

Building Permit Hub user guide: Submitter

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Introduction

Purpose of the user guide

We are excited to introduce you to the Building Permit Hub, a digital tool designed to streamline and simplify the submission process for building permit applications. This document contains instructions for submitting a building permit application.

Overview of Building Permit Hub

The Building Permit Hub will make it easier for builders and developers to digitally submit building permit applications for new housing and for local and Indigenous governments to receive and process the applications. With the Building Permit Hub, submitters can easily access necessary forms and submit documentation in a unified and user-friendly platform.

Target audience for this guide

The submitter's role is to submit completed building permits to the appropriate jurisdiction. Your responsibilities include:

- Completing the building permit application
- Uploading any requested documentation
- Familiarizing yourself with the local jurisdiction requirements

Getting started

Using a web browser, navigate to the [Building Permit Hub](#). The landing page contains information on why this tool was created and some of the benefits of using the Building Permit Hub.

Building Permit Hub

The B.C. government is working with partners at all levels across government and First Nations to standardize and streamline the building permit process, unlocking the construction of more homes, faster.



Easily upload required building permit information



Best-practices from local jurisdictions



Easy to follow instructions to help you submit a building permit application

Access my building permits

You can use either your BCeID account or the Building Permit Hub login to log in to the Building Permit Hub. You can also link your BCeID account to your Building Permit Hub account later on.

> Login

> Register for account

Who is this for?

- I want to build housing
- I am an industry professional
- I am a homeowner and need a building permit for housing
- Building Permits in BC for Housing
- I am a local government or First Nation and want to accept digital building permit applications

[What do I need?](#)



Why use this tool?

The Building Permit Hub helps you submit a building permit application through a streamlined and standardized approach across jurisdictions in B.C. This tool connects you with local government and First Nation information to support the building permit submission process.

What do I need for a housing building permit?

Building permits are important to ensure your housing is safe, legal and compliant. Building permit requirements vary by local jurisdiction and depend on local servicing, zoning and bylaw requirements (e.g. rural services vs. urban, tree bylaws, etc.).

Where

Find your local building permit authority.

Location or civic address



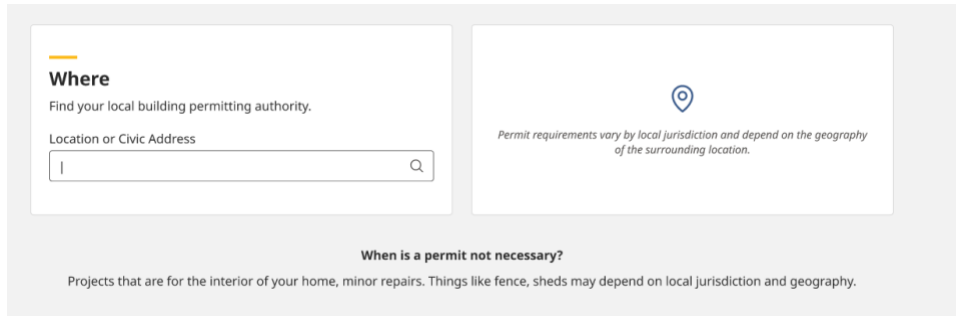
Permit requirements vary by local jurisdiction and depend on the geography of the surrounding location.

When is a permit needed?

Permits help ensure that construction and major renovations follow local bylaws, the building code and health and safety standards. You will need the required permits before any stage of a project can start. Projects for the interior of your home or minor repairs may not

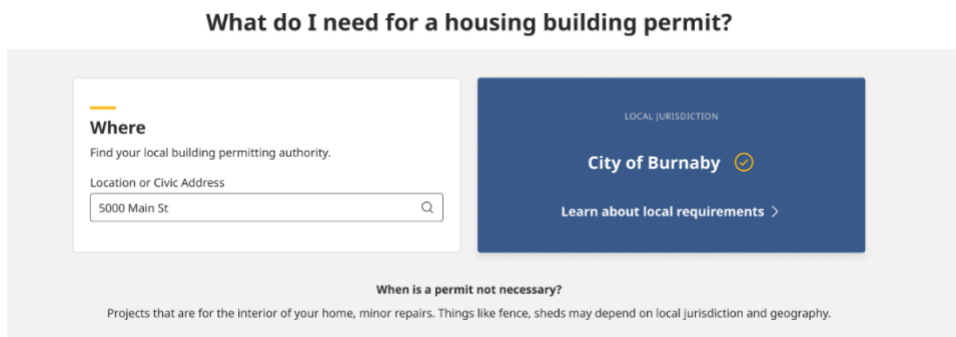
Local jurisdiction information

Enter your construction project location or civic address where the construction activity will occur and where the building permit will be needed.



