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.

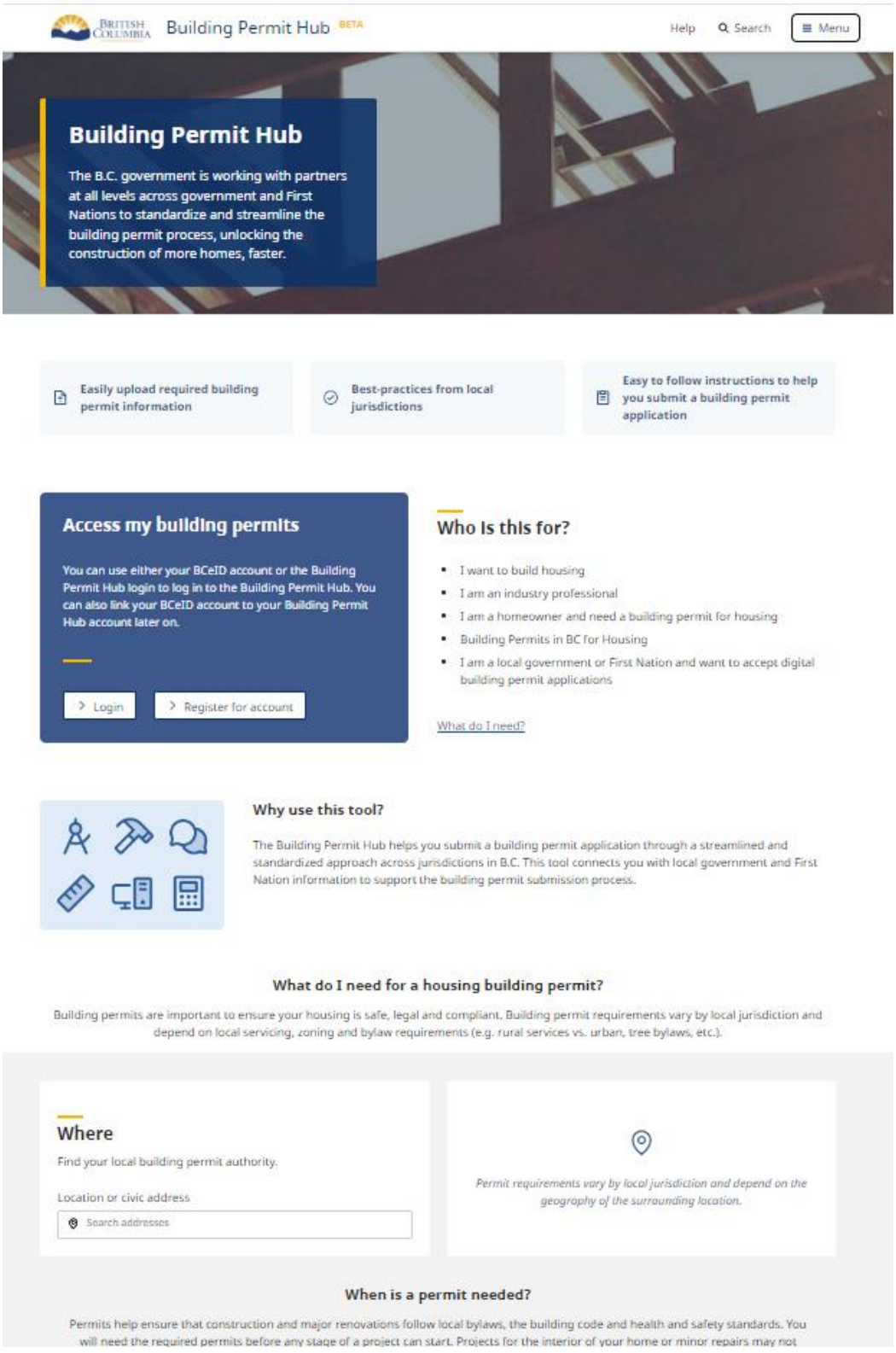
Target audience for this guide

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

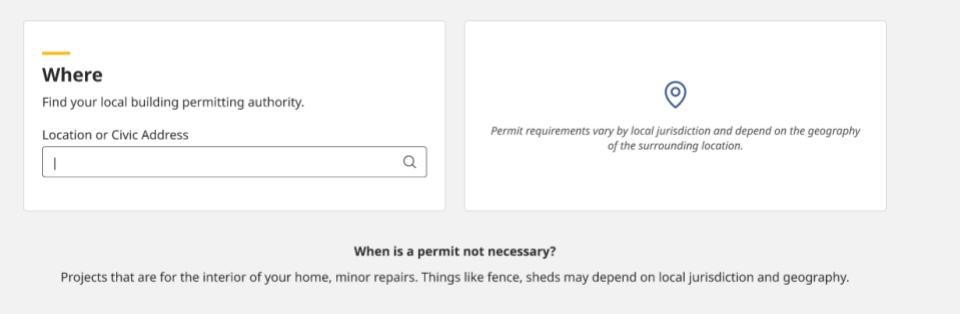
Getting started

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.

