy, completeness or how current it may be. [View full Disclaimer and Terms of Use](#)

SECTION 6 – R1 LOW DENSITY RESIDENTIAL

Permitted Uses

6.1 The following uses and no others shall be permitted in the R1 Zone:

Principal Uses

1. *single family dwelling;*
2. *two family dwelling.*

Accessory Uses

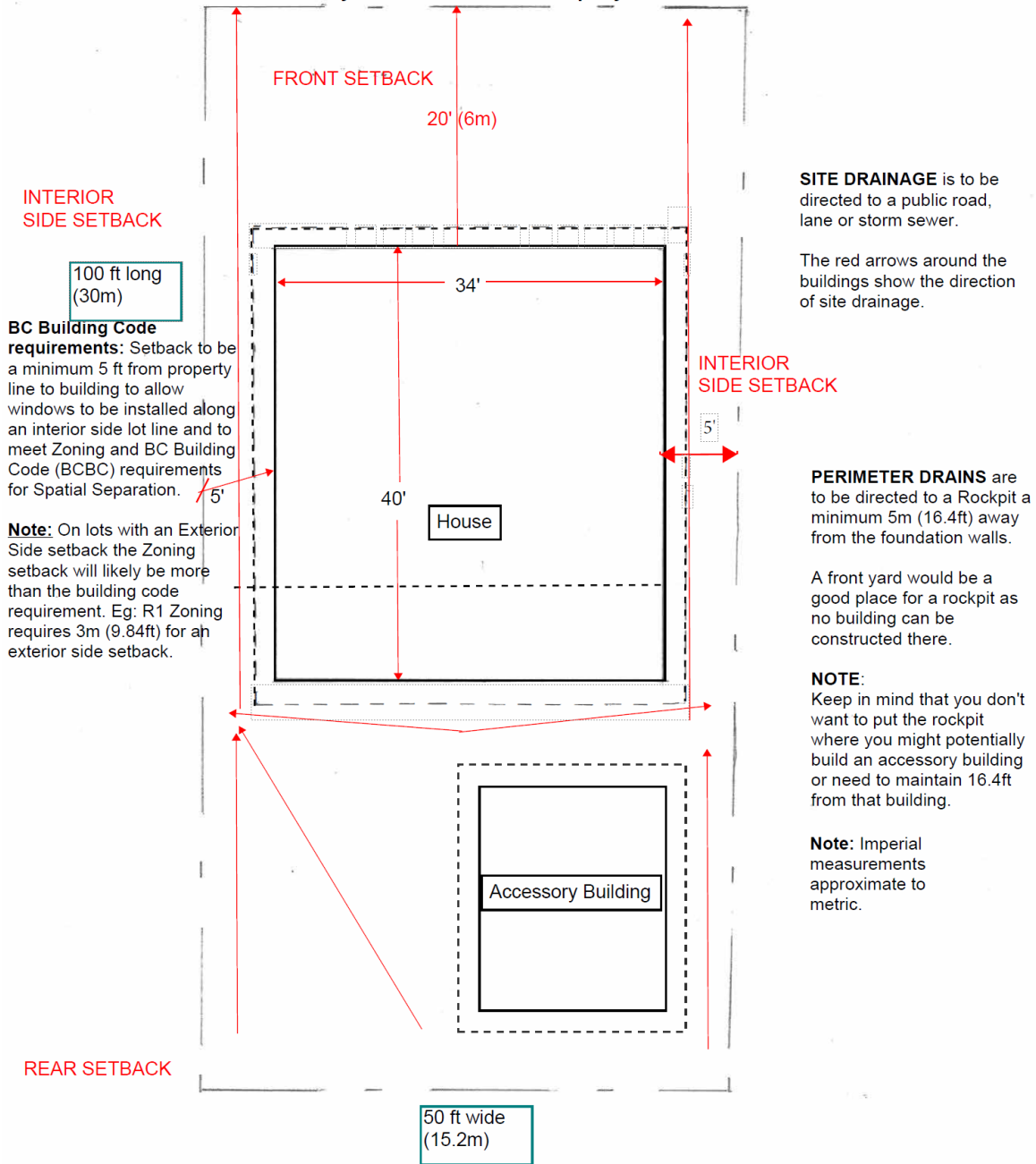
3. *accessory buildings or structures;*
4. *bed and breakfast;*
5. *home business.*

Regulations

6.2 On a parcel located in an area zoned as R1, no building or structure shall be constructed, located or altered and no plan of subdivision shall be approved which contravenes the regulations set out in the table below in which Column I sets out the matter to be regulated and Column II sets out the regulations.