The screenshot shows a search interface with a section titled "Where" containing the text "Find your local building permitting authority." Below this is a search box labeled "Location or Civic Address" with a magnifying glass icon. To the right, a message states "Permit requirements vary by local jurisdiction and depend on the geography of the surrounding location." Below the search box, a section titled "When is a permit not necessary?" provides information: "Projects that are for the interior of your home, minor repairs. Things like fence, sheds may depend on local jurisdiction and geography."

The local or Indigenous government will be displayed.



The screenshot shows a page titled "What do I need for a housing building permit?". It features a search box with "5000 Main St" entered. To the right, a blue box displays "LOCAL JURISDICTION" and "City of Burnaby" with a location pin icon. Below this is a link that says "Learn about local requirements >". Below the search box, a section titled "When is a permit not necessary?" provides information: "Projects that are for the interior of your home, minor repairs. Things like fence, sheds may depend on local jurisdiction and geography."

Click on “Learn about local requirements” to go to a page for the jurisdiction that contains information specific to where and what you are looking to build such as checklists and contacts and offers advice on things to look out for.

Login with your BCeID account

To use the Building Permit Hub you need either a Basic or Business BCeID account.

Logging in with Basic BCeID

1. If you already have a Basic BCeID account simply log in with your username and password.

Register with Basic BCeID

Follow these instructions to register with Basic BCeID.

1. [Register for BCeID.](#)
2. Answer the questions on the screen as you proceed through registration.
3. Once you register with BCeID and complete any identity proofing step, you will be able to login to the Building Permit Hub.

Register with Business BCeID

Follow these instructions to register with Business BCeID. The person who completes the registration process also creates the first account. They will have administrative powers to create and manage other accounts.

1. [Register for Business BCeID.](#)
2. Answer the questions on the screens as you proceed through registration. Your path through the registration screens differs depending on how you answer the questions.
3. Once you register your organization with Business BCeID and complete any identity proofing step, you will also have your administrative Business BCeID account.
 - a. We suggest you create another administration account for an appropriate backup person(s) to provide coverage when you are not available. Accounts in your organization with administrative powers will create and manage all future accounts.

Getting help with BCeID

Check if your organization is registered

Search the [Business Directory](#) to see if your organization is registered. If you are having trouble using the search tool please use the [contact us](#) information on the [BCeID web site](#) to contact the BCeID helpdesk for assistance.

If you find your organization is registered with Business BCeID

- Choose one of the BCeID business managers shown for your organization, and request they create a Business BCeID account for you.
- Confirm you can use your account by [logging in.](#)
- Return to step 3 of the invitation and follow the instructions.

If your organization is not registered with Business BCeID

Your organization needs to be registered with Business BCeID. You can register your organization if you are authorized to act for your organization for such agreements.

If you can't, you must find somebody who is, and they register your organization with Business BCeID. Ask them to:

- Read and follow the registration instructions at the end of this insert.
- Confirm the administration account they create during registration by [logging in](#).
- Have the account administrator create an account for you in the organization with their new account so you can login to the Building Permit Hub.

Note: Every account in your organization belongs to, and is only used by, a specific person, there is no generic account for the organization.

Once you have your account confirm you can use your account by [logging in](#).

Draft permits page

Once you are logged in, the draft permits page will be displayed. This is a summary of all the building permit applications created by you in the Building Permit Hub.

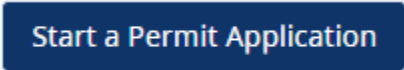
You can navigate using that tabs at the top to view your draft or submitted permits.

The screenshot shows the 'My Active Permits' page in the Building Permit Hub. At the top, there is a header with the 'BRITISH COLUMBIA Building Permit Hub' logo on the left, and 'My Permits' and 'Menu' buttons on the right. Below the header, there are two tabs: 'Draft Permits' (which is active) and 'Submitted Permits'. The main content area has a dark blue background with the text 'My Active Permits' and a faint house icon. Below this, there is a button labeled 'Start a permit application'. Underneath, there is a section titled 'Draft Permits' with a dropdown menu set to '10' and the text '0 Total Items'. To the right of this section, there are search and sort controls: a search box with a magnifying glass icon and the word 'Search', and a 'Sort by' dropdown menu currently set to 'Application # - Ascending'. At the bottom right of the search area, there are navigation arrows and a page number '1'.