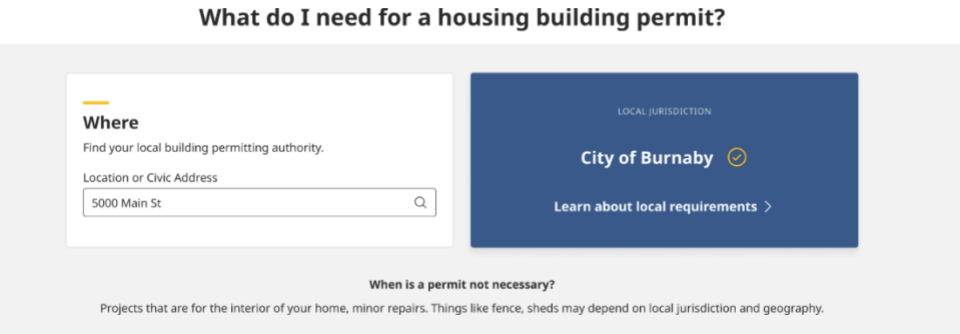

Building Permit Hub BETA
Help
Search
Menu
Building Permit Hub
The B.C. government is working with partners at all levels across government and First Nations to standardize and streamline the building permit process, unlocking the construction of more homes, faster.
Easily upload required building permit 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
Search addresses
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 local or Indigenous government will be displayed.



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.

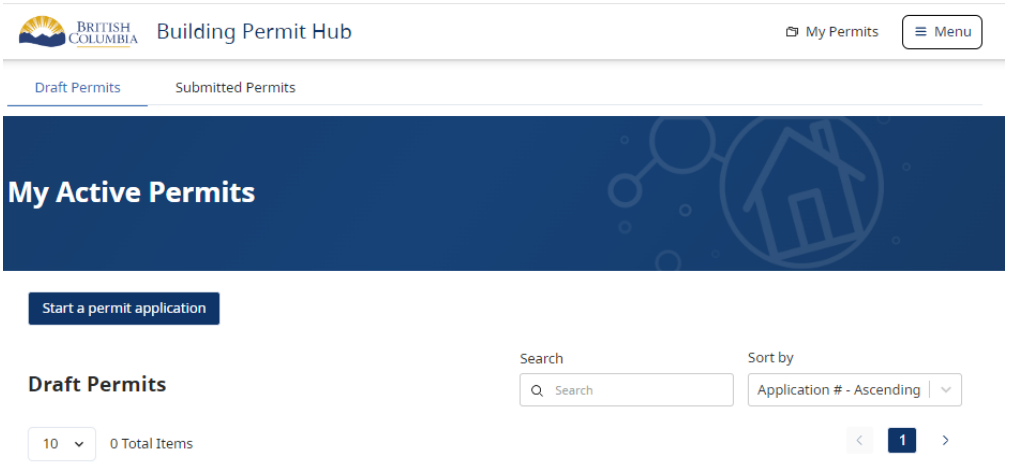
Note: Every account in your organization belongs to, and is only used by, a specific person, there is no generic account for the organization.

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.

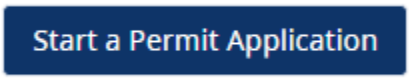
You can navigate using that tabs at the top to view your draft or submitted permits.