COLUMN I Matter to be regulated	COLUMN II Regulations
1. Minimum <i>Parcel Area</i>	464.4 m ²
2. Minimum <i>Parcel Frontage</i>	15.2 m
• if abutting a cul-de-sac; or	6.2 m
• if a panhandle lot	6.2 m
3. Maximum number of <i>Principle Buildings</i> per parcel	1
4. Minimum total <i>floor area per dwelling unit</i>	92.9 m ²
5. Maximum <i>Height</i>	
• <i>Principle Building</i>	10 m
• <i>Accessory Building</i>	6.2 m
6. Minimum <i>Width of Principle Buildings</i>	6.2 m
7. Minimum <i>Setback:</i>	
• <i>Principle Buildings</i>	
➤ <i>Front parcel line</i>	6 m
➤ <i>Interior side parcel line</i>	1.5 m
➤ <i>Exterior side parcel line</i>	3 m
➤ <i>Rear parcel line</i>	3 m
• <i>Accessory Buildings</i>	
➤ <i>Interior side parcel line</i>	1.5 m
➤ <i>Exterior side parcel line</i>	3 m
➤ <i>Rear parcel line</i>	1.5 m
8. Maximum <i>Parcel Coverage</i>	35%

This drawing is an example of a 34'x40' house on a typical residential lot in the Village of Lytton with two Interior Property Line Sides.



To satisfy the requirements of the BC Building Code to allow windows on your interior side property lines, the walls of the house must be situated a minimum of 4-ft (1.2 m) away from the side property line but to satisfy Zoning requirements you must be a minimum 5-ft (1.5m) away from the property line. Note that exterior lot lines will require a 3m (9.84ft) setback to the property line as per Zoning Bylaw requirements.

Step 2 Design Your Building

Determine Permitted Uses and Regulations from previous Step:

- Once you have determined what you can build on the property, what your maximum allowable parcel coverage is, the minimum and maximum height and width of a building, the setbacks to the front, rear and sides of the building you can then decide what size and type of building you can construct.

Design: Now you know the criteria for the building you can decide what you want to build.

- Pick a house design that suits your needs for size, height, style, number of bedrooms, one storey or two storey, construction type, and other features.
- Once you have a design picked out and know what you would like to use for construction type, stud spacing, insulation, air barrier system and location, heating, cooling, ventilation (HRV/Heat Pump), hot water system, windows, doors, and any other features, this would be a good point to engage a **Certified Energy Advisor (CEA)** to help you with your design so that you will meet the requirement for a minimum of **Energy Step Code 3 in Zone 5 (3300 Degree days below 18°C)**.

A MECHANICAL Contractor should be contacted early on to help with the design of the heating and ventilation systems for your building to maximize energy savings and costs to the final design.

From: Guide to working with an energy advisor

1: MODEL YOUR HOME An Energy Advisor (CEA) models your home to show that it is compliant with the current metrics for your region and climate zone. Provide your permit plans to the CEA noting the type of any mechanical systems, window and door packages, and building assemblies that will be used in the building of the home.

2: OPTIMIZATION An CEA views your home as a system as opposed to its individual parts and can compare and contrast how each upgrade will change the performance of your home. This information allows balancing options and designing to your context.

3: MID CONSTRUCTION VERIFICATION A mid-construction air leakage test determines air tightness of a home while the air barrier is exposed. It highlights any issues while still easily accessed and corrected. Ideally, the air barrier is complete, and windows and doors installed, at time of testing. Subtrades can still be on site working either inside or outside of the home while the mid-construction air tightness test is conducted.

4: FINAL SITE INSPECTION Completion of a final site inspection including a final air leakage test. All of the windows, doors and mechanical systems must be installed for verification.

5: REPORTING & REBATES A CEA provides final reporting and any required labeling in order to meet local requirements and apply for applicable rebates.