Building Permit Hub application instructions

Start a new building permit application

Click "Start a permit application" to start a new building permit application



The follow page will be displayed.

The screenshot shows the top of the Building Permit Hub website. The header includes the British Columbia logo and the text "Building Permit Hub". On the right, there are links for "My Permits" and a "Menu" button. Below the header is a breadcrumb trail: "Home / Permit Applications / Create New". A large dark blue banner contains the text "Start a permit application" and a faint house icon. Below the banner is a white box with a heading "Before you submit a building permit application, please ensure your proposed building siting and design complies with:" followed by a bulleted list of links: "provincial building code", "local zoning bylaw", "official community plan regulations", "applicable development permit areas", and "variances outlined in a local bylaw". Below the list is a note: "For more information and specific building drawing requirements and checklists, contact your local jurisdiction. Find your local jurisdiction". Below this is a section titled "Location for permit" with two input fields: "Address" (with a location pin icon and "Select..." text) and "Parcel Identification (PID) No." (with a dropdown arrow). A "Back" button is located below the input fields.

Enter the location for the permit and select the parcel identification number (PID) from drop down list

Location for permit

Address	Parcel Identification (PID) No.
<input type="text" value="141 W 14th St, North Vancouver, BC"/>	<input type="text" value="028163745"/>

Select the permit type “low density residential”. This includes:

- Single-Detached House (including secondary suite)
- Duplex (including secondary suite)

Select work type “new construction”. New construction includes new building or the expansion of an existing building for modifications such as a secondary suite.

Work Type

New Construction

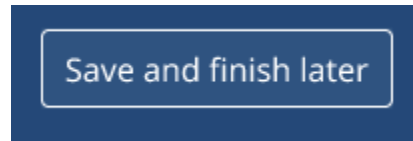
[Select >](#)

A blank building permit application form will appear. Start your application and follow the prompts to complete the application.

The screenshot shows the 'Contact Information' section of a building permit application form. The header includes the location 'North Vancouver: 141 W 14th St, North Vancouver, BC', the application status 'DRAFT New Construction - Low Density Residential', and the application number 'CNR-001-000-021'. A green notification states 'New permit application started!'. The form includes a privacy notice and a 'Help' button. The 'Contact Information' section is expanded to show 'Applicant contact details' with fields for 'Applicant Information' (First name, Last name, Email, Phone, Address, Organization) and a dropdown for 'Is applicant the same as...'. The dropdown options are Owner, Agent, Applicant, and Contractor/Builder. A 'Main project contact' option is also visible. The form includes 'Collapse all' and 'Go to top' buttons.

Save a building permit application

Click "Save and finish later" to create a draft building permit application.



Edit a saved building permit application

Click "Resume" to continue working on a saved application.

Submit a building permit application

Click "Submit application" to submit your building permit application.



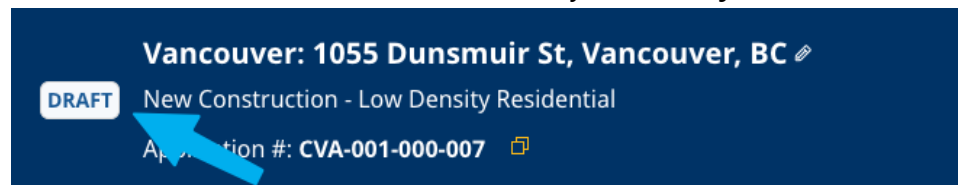
Create a nickname for a permit application

You can give your permit application a nickname by clicking the pencil button beside the location of the project. Please be aware that this nickname will remain with the application and will be visible by others in the application process.



Status of application

The status of the building permit application(s) is categorized into three stages: "draft", "submitted", and "viewed" or received by the local jurisdiction.