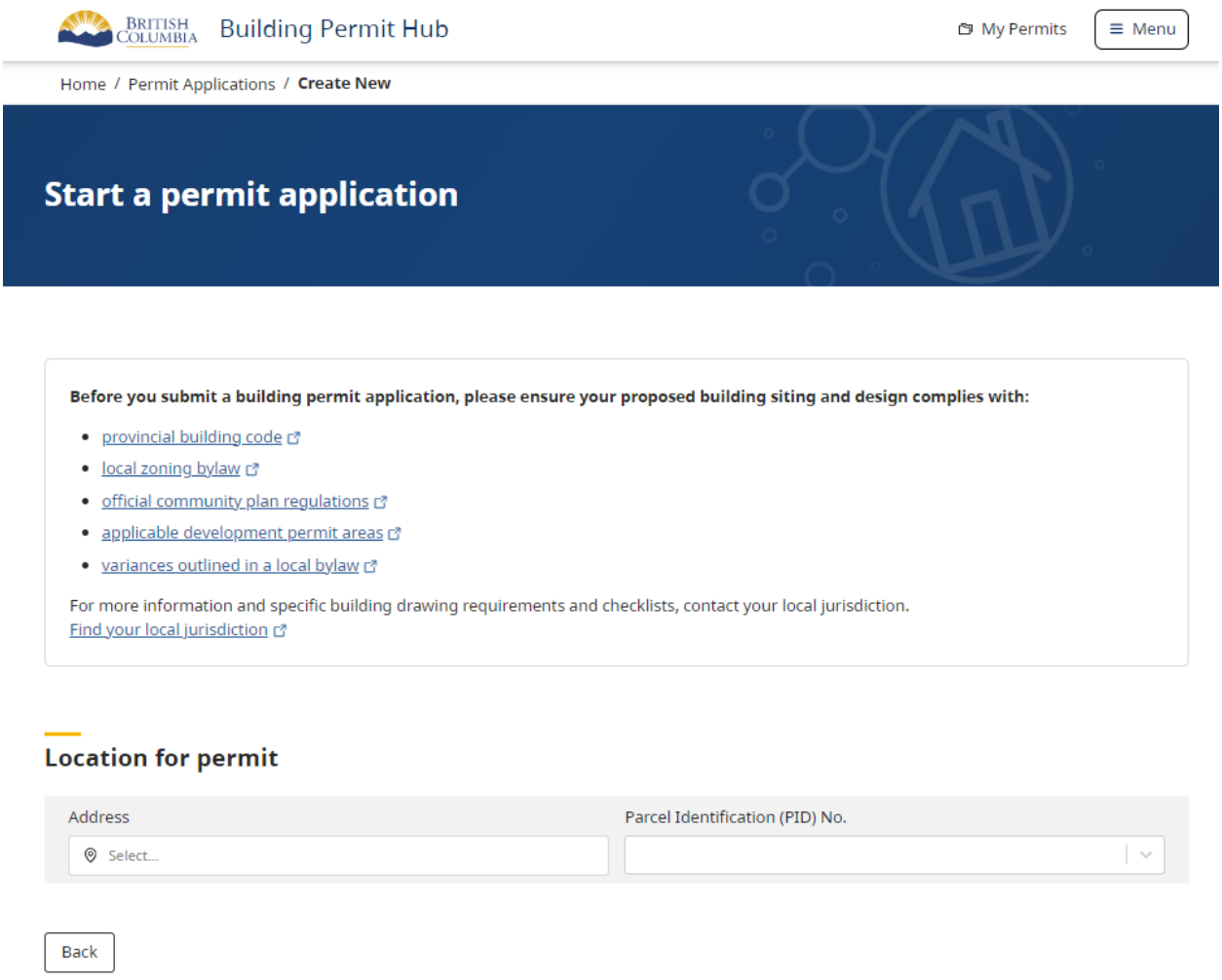
Building Permit Hub application instructions

Start a new building permit application

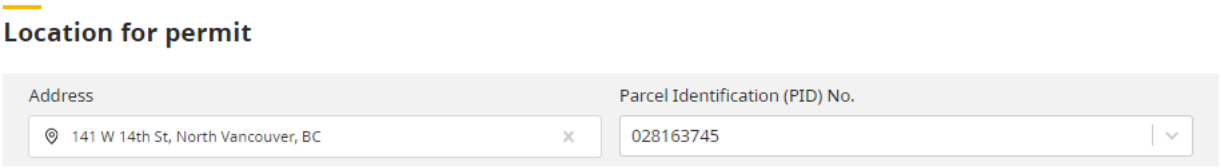
Click “Start a permit application” to start a new building permit application



The follow page will be displayed.



