

**BUILDING PERMIT APPLICATION**

P.O. Box 40, 500 – 2 Avenue NE  
Salmon Arm, BC, V1E 4N2  
TEL: (250) 803-4000

**OFFICE USE ONLY**

PERMIT NO.: \_\_\_\_\_

APPLICATION DATE: \_\_\_\_\_ CIVIC ADDRESS: \_\_\_\_\_

PROJECT NAME | OWNER: \_\_\_\_\_

LEGAL DESCRIPTION: LOT: \_\_\_ BLK: \_\_\_ PLAN: \_\_\_\_\_ SEC.: \_\_\_ TWP: \_\_\_ RGE: \_\_\_

ZONING: \_\_\_\_\_ VALUE OF CONSTRUCTION: \$ \_\_\_\_\_ DP WAIVER SUBMITTED? YES  NO

HOMEOWNER PROTECTION DOCUMENTS PROVIDED: YES  NO  - DATE: \_\_\_\_\_

REVITALIZATION TAX EXEMPTION APPLICATION SUBMITTED? YES  NO  // IS THE PROPERTY IN THE ALR? YES  NO

SETBACKS: FRONT: \_\_\_\_\_ REAR: \_\_\_\_\_ SIDE (R): \_\_\_\_\_ SIDE (L): \_\_\_\_\_ ROAD CENTERLINE: \_\_\_\_\_

WAS THE BUILDING CONSTRUCTED PRIOR TO 1990? YES  NO  (IF YES – ASBESTOS DECLARATION FORM MUST BE COMPLETED)

APPLICATION TO: CONSTRUCT  INSTALL  DEMOLISH  OTHER  AS FOLLOWS: \_\_\_\_\_

Are there any Schedule 2 Uses? (see attached SCHEDULE 2 information) Yes  No

If YES, a **CONTAMINATED SITE DISCLOSURE STATEMENT (SDS)** form **MUST** be fill out and submitted to the City.

Find the SDS form on the Ministry of Environment (MOE) website [Site Remediation Services | British Columbia](#). Until the City receives & reviews the SDS Schedule 2 information, your Building Permit Application will be placed on HOLD. Note: If no Exemptions apply, the SDS form will be forwarded to the Ministry for further review. Your Building Permit application will remain on HOLD until such time MOE's decision is received.

**OFFICE USE ONLY:** ROLL No. \_\_\_\_\_ OCCUPANCY CODE \_\_\_\_\_

DEVELOPMENT PERMIT AREA? YES  NO  DP# \_\_\_\_\_ VARIANCE PERMIT? YES  NO  VP# \_\_\_\_\_

LEGAL NON-CONFORMING FOR: SITING: YES  NO  PARKING: YES  NO

• **NAME OF OWNER:** \_\_\_\_\_ PH#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

• **CONTRACTOR:** \_\_\_\_\_ PH#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Residential Business Licence #: \_\_\_\_\_

• **DESIGNER/ARCHITECT:** \_\_\_\_\_ PH#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

IN CONSIDERATION OF THE GRANTING OF THIS PERMIT, I/WE AGREE TO RELEASE AND INDEMNIFY THE CITY OF SALMON ARM, ITS COUNCIL/BOARD MEMBERS, EMPLOYEES AND AGENTS FROM AND AGAINST ALL LIABILITY, DEMANDS, CLAIMS, CAUSES OF ACTION, SUITS, JUDGEMENTS, LOSSES, DAMAGES, COSTS AND EXPENSES OF WHATEVER KIND WHICH I/WE OR ANY OTHER PERSON, PARTNERSHIP OR CORPORATION OR OUR RESPECTIVE HEIRS, SUCCESSORS, ADMINISTRATORS OR ASSIGNEES MAY HAVE OR INCUR IN CONSEQUENCE OF OR INCIDENTAL TO THE GRANTING OF THIS PERMIT OR ANY REPRESENTATION, ADVICE, INSPECTION, FAILURE TO INSPECT, CERTIFICATION, APPROVAL, ENFORCEMENT OR FAILURE TO ENFORCE THE CITY OF SALMON ARM BUILDING BYLAW OR THE BRITISH COLUMBIA BUILDING CODE AND I/WE AGREE THAT THE CITY OF SALMON ARM OWES ME/US NO DUTY OF CARE IN RESPECT OF THESE MATTERS.