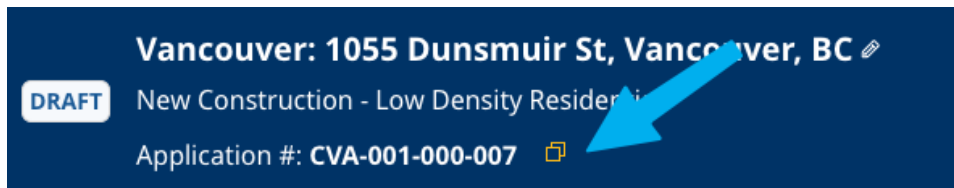


Application number

The application number is a number generated by the Building Permit Hub.

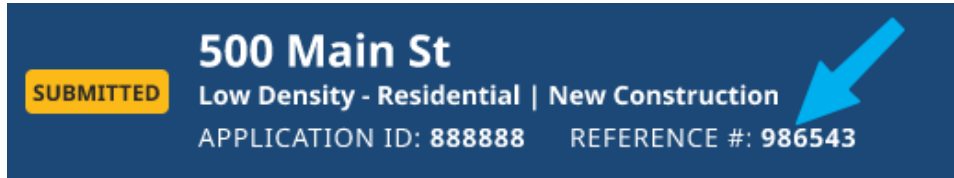
The copy button will copy this number to your clipboard for future use as needed.

Please note the first 3 letters are related to the name of the local jurisdiction the application will be submitted to.



Reference number (After submission)

Depending on the jurisdiction, you may receive a reference number for your submitted building permit application.



The different sections of the application are displayed down the left side column of the screen. Clicking these will take you to that section of the application. Once a section is completed, the open circle will be replaced by a checkmark.



Click "Collapse all" to close all sections on the permit application. "Expand all" will open all the sections on the permit application. "Go to top" will take you to the top of the building permit application window.

Collapse all

↑ Go to top

Tips from local jurisdictions

The "Tip" section provides valuable guidance from the receiving building permit authority, tailored to your specific local jurisdiction.

Tip

Question format

Each section is divided into the following parts:

- Question
- Choices or plain text field for your response
- Help Text = Helpful information or links to reference sources

^ Landscaping, Vegetation, Natural Features

Confirm your site plan has all of the below unless explicitly stated otherwise by the local jurisdiction building permit guide and information and zoning bylaw * **Question**

Location of (onsite and offsite/adjacent) of bodies of water, watercourses, wetlands, steep slopes, streamside or protected habitats **Choices**

Location and size of existing onsite and adjacent city owned trees incl. label trees to be removed or retained **Help text**

Riparian area regulation, Municipal tree protection bylaw, Urban forest guidance

Question types

Address *

Organization

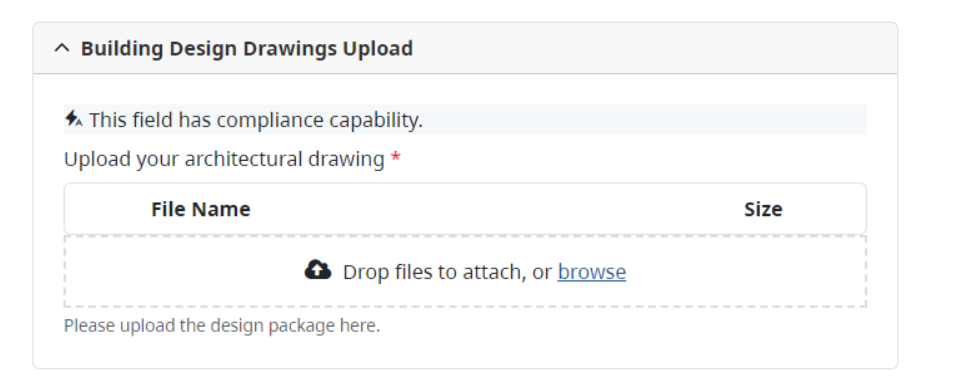
Is applicant the same as... *

Required fields are marked with a red star *

Fields without a red start are not required.

Upload supporting documents

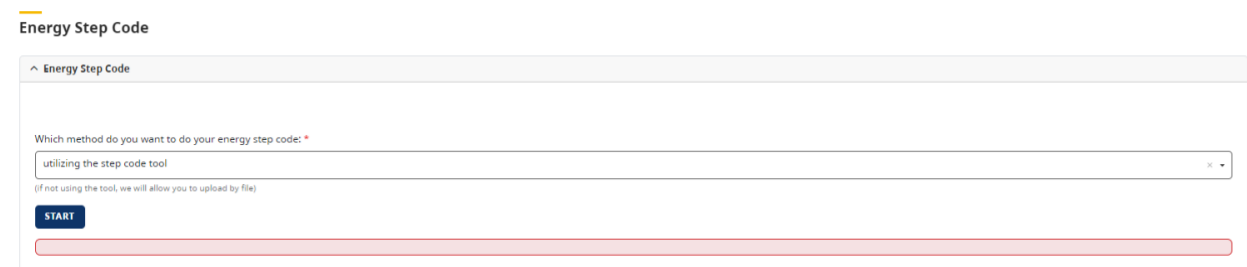
To upload documents, drag files to the upload box or click “browse” to open windows explorer and select the files.