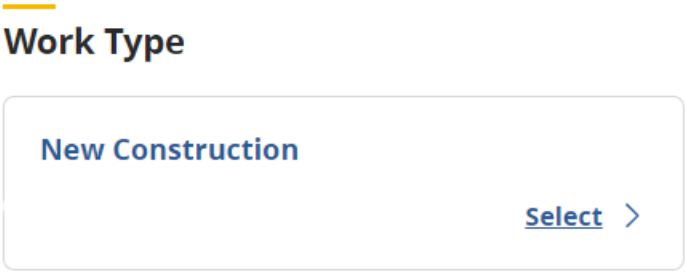
Enter the location for the permit and select the parcel identification number (PID) from drop down list



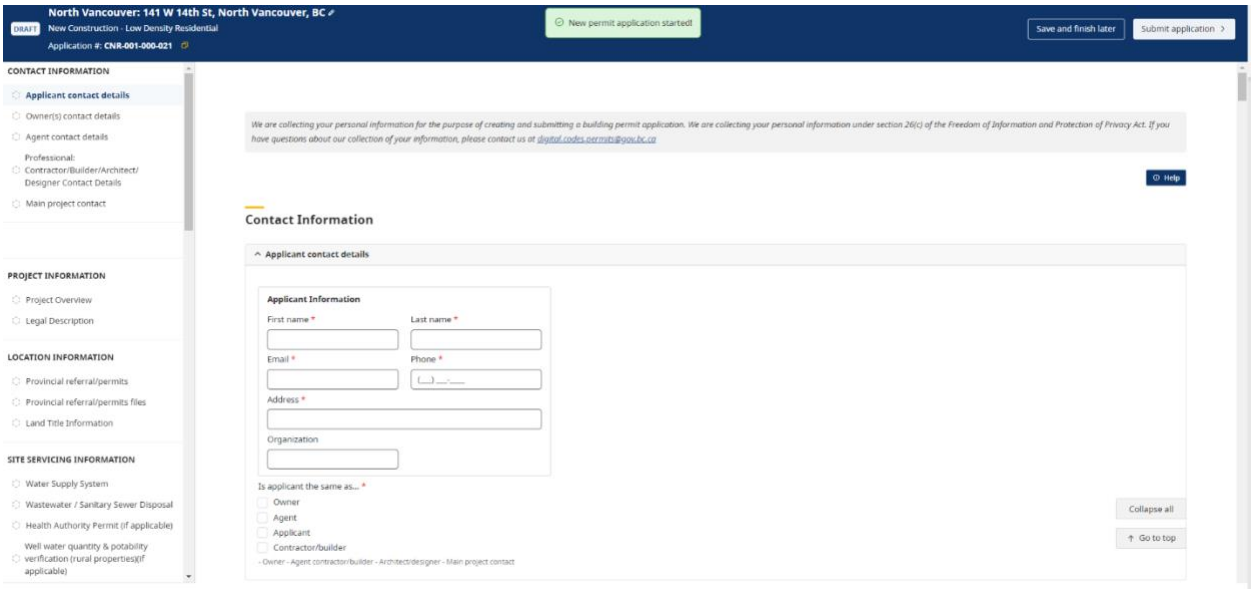
Select the permit type “low density residential”. This includes:

- 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.



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



Save a building permit application

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

Edit a saved building permit application

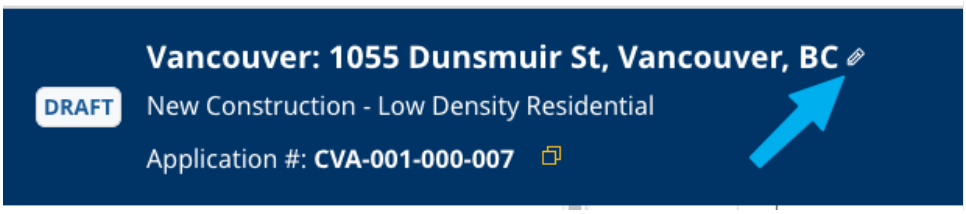
Click “Resume” to continue working on a saved application.

Submit a building permit application

Click “Submit application” to submit your building permit application.

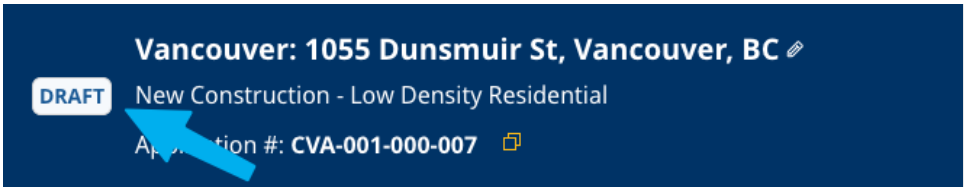
Create a nickname for a permit application

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

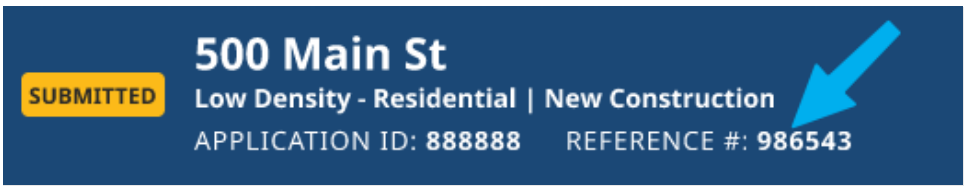
The application number is a number generated by the Building Permit Hub.