ENERGY STEP CODE LINKS:

- [Energy Step Code](#)
- [Download the checklist \(BCBC 2018 Rev. 5\) \(XLSM\) Part 9 buildings](#)
- [Energy Advisors](#)

Modelling Information Requirements

PLANS MUST SHOW: Scale. Ideally the same scale on every page to avoid delay, extra expense, and errors. Window sizes and window operation. All vaults. Ideally with a cross section for each vault. All building assemblies with correct insulation values that you are planning to actually build. Permit offices reject plans that do not match CEA reports. “2.5 inch rigid” is not sufficient information, you must note expected R-value from that insulation. Direction the home faces.

WINDOWS: Type of windows, eg. casement or sliders. U value and/or other performance ratings of the windows. Tip: window quotes typically show the performance data needed. If unknown, CEA can assign assumptions.

HEATING AND COOLING: System type, eg. heat pump, gas forced air, or boiler. Performance data for those systems. Tip: mechanical quotes typically show the performance data needed. If unknown, a CEA can assign assumptions.

VENTILATION: Type of system HRV.

PACIFICAN Grants for Fire-resilient, Net Zero Ready and Net Zero Buildings

If applying for grants from PacifiCan, construction will need to meet their Checklist of Requirements for Fire Resilient Homes or Businesses. See links below and continue to check for updates on their website at <https://www.canada.ca/en/pacific-economic-development/services/funding/lytton/homeowner.html>

- [PacifiCan Lytton Homeowner Resilient Rebuilding\(LHRR\) Program grants](#)
- [Program overview from July 15, 2023 Community Meeting](#)
- [PacifiCan LHRR Fire Resilient Checklist](#)

****Reach out to PacifiCan at lytton@pacifican.gc.ca for a one-on-one consultation to discuss your rebuild plans and receive an application form.**

EXAMPLE : Pre-Construction Compliance Report page 1 – Part 9 Buildings



A: PROJECT INFORMATION

Building Permit #:		<h2>Pre Construction</h2>
Builder:		
Project Address:		
Municipality / District:		
Postal Code:		
PID or Legal Descriptor:		Building Type: <input type="text"/>
		# of Dwelling Units: <input type="text" value="0"/>

B: CODE COMPLIANCE SUMMARY

BC Building Code Performance Compliance Path:

Energy Step Code	Zero Carbon Step Code
Step Required Not yet selected	Level Required Not yet selected
Proposed Step Achieved Data not yet entered	Proposed Level Achieved Data not yet entered

3 4 5

EL.1 EL.2 EL.3 EL.4

Based on information provided by the builder & the following drawings:

Plan Author:

Plan Version:

Plan Date:

C: COMPLETED BY

Full Name (Print):	<input type="text"/>	Date (YYYY-MM-DD):	<input type="text"/>
Company Name:	<input type="text"/>	Service Organisation:	<input type="text"/>
Phone:	<input type="text"/>	Energy Advisor ID #:	<input type="text"/>
Address:	<input type="text"/>		
Email:	<input type="text"/>		

P File #

D: BUILDING CHARACTERISTICS SUMMARY

	Details (Assembly / System Type / Fuel Type / Etc.)	Average Effective RSI	
		USI	SIHGC
Roof / Ceilings	<input type="text"/>		
Above Grade Walls	<input type="text"/>		
Rim Joists / Floor Headers and Lintels	<input type="text"/>		
Floors Over Unheated Space	<input type="text"/>		
Walls Below Grade	<input type="text"/>		
Slabs	<input type="text"/>		
Windows and glazed doors	<input type="text"/>	Performance Values	
Doors	<input type="text"/>		
Air Barrier System & Location	<input type="text"/>	ACH	#DIV/0!
		NLA	#DIV/0!
		NLR	0.00
Space Heating/ Cooling	Principal		
	Supplementary		
Domestic Hot Water	<input type="text"/>		
Ventilation	<input type="text"/>	% EFF	L/s
Other	<input type="text"/>		

EXAMPLE : Pre-Construction Compliance Report page 1 - Part 3 Buildings

**BC ENERGY STEP CODE & ZERO CARBON STEP CODE
PART 3 BUILDINGS ENERGY DESIGN CHECKLIST - v3.0**

This Energy Design Checklist v3.0 is endorsed by: Architectural Institute of British Columbia, and Engineers and Geoscientists BC

This reporting form is for buildings that contain major occupancies complying with Subsection 10.2.3. and 10.3.1 of Division B of the BC Building Code 2018 Revision 5. This is intended to capture the reporting requirements of Articles 2.2.2.1. and 2.2.9.2. of Division C of the BC Building Code, as well as local government bylaw requirements related to energy and emissions reductions in buildings. Portions of the building that are subject to Clause 10.2.2.1.(1)(a) or (b) of Division B of the BC Building Code should also be included in this report.