The screenshot shows a form titled "Building Design Drawings Upload". At the top, there is a header with a chevron icon and the text "Building Design Drawings Upload". Below the header, there is a light blue banner with a lightning bolt icon and the text "This field has compliance capability." Underneath the banner, the text "Upload your architectural drawing *" is displayed. A table with two columns, "File Name" and "Size", is shown. Below the table is a dashed border box containing a trash can icon and the text "Drop files to attach, or [browse](#)". At the bottom of the form, the text "Please upload the design package here." is displayed.

Energy Step Code Tool

Select “utilizing the step code tool” from the dropdown menu. Click “START”



The screenshot shows a form titled "Energy Step Code". At the top, there is a header with a chevron icon and the text "Energy Step Code". Below the header, the text "Which method do you want to do your energy step code: *" is displayed. A dropdown menu is shown with the text "utilizing the step code tool" and a close icon. Below the dropdown menu, the text "(if not using the tool, we will allow you to upload by file)" is displayed. A blue button with the text "START" is shown. Below the button is a red progress bar.

The Step Code Auto-compliance tool will open in a separate window.

Step Code Auto-Compliance Tool

Automatically generate your BC Energy Step Code Compliance Report

BC Step Code Compliance Checklist - Part 9 Buildings

- Energy Step Code
- Zero Carbon Step Code

For Performance Paths:

- 9.36.6. BC Energy Step Code ERS
- 9.36.6. BC Energy Step Code NECB
- 9.36.6. Passive House
- 9.36.5 BC Energy Step Code

More details can be found at energystepcode.ca

⚠ Before you start

Please make sure you have finished uploading all your finalized drawings before generating the report. If you make changes to your uploaded drawings after import, you will need to go through this Step Code Auto-Compliance Tool again.

Import

BC Building Code Performance Compliance Path:

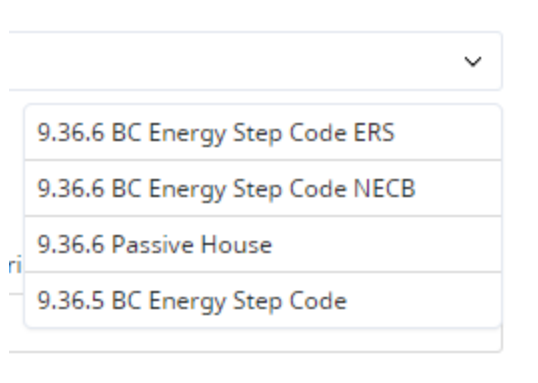
Select ▼

Select .h2k file

No file chosen

District Energy EF	District Energy Consumption
<input type="text"/>	<input type="text"/>
Other GHG EF	Other GHG Consumption
<input type="text"/>	<input type="text"/>

Select the BC Building Code Performance Compliance Path from the dropdown menu.




A screenshot of a web application showing a dropdown menu. The menu is open, displaying four options: "9.36.6 BC Energy Step Code ERS", "9.36.6 BC Energy Step Code NECB", "9.36.6 Passive House", and "9.36.5 BC Energy Step Code". The dropdown is positioned below a text input field.

Click "Choose file" to upload .h2k files

Select .h2k file

No file chosen

You can return to your permit application by clicking the "Back to permit application" button in the top right corner of the screen. "My permits" will take you to your draft permit page.

 My Permits

[Back to Permit Application](#)

Tips for Successful Submissions

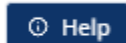
Best Practices for Completing Applications

View the [best practices](#) for using the Building Permit Hub.

Additional resources

Contacting support

You can click the floating "Help" button to launch a help window.

 Help

For further assistance, submitters can contact our support team at

Dictionary of terms

A [dictionary of terms](#) collection of words from the Building Permit Hub and their definitions has been created.