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.

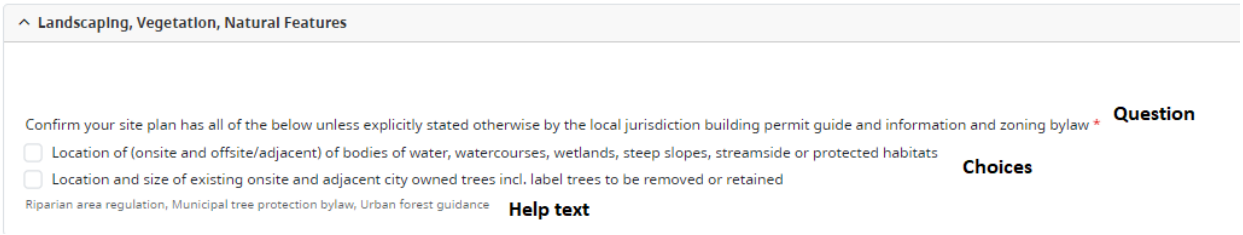
Tips from local jurisdictions

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

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



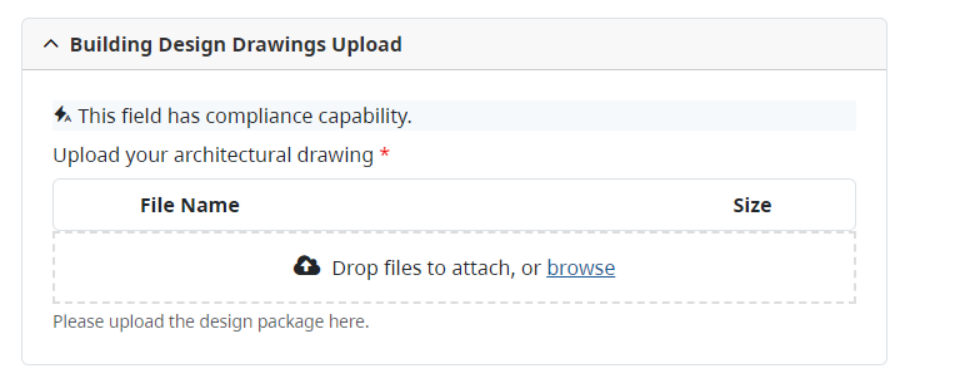
Question types

Required fields are marked with a red star *

Fields without a red start are not required.