This form should **not** be used for projects complying exclusively under Clauses 10.2.2.1.(1)(a) and (b) of Division B of the BC Building Code or for earlier revisions of the Code.

All sections of this form are to be completed. Complete all fields that apply to the project, using information that represents the current stage of design or construction. For fields that do not apply or for which there is no information yet, please leave blank, indicate "n/a" or provide comment. Additional explanation or instruction is provided for some cells by hovering over the cell - these are indicated by a red note symbol in the upper right corner of the cell.

SECTION A: Project Information

Project Name (if applicable)	
Project Address	
Project Stage	
Project Identifier (e.g. Building Permit No.)	
Building Permit Date (YYYY-MM-DD)	
Building Height (storeys)	
Total Modelled Floor Area (m ²)	
Applicable Version of the BC Building Code	
Jurisdiction	
Heating Degree Days below 18°C	
Climate Zone	

SECTION B: Building Information and Performance Requirements - Buildings with a Baseline/Reference

Only complete if applicable

Occupancy Classification(s)	Modelled Floor Area (m ²)	Performance Requirement	% Better Requirement	Optional: Source of Performance Requirement
Total Modelled Floor Area (m²)	0			

Baseline/ Reference Energy Model Performance

Total Annual Thermal Energy Demand (kWh)

	Annual Energy (kWh)	Emissions Factor (kgCO ₂ e/kWh)	Emissions (kgCO ₂ e)
Total Electricity		0.011	0
Total Natural Gas		0.180	0
Total District Energy		0.000	0
Total Other 1		0.000	0
Total Other 2		0.000	0
Total Other 3		0.000	0
Total Annual Energy	0	Total Annual Emissions	0

BASELINE PERFORMANCE REQUIREMENTS		
TEUI	TEDI	GHGI
kWh/m ² /year	kWh/m ² /year	kgCO ₂ e/m ² /year
0	0	0.0

SECTION C: Building Information and Performance Requirements - Steps 2 through 4

Only complete if applicable

Occupancy Classification(s)	Modelled Floor Area (m ²)	Step Required	GHG Emissions Level	Optional: Source of Step Requirement	STEP CODE PERFORMANCE REQUIREMENT		
					TEUI kWh/m ² /year	TEDI kWh/m ² /year	GHGI kgCO ₂ e/m ² /year
Total Modelled Floor Area (m²)	0			Area Weighted Totals	0	0	0.0

SECTION D: Total Building Performance Requirements from SECTION B and SECTION C

WHOLE BLDG PERFORMANCE REQUIREMENT		
TEUI	TEDI	GHGI
kWh/m ² /year	kWh/m ² /year	kg CO ₂ e/m ² /year
-	-	-

SECTION E: Modelled Building Performance

Compliance indicators in Section E are determined using an area weighted average of all entered occupancies and requirements from Sections B and C.

Step 3 BUILDING PERMIT APPLICATIONS

PRIOR TO applying for a building permit in the online permitting system **Cloudpermit**, you must gather all the information you will need for the permit application.

Check that your zoning is correct for the type of building you want to build on your property, and if needed apply for a *Development Permit* or *Development Variance Permit* prior to applying for the building permit.

Once all Zoning requirements are met, engage a Geotechnical and Structural engineer to work with your designer to draw up your set of plans; contact a Certified Energy Advisor to look at the plans to provide input into the design in order to meet the design requirements for **Energy Step Code 3 in Zone 5** for the set of plans, and make any adjustments necessary to meet code requirements.

A **MECHANICAL Contractor** should also be contacted early on to help with the design of the heating and ventilation systems for your building to maximize energy savings and costs to the final design, and to have the CEA add these criteria to your report as plan drawings and the report details must match exactly.

Submit the building design and all documents in a digital pdf format.

There are new conditions to obtain a building permit in the Village of Lytton.

Engineering:

Due to ground disturbance and hazardous slopes, all new structures will need the services of a **Professional Geotechnical Engineer** to determine the bearing capacity and structural considerations of the soil and determine the compaction of engineered fill; as well as a **Professional Structural Engineer** to design the foundation, tall walls and any retaining walls over 1.2 m (4ft) in height.

