



BUILDING PERMIT APPLICATION GUIDELINE

A building permit is required for any **construction, alteration, repair, moving or demolition** of a building or other structure.

This guide applies to new construction, alterations/renovations, plumbing system, changes in occupancy and demolition of all buildings and structures including **decks, porches, garages, carports, workshops, sheds, greenhouses, swimming pools, wood burning appliances, retaining walls over 1.5m in height and signs.**

A Building Permit is **not required** for routine maintenance and repairs such as painting walls, floor coverings, roofing, exterior siding, landscaping, sidewalks and fences and building under 10m² floor area. Although the above work does not require a permit, owners are required to ensure that any construction conforms to the requirements of the **BC Building Code** and **Town of Golden Bylaws.**

If in doubt, always contact the Development Services team **before commencing work.** Compliance with the bylaw remains responsibility of the owner!

To **apply for a building permit**, please send an **application form** along with a **completed checklist** and all required documents and drawings to building@golden.ca. Contact the Development Services team via the same email address or by phone at 250 344 2271 ext. 231 if you have questions or need assistance.

The **application checklists** are based on Building Regulations Bylaw #1299. The checklists are specific to **standard buildings** only, typically covered under **Part 9** of the Building Code. The lists are meant as tools to support the application and permitting process but are not necessarily complete or exhaustive – additional documentation might be required.

Applications for buildings covered under **Part 3** of the Code, or falling under the “reserved practice” regulations of the Architects Regulation, need to be accompanied by **Letters of Assurance issued by an Architect and Engineer** as applicable and will be subject to individual completeness reviews.

Only fill the checklist applicable to your project and submit with the required documents for your application.

More information, the Building Bylaw and a link to the application form is available on the Town of Golden website here: at golden.ca/building

Link to BC Building Code 2024: <https://www2.gov.bc.ca/gov/content/industry/construction-industry/building-codes-standards/bc-codes/2024-bc-codes>