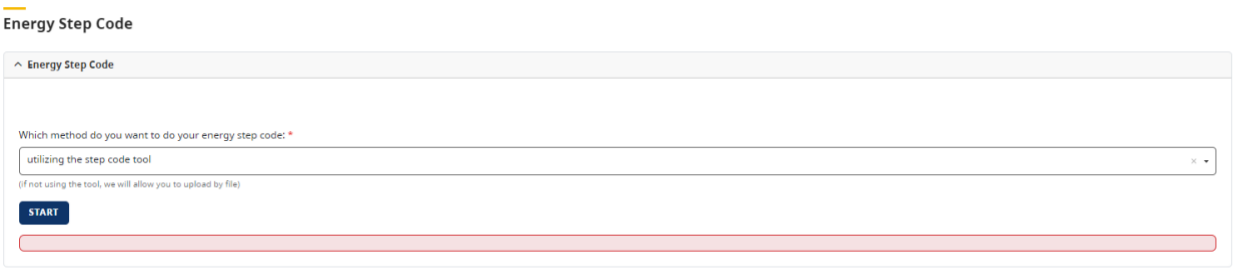
Upload supporting documents

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

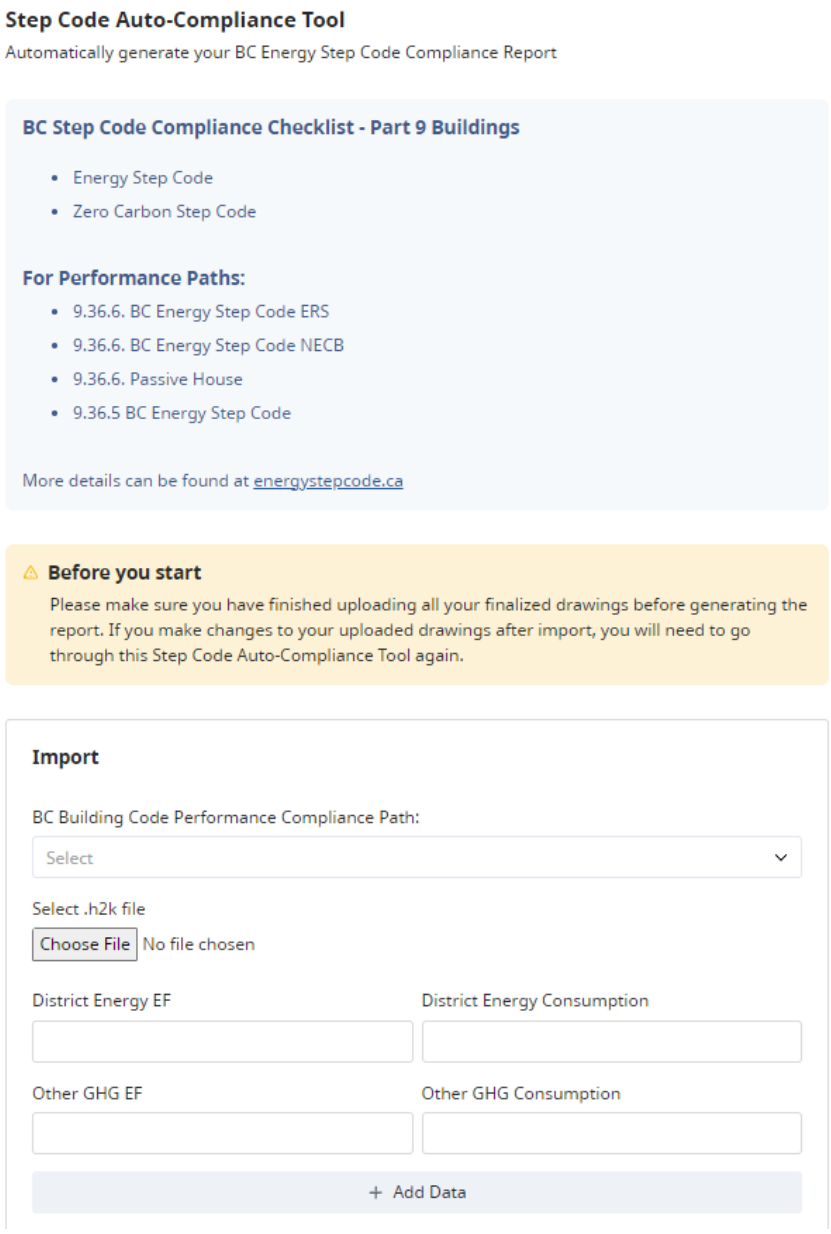


Energy Step Code Tool

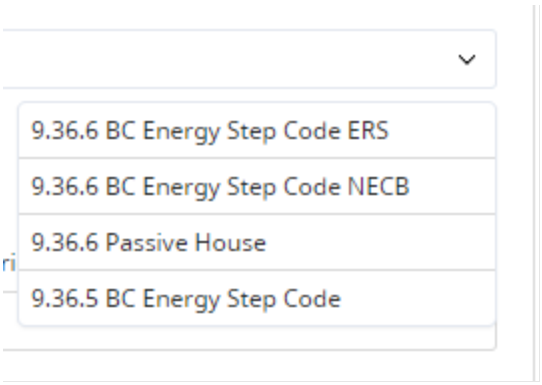
Select “utilizing the step code tool” from the dropdown menu. Click “START”



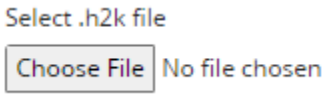
The Step Code Auto-compliance tool will open in a separate window.



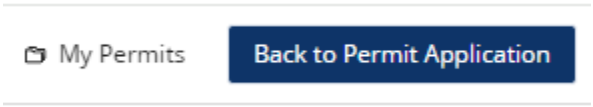
Select the BC Building Code Performance Compliance Path from the dropdown menu.



Click “Choose file” to upload .h2k files



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.



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.

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.