The exception is for detached garages, carports and garden structures less than 55 square metres (592 sf) for simple buildings in accordance with the building code.

- ✓ **Geotechnical Engineer:** to provide a Letter of Assurance in the form of a *Schedule B* from the BC Building Code, *Confirmation of Professional Liability* (Appendix E from Building Bylaw No. 710), and a copy of their current *Certificate of Liability Insurance* from their insurance provider.
- ✓ **Structural Engineer:** to provide a Letter of Assurance in the form of a *Schedule B* from the BC Building Code, *Confirmation of Professional Liability* (Appendix E from Building Bylaw No. 710), and a copy of their current *Certificate of Liability Insurance* from their insurance provider. They also need to provide a digitally signed and sealed set of Structural Blueprints for the building permit.

Blueprints: Full Set of Plans

- ✓ **A full set of digital plans** (in a pdf format) must be provided (both Architectural and Structural). The Geotechnical Engineer may need to provide a report.

For a full list of details refer to the [Building-Bylaw-710-2022](#) Section 10.4 for simple buildings such as houses or other Part 9 buildings, or to Section 10.2 for complex buildings that are Part 3 buildings such as those >600m² or >three storeys in building height or of an Occupancy type that is regulated by Part 3 of the building code.

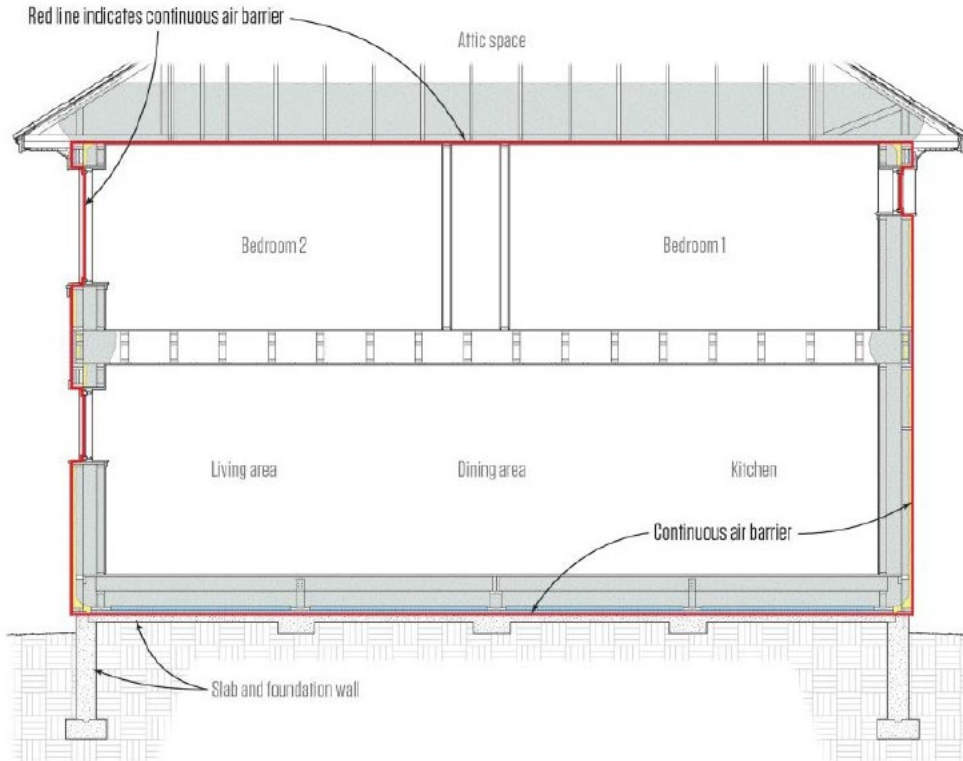
A full set of plans include:

