Building Permit Hub user guide: Submitter

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Overview of the Building Permit Hub

We are excited to introduce the Building Permit Hub, a digital tool designed to streamline and simplify the building permit application process. The Hub simplifies the process for builders and developers to submit digital applications for new housing projects. It also helps local and Indigenous governments easily receive and process these applications. With the Building Permit Hub's unified and user-friendly platform, submitters can access the necessary forms and digitally submit their documentation across multiple jurisdictions, making the process more efficient and accessible.

Purpose of the user guide / roles and responsibilities

This document contains instructions for submitting a building permit application.

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

- Completing the building permit application
- Uploading any requested documentation
- Understanding local permitting requirements

Getting started

Using a web browser, navigate to the <u>Building Permit Hub</u>. 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 across all levels of government and First Nations to standardize and streamline the building permit process and unlock the construction of more homes, faster.	
Easily upload required building Standardized required building permit information across participation	equirements Easy to follow instructions to help you submit a building permit application
Access my building permits Use your BCeID account to log in or register for the Building Permit Hub	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 • I am a hocal government or First Nation and want to accept digital building permit applications What do I need?
standardized approach across jurise	submit a building permit application through a streamlined and dictions in B.C. This tool connects you with local government and First building permit submission process.
What do I need for a hor Building permits are important to ensure your housing is safe, legal and depend on local servicing, zoning and bylaw requirem	compliant. Building permit requirements vary by local jurisdiction and
Communities you can submit Building Permit applications in: <u>VII</u> Kootenay <u>City of Kamloops</u> Town of Ladyamith <u>City of Nanaimo</u> Re <u>Vancouver</u> <u>Town of Osoyoos</u> <u>Regional District of Peace River</u> <u>City of</u> and more	gional District of North Okanagan Corporation of the City of North
Where Find your local building permit authority. Location or civic address Search addresses Can't find your address? <u>Browse list of jurisdictions</u>	© Permit requirements vary by local jurisdiction and depend on the geography of the surrounding location.

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.

Where Find your local building permitting authority. Location or Civic Address	Permit requirements vary by local jurisdiction and depend on the geography of the surrounding location.
When is a permit Projects that are for the interior of your home, minor repairs. Things	

The local building permitting authority (e.g. local government or Indigenous government) will be displayed.

Where	LOCAL JURISDICTION
Find your local building permitting authority.	City of Burnaby
Location or Civic Address 5000 Main St Q	Learn about local requirements >

What do I need for a housing building permit?

Click on "Learn about local requirements" to access a page for your local jurisdiction. This page will provide information specific to the location and type of construction project you're planning. It includes checklists, contact details, and helpful 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 the instructions below to register with Basic BCeID.

Step 1: Register for BCeID.

Step 2: Answer the questions on the screens as you proceed through registration.

Step 3: Once you register with BCeID and complete any identity proofing step, you will be able to log in to the Building Permit Hub.

Register with Business BCeID

Follow these instructions to register with Business BCeID.

Step 1: Register for Business BCeID.

Step 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.

- 1. Once you register your organization with Business BCeID and complete any identity proofing step, you will also be the owner of your administrative Business BCeID account with administrative powers to create and manage other accounts.
 - a. We recommend creating an extra admin account for a backup person(s) in case you're unavailable. Admin accounts in your organization can create and manage other accounts as needed.

Getting help with BCeID

Check if your organization is registered

Search the <u>Business Directory</u> to see if your organization is registered. If you are having trouble using the search tool, please use the <u>contact us</u> information on the <u>BCeID web site</u> 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 <u>logging in</u>. In a web browser, navigate to the <u>Building Permit Hub</u>. Use your BCeID account information to login.

Using the Building Permit Hub

When you log in, you will be directed to the My Active Permits page. 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.

BRITISH COLUMBIA	Building Permit Hub		My Permits
Draft Permits	Submitted Permits		
My Active	Permits		
Start a permit a	oplication		
Draft Permi	ts	Search Q Search	Sort by Application # - Ascending >
10 🗸 0 Tota	al Items		< 1 >

Building Permit Hub application instructions

Start a new building permit application

Click "Start a permit application".

Start a Permit Application

The following page will be displayed.

Home / Permit Applications / Create New	
Start a permit application	
Before you submit a building permit application, please ensure your propose	ed building siting and design complies with:
• provincial building.code [경	ed building siting and design complies with:
 provincial building code 같 local zoning bylaw 같 	ed building siting and design complies with:
• provincial building code C	ed building siting and design complies with:

Location for permit

Address	Parcel Identification (PID) No.
♥ Select	· · ·

Back	
------	--

Enter the address of the construction project for which you are applying for a building permit, then select the parcel identification number (PID) from the dropdown list.

