

Summary

Staff encourages early consultation with the Planning and/or Building Departments regarding any proposed project. This can avoid costly mistakes and delays in your project.

For information on new Accessory Dwelling Units (ADU), conversions of existing dwellings to ADUs, new secondary suites or conversion of an illegal secondary suite to a legal secondary suite, please refer to brochures available on the website at cumberland.ca or at the Village office at 2673 Dunsmuir Avenue.



**For further information,
please contact us.**

250-336-2291

during regular business hours

Planning

planning@cumberland.ca

Building Inspector

development@cumberland.ca



THE VILLAGE OF
CUMBERLAND
cumberland.ca

BUILDING IN CUMBERLAND



Quick Reference Guide for Permits & Regulations



THE VILLAGE OF
CUMBERLAND



Fences & Retaining/Landscape Walls

- Fencing that meets the siting and height requirements in the Zoning Bylaw does not require a Building Permit.
- Fences and retaining/landscape walls are the only structures that can be built at the property line (on your own property). Staff recommends that if you are not absolutely sure where your property lines are, that you hire a BC Land Surveyor to locate them prior to installation. Old fence lines are not to be trusted.
- Fences and landscape walls that exceed the maximum height in the Zoning Bylaw may require application for a Development Variance Permit (see the information on Development Variance Permits elsewhere in the brochure).
- Landscape walls under 1.2 metres (4.0 feet) in height (measured from natural grade), do not require a Building Permit.
- Retaining walls 1.2 metres (4.0 feet) or higher in height from natural grade, are required to be certified by a professional engineer and require a Building Permit.

Sheds and Other Detached Accessory Buildings

- All detached accessory buildings (regardless of size or foundation) must meet the Zoning Bylaw requirements (setbacks, height, floor area, lot coverage, etc.)
- Any accessory building with a floor area of more than 10.0 metres² (107.6 feet²) requires a Building Permit.

Dwellings

- All dwellings must meet the Zoning Bylaw requirements (setbacks, height, floor area, etc.)
- In general, Building Permits are required for:
 - Any new buildings with residential occupancy and/or additions to an existing dwelling
 - Raised decks (more than 24 inches) and covered porches
 - Interior renovations which include structural changes; this may include changes to windows and doors and load-bearing walls
- A Building Permit is not required for painting, changing/repairs to the façade, roofing (unless there are changes to the truss system) etc.



Plumbing Permits

- In general, Plumbing Permits are required for:
 - Installing lines or service connections (not required for just replacing fixtures)
 - New construction or additions which include plumbing lines and fixtures
- Plumbing Permits are typically applied for by a Trades Qualified (TQ) plumber because if you are not a TQ Plumber, a schematic design (as described in the BC Building Code) of the system is required.

Development Variance Permits

If a building or structure does not meet the requirements of the Zoning Bylaw, you are able to make application for a Development Variance Permit (DVP). The DVP must be approved and conditions satisfied before a Building Permit (if applicable) will be issued.

The DVP is registered on the title of your property, so that even if you sell, the Variance still applies to the property.

However, the DVP is issued by Council and requires you to build a case for why your proposed structure cannot meet the regulations. If Council does not approve the DVP, the regulations must be met or an existing building or structure remains non-conforming.

Failure to get a Building Permit when required

When construction is observed or a complaint is received and no Building Permit has been issued, the following applies:

1. The Building Inspector or Bylaw Enforcement delivers an inspection tag which gives the Owner 10 days to make application for a Building Permit. All work must cease until the Permit is issued.
2. If after 10 days, no Permit has been applied for, a STOP WORK order is placed on the structure, and there is a fee of \$250 to have it rescinded and a 25% surcharge applied to the cost of the Permit itself.
3. Further enforcement (decided by Council) may include a Notice on Title, fines, and Court action, to have the structure removed.

Protection of Boulevards and Street Trees

When construction is occurring, the boulevard and street trees need to be protected. The trees' "drip line" and the base of the tree are important to its health, so when working near a tree, the drip line should be temporarily marked (snow fence works great) to prevent incursion into this area by equipment and supplies. For permanent protection, a mulched circle, free of lawn, around the base of the tree is preferred.

Village bylaws put the responsibility for the care of the boulevard and street trees in the hands of the adjacent property owner who could be held accountable for damage to the area.

Street Cleaning

Builders are responsible for ensuring that dust, dirt, mud or any other debris does not end up on the public streets. Failure to comply with this requirement may result in the cost of street cleaning being deducted from your damage deposit.

Erosion Control

Builders are responsible for keeping soil and sediment on the site and off the sidewalks and streets. If the Village is required to clean the street, loss of all or a part of a damage deposit may be used to pay for it.

Changing Grades

Adding or removing fill from your lot may require prior approval from the Village. Changing the grade of one lot can cause damage to neighbouring lots, for which you may be liable for the costs of these damages. Check with the staff at the Village Planning Department before making any changes to the grades on your property.

Cost of Permits

- The cost for a Plumbing Permit is based on the number of fixtures being installed (e.g. toilet, sink, shower, bathtub etc.)
- The cost for a Building Permit is based on the value of construction.