- **A Building Code Compliance Summary** including the applicable edition of the building code, such as without limitation whether the building is designed under Part 3 or Part 9 of the building code, major occupancy classification(s) of the building, building area and building height, number of streets the building faces, and accessible entrances, work areas, washrooms, firewalls and facilities.
- **A copy of a Site plan** prepared by a BC Land Surveyor showing the north bearing and dimensions of your lot, legal description and civic address, location and dimensions of any existing Statutory Right of Ways, Easements, or Covenants showing setbacks to the proposed building, and the proposed building and any existing buildings including setbacks to all property lines, and any adjacent street or lane names, setbacks to the natural boundary of any lake, swamp, pond or watercourse, as well as private sewage disposal systems, water supply system or storm drainage system.
- **The Architectural site plan** shall also show a **Zoning Compliance Summary Table** and a **Parking Plan**.
- **Foundation plan** showing the size and construction of strip footings, pad footings; size, height and construction of foundation walls; pad strip footings under point loads; strip footings under bearing walls. The foundation plan needs to include the location and size of radon vent pipes.
- **Floor plans** (as many as needed for as many floors you have including basements) showing the dimensions and uses of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions. All floor plans need to include the location and size of radon vent pipes as they progress through the roof. Also, provide the location and type of: hot water system, heating system (eg: integrated forced air, hydronic, electric baseboard, split ductless, heat pump), ventilation system HRV (heat recovery ventilator). BCBC 9.32.4.
- **Roof plan** showing type of construction (truss or joist size, spacing and span); roof outline and the distance to the furthest projection (fascia) from the wall line. A copy of engineered truss plan layouts with any point loads noted on them as well as the individual truss designs including bearing points and their specified loads will need to be supplied.
- **Engineered beams, lintels, trusses and floor joists** will need to be supplied with the application along with truss, beam, lintel and floor layouts with point loads showing. These don't need to be the sealed copy as those will need to be supplied prior to the Framing Inspection.
- **Four Elevation views** (label north, south, east, west) include elevations of all sides of the building showing finish details, roof slopes, windows, doors, the grade, the **maximum building height line to mid-point of a gable roof** (and an average of grades if on a sloped lot), ridge height, spatial

separation calculations table for each building view but in particular the sides (Note that you must half the limiting distance for this calculation if your lots is out of the 10-minute Fire Response Area BCBC 9.10.14.3. and 9.10.15.3.), and natural and finished grade to comply with the building code and to illustrate that the building or structure conforms with the Village zoning;

- **Cross Section(s)** through the building illustrating foundations, drainage, ceiling heights and construction systems; include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the building code; and as many detail views as needed to show the construction.
- **Envelope assemblies** shown on Architectural and Structural drawings must exactly match those used in the Energy model. The first page of the Pre-construction Energy Report must be reproduced in the architectural drawings section sheets.
- **Air Barrier Strategy:** Air barriers control leakage into and out of the building envelope. Uncontrolled air leakage can lead to moisture issues from condensation, excessive heat loss, and poor indoor air quality.
 - The air barrier strategy must be presented in the architectural drawings through a “**red-line diagram**” for each building section, showing how the proposed air barrier will fully encircle the building envelope. See sample diagram next page.
 - **Details at critical junctions** must clearly show the viability and constructability of the proposed air barrier. This includes any location where a horizontal or horizontally inclined element intersects with a vertical or vertically oriented element. As well as windows and doors. Show a detail.
 - **The air barrier material and location must be clearly indicated on Section details.** The primary air barrier material element must be **called out** on all assemblies.
- **Details** These pages should include: a diagram of a **complete soil gas (radon) system** from foundation through the roof with piping details (Soil Gas Control BCBC 9.13.4.);
- A **complete set of Wall, Floor and Roof/Ceiling assemblies for Above-Grade and Below-Grade** as needed to show **Insulation requirements** when using a HRV or without a HRV, and that shows cladding types being used, RSI (R) values, Roof assemblies, Wall assemblies, Floor assemblies, Foundation wall assemblies and the value of each the components with a **Total Effective RSI/R Value of the Entire Assembly** shown for each of these for buildings not built to the Step Code as allowed in the BC Building Code for certain buildings.

Red Line Test



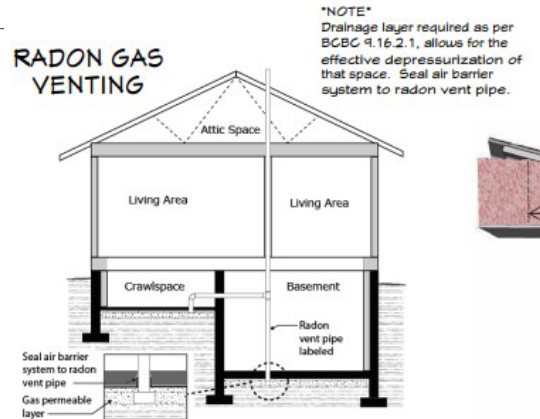
“One should be able to take any section of a building on paper, put a red pen on the paper, and trace the building’s air barrier without lifting the pen. Eventually, the red line of the pen should connect to the starting point.”