Location for permit

Address	Parcel Identification (PID) No.
◎ 6401 Maple Dr, Osoyoos, BC ×	005567297 × V

Select the permit type "Small-Scale/Multi-Unit Housing (Part 9 of BC Building Code)"



Applies to the construction of new housing units (e.g., new builds) and the creation of additional units (e.g., secondary suites) through alterations of existing buildings (houses and garages) of up to 600m2 and up to 3 storeys.

- Single-detached houses and duplexes (e.g., with and without secondary suites)
- Townhouses, multiplex or houseplex (e.g., triplex, fourplex, etc.)
- Accessory dwelling units (ADU) (e.g. garden suite, laneway house or garage conversion)
- House alterations to create a secondary suite (e.g., basement suite and/or addition)

Select work type "New Housing Construction".



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

Suilding Building	Permit Hub - Admin Panel BETA		Super Admin		
DRAFT Town of Osoyoos: 6401 Mag New Construction - Small-scale/Mul Application #: TOS-001-000-062		Q R Collaborators (0)	Save and fi	nish later Submit	t application >
CONTACT INFORMATION	You're applying to the Town of Osoyoos Please verify that this building permit is in compliance	e with <u>local zoning bylaws</u> 다'for t	this specific location	n.	① Help
PROJECT INFORMATION Property information Project overview (new construction)	We are collecting your personal information for the pu are collecting your personal information under section If you have questions about our collection of your info	26(c) of the Freedom of Inform	nation and Protect	tion of Privacy Act.	
LAND TITLE INFORMATION	 Contact information				
SITE SERVICING INFORMATION	Contact information	STATU	s Draft v R	Assign (0)	
 Water supply system Wastewater sewage system Stormwater management system 	Owner(s) contact details			× Remove	
 Energy utility type 	ⓓ Save			↑ Go to top	Collapse all

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 project's location. Please be aware that this nickname will remain with the application and will be visible to 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)

You may be given a reference number for your building permit application, depending on the jurisdiction you're submitting your application to.

	500 Main St
SUBMITTED	Low Density - Residential New Construction 🧾
	APPLICATION ID: 888888 REFERENCE #: 986543

The application has different sections listed on the left side of the screen. Click on any section to go to it. When you finish a section, the open circle will turn into 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 offers valuable guidance tailored to your local jurisdiction, provided by the receiving building permit authority.

ФТір

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

The building design drawing package must include all of the following items unless your local building permit guide, checklist, or zoning bylaw says otherwise.

Cross section

Elevations

- Foundation plan/crawl space plan
- Roof plans/roof truss and beam layout drawings
- Floor plans

Please ensure that you have reviewed the requirement checklists, local bylaws and guidance **Question**

I have reviewed the requirement checklists, local bylaws and guidance Response

BPH-Building Design Drawings & Site/Survey Plans Requirements Checklist V.2024.09.01 Help text/link

Question types

Address *		
Organization		

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 select files using Windows Explorer.

Please ensure that you have reviewed the requirement checklists, local bylaws and guidance

I have reviewed the requirement checklists, local bylaws and guidance

BPH-Building Design Drawings & Site/Survey Plans Requirements Checklist V.2024.09.01

Upload building design drawing package

File Name Size	A This field has Auto-Compliance capability		
	File Name		Size
Drop files to attach, or <u>browse</u>	(Drop files to attach, or <u>browse</u>	

Please upload the building design drawing package here.

Energy Step Code Tool

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

Energy and	Zero	Carbon	Step	Codes

Energy and Zero Carbon Step Codes compliance	STATUS Draft ~	요 <u>Assign (0)</u> ^
Before you start please make sure you have finished upl drawings before generating the report. If you make cha import, you will need to go through this Step Code Auto	nges to your uploade	ed drawings after
Which method do you want to use for the step codes	?	•
(if not using the tool, we will allow you to upload by file)		

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

۵	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 Com	npliance Path:
Select	
Select .h2k file Choose File No file chosen	
District Energy EF	District Energy Consumption

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



Click "Choose file" to upload .h2k files

Select .h2k file

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.



For further assistance, submitters can contact our support team at <u>digital.codes.permits@gov.bc.ca</u>

Dictionary of terms

A <u>dictionary of terms</u> collection of words from the Building Permit Hub and their definitions has been created.