Source: *The Journal of Light Construction* (www.jlconline.com/training-the-trades/air-barrier-basics_o)

WALL ASSEMBLY - COMPONENTS	RSI	R
1 EXTERIOR AIR FILM	0.03	0.17
2 FIBER-CEMENT SIDING (eg. HARDIE) - (NO AIR SPACE)	0.026	0.148
3 ASPHALT IMPREGNATED PAPER 3	0.00	0.00
4 3/8" (4.5 mm) OSB SHEATHING	0.11	0.62
5 2x6 FRAMING @ 24" O.C. - FILLED WITH R22 BATT INSUL.	2.67	15.16
6 POLYETHYLENE	0.00	0.00
7 1/2" (12.7 mm) GYPSUM BOARD	0.08	0.45
8 FINISH - 1 COAT LATEX PRIMER AND LATEX PAINT	0.00	0.00
9 INTERIOR AIR FILM	0.12	0.68
EFFECTIVE RSI / R VALUE OF ENTIRE ASSEMBLY	3.036	17.228

* NOTE:
EXTERIOR WALLS WHICH REQUIRE A 45 MIN. FIRE RATING DUE TO LIMITING DISTANCE REGULATIONS MUST ADD A LAYER OF 5/8" TYPE X FIRE GUARD OVER 5/8" FLY SHEETS (NO OSB ALLOWED) AND UNDER THE EXTERIOR FINISH. THIS ADDS RSI 0.09 / 0.45 R TO THE INSULATION VALUE OF THE WALL.

W11-3
D-1 WALL ASSEMBLY - FIBER-CEMENT SIDING (eg. HARDIE)
FC_3/8 OSB_2x6@24_R22 INSUL. N.T.S.



- Except for garages, carports and garden structures located on land and < 55m2 (592 sf), include a foundation and excavation design prepared by a registered professional in accordance with the Building Code;
- Include geotechnical letters of assurance, in addition to a required geotechnical report, if the building official determines that the site conditions so warrant;

- **Include drawings at a suitable scale of design** including the information set out in this section.

Other: Building Application


(Requirements found in [Building-Bylaw-710-2022](#).)

- ✓ **The owner must apply for a Development Permit (DP)** if the building is in an area designated by the Village's Official Community Plan as a development permit area.
- ✓ **The owner must ensure that the proposed building or structure complies with all bylaws of the Village**, except to the extent a variance of a bylaw is authorized by a development permit, development variance permit or order of the Board of Variance.
- ✓ **Building Application completed in Cloudpermit** where the submission of all the required supporting documents for the application will be requested and will need to be uploaded to the site. These files will need to be in a digital pdf format and each file copied individually.
- ✓ A **non-refundable building permit application fee of \$200** is to be paid at time of application submission in Cloud Permit.

Supporting Documents Include:

- ✓ **A FULL and complete set of digital Building Plans** in pdf form as described previously.
- ✓ **A Title Search** must be done and supporting documents (such as covenants, easements, right of ways, etc.) must be provided. You can get these from [BC Land Title & Survey](#) . If Owner is a company or corporation - Proof of signing authority is required.
- ✓ An **Owner's Undertaking – Appendix D** found on page 55 of the [Building-Bylaw-710-2022](#) is required to be filled out by the owner to show ownership and take responsibility for the project. This is required for all permits. This can be filled out in Cloudpermit online.
- ✓ A **Letter of Authorization – Appendix C** found on page 54 of the [Building-Bylaw-710-2022](#) is required to be filled out by the owner to authorize a Representative (agent) to apply for and represent the owner in the various requirements and responsibilities for the building permit. This can be filled out in Cloudpermit online.
- ✓ A **Confirmation of Professional Liability Insurance – Appendix E** found on page 59 of the [Building-Bylaw-710-2022](#) is required to be filled out by EACH Registered Professional (Engineer or Architect) PRIOR TO issuance of a building permit along with their Letter of Assurance – **Schedule A or Schedule B**; and prior to submitting a **Schedule C** after the completion of the building. Each Registered Professional also needs to submit a copy of their current Certificate of Liability Insurance from their insurance provider.
- ✓ A sealed set of Structural plans in a digital pdf format to be submitted with forms: Appendix E, their Certificate of Liability Insurance and Schedule B.
- ✓ Any required sealed reports or other information deemed necessary to be submitted by a Geotechnical Engineer to be submitted in a digital pdf format.
- ✓ A **New Home Registration Form** from a builder or an owner builder must be provided. Check with BC Housing for registration information and details.
 - **Builders and Developers:** <https://www.bchousing.org/licensing-consumer-services/builder-licensing> (see example below)
 - **Owner Builder:** <https://www.bchousing.org/licensing-consumer-services/owner-builder>

Builder Form



New Home Registration Form

The purpose of this form is to certify, for the purpose of section 30 of the Homeowner Protection Act, that a proposed new home is covered by home warranty insurance and built by a licensed residential builder.

Form: 476235

A. BUILDER INFORMATION

Licence Number: _____ Expiry Date: June 30, 2023

Company Name: _____

B. PROPERTY INFORMATION

Civic Address: _____

City/Town: Pachland Province: British Columbia Postal Code: V0H 1X2

PID: _____

Legal Description: _____

Owner(s) of the Property: _____

C. CONSTRUCTION INFORMATION


Number of Dwelling Units: 1

Type of New Home: Single

D. PROOF OF HOME WARRANTY INSURANCE

Certified and sealed by warranty provider:

Seal:

Warranty Provider: Trisura Guarantee Insurance Company 

Builder Warranty No.: ASPE111

Insurance No.: 50-18049

Warranty Provider Seal Date: November 10, 2022

E. BUILDING PERMIT INFORMATION

To be completed by municipality or regional district and returned to the Licensing & Consumer Services Branch.

Municipality or Regional District: _____


Permit issued to: _____

Date issued: (month/day/year) _____

Permit No.: _____

Correction to civic address, type of new home or other information, if applicable:

Owner Builder Form



New Home Registration Form

OWNER BUILDER AUTHORIZATION

The purpose of this form is to certify, for the purpose of section 30 of the Homeowner Protection Act, that a proposed New Home will be built by an owner builder Or is otherwise exempted by the regulation from licensing requirements Or the requirement to be covered by home warranty insurance.

A. BUILDER INFORMATION

Name (last,first): _____

Owner Builder Authorization No.: _____

B. PROPERTY INFORMATION

Civic Address: _____

City/Town: _____ Province: British Columbia Postal Code: _____

PID: _____

Legal Description: _____

Owner(s) of the Property: _____

C. CONSTRUCTION INFORMATION

Number of Dwelling Units: 1


Type of New Home: Single attached

D. PROOF OF EXEMPTION

Certified and sealed by the BC Housing Management Commission:

Seal:

Reason for exemption: Owner Builder Authorization

Owner Builder Authorization No.: _____ 

Date: _____

E. BUILDING PERMIT INFORMATION

To be completed by municipality or regional district and returned to the Licensing & Consumer Services Branch.

Municipality Or Regional District: _____

Permit issued to: _____

Date issued: (month/day/year) _____

Permit No.: _____

Correction to civic address, type of New home Or other information, if applicable:

- ✓ **A BC Land Survey** showing the proposed building in relationship to Covenants, Easements, Right of Ways etc., must be provided.
- ✓ **Copies of truss, lintel, beam, and floor layouts with point loads shown** as well as individual truss engineering showing design criteria is also required. These are not required to be sealed for the building application.
- ✓ **Energy Step Code 3 for Zone 5:** The Village of Lytton is subject to the conditions of the Energy Step Code 3 for both Part 9 and Part 3 buildings. This means that a Certified Energy Advisor will need to be engaged early in the process to get their input to ensure that this standard is met.
 - **The CEA must provide a “Pre-Construction Compliance Report”** for submission with the permit application.
 - **The information in this report MUST match the construction materials and details noted in the building plans. If not, they will need to be revised.**
- ✓ **A Water and Sewer application** request must be submitted in Cloudpermit online.
- ✓ **Driveway application request** if required submitted in Cloudpermit online.
- ✓ **Highway Access** approval permit if required.
 - **Not required for the BP Application** but you will also need to contact the various **Utility Companies** for service such as: [BC Hydro](#) , [Telus](#), Propane, Internet, Cell provider, etc.

Questions?

If you have questions or require further information or assistance, please contact the Building Department to set up a time to call or meet online at:

For Building Inquires – building@lytton.ca