I HAVE READ THE ABOVE AGREEMENT, RELEASE AND INDEMNITY, AND UNDERSTAND IT.

PRINT | WITNESS NAME

SIGNATURE | OWNER

SIGNATURE – AGENT | CONTRACTOR | CONTRACTOR  
(PLEASE CIRCLE)

SIGNATURE | WITNESS

NON-REFUNDABLE APPLICATION FEE - \$200.00

NON-REFUNDABLE APPLICATION FEE - \$51.00  
(SWIMMING POOLS, RETAINING WALLS, Misc.)

Information provided by this form may be subject to Freedom of Information and Protection of Privacy Act inquiries.

\*NOTE: Unless otherwise instructed by the owner, information on this form will be released on an internet base.

BUILDING PERMIT FEE \$ \_\_\_\_\_  
 SERVICES (on-site) \$ \_\_\_\_\_  
 CHARGE-OUT ACCOUNT \$ \_\_\_\_\_  
 DEVELOPMENT COST CHARGES (DCC'S) \$ \_\_\_\_\_  
 BUILDING SECURITY DEPOSIT (BLDG-DEP) \$ \_\_\_\_\_  
 DECLARATION RECEIVED (security deposit option)  YES  NO  
 WATER ON / OFF FEE (#50-1410-1400) \$ \_\_\_\_\_  
 DP WAIVER FEE (10-1560-0400 - \$50.00) \$ \_\_\_\_\_  
**TOTAL** \$ \_\_\_\_\_

**LETTERS OF CREDIT:**

Engineering (off-site) \$ \_\_\_\_\_  
 Planning \$ \_\_\_\_\_  
 TOTAL \$ \_\_\_\_\_

**DEV. PERMIT # \_\_\_\_\_ ISSU DATE \_\_\_\_\_**

**APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_**

**WATER:**  Inspection Fee \$ \_\_\_\_\_  
 Size \_\_\_\_\_  New Service Estimate Cost \$ \_\_\_\_\_  
**SANITARY:**  Inspection Fee \$ \_\_\_\_\_  
 Size \_\_\_\_\_  New Service Estimate Cost \$ \_\_\_\_\_  
**STORM:**  Inspection Fee \$ \_\_\_\_\_  
 Size \_\_\_\_\_  New Service Estimate Cost \$ \_\_\_\_\_

WATER METER - Size \_\_\_\_\_ Cost \_\_\_\_\_  RF  
 ELECTRICAL - U/G \_\_\_\_\_ O/H \_\_\_\_\_  
 LEGAL ACCESS \_\_\_\_\_  
 EASEMENTS \_\_\_\_\_  
 CULVERT \_\_\_\_\_

DCC CREDITS \_\_\_\_\_ APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

SUBDIVISION and DEVELOPMENT SERVICING BYLAW NO. 4163, SECTION 5 EXEMPTIONS: Yes  Exemption Section \_\_\_\_\_  
 No  List / attach servicing requirements  
 Meets existing requirements

**ENGINEERING DEPARTMENT PERMIT CONDITIONS:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PLANNING DEPARTMENT PERMIT CONDITIONS:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**BUILDING DEPARTMENT PERMIT CONDITIONS:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

BUILDING PERMIT APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



**BUILDING INSPECTION DEPARTMENT**  
 Box 40, 500 – 2 Avenue NE  
 Salmon Arm, BC, V1E 4N2  
 Phone: (250) 803-4003 Fax: (250) 803-4041

Permit #: \_\_\_\_\_ Office Use Only

## Owner's Acknowledgement of Responsibilities Agreement Pertaining to the following:

1.	<b>ADDITION, ALTERATION OR RENOVATION TO A SINGLE FAMILY DWELLING OR DUPLEX</b>
2.	<b>NEW SINGLE FAMILY DWELLING OR DUPLEX</b>

Homeowners and builders are responsible for ensuring that City of Salmon Arm property is not damaged during construction. This includes, but is not limited to, damage to roads, curbs, pipes, culverts, sidewalks, water valve risers, and cleanouts. It also includes actively protecting the storm drain system from deleterious materials, including placing protective materials and barriers around City property and using sediment control.

***NOTE:** Any construction or maintenance on City property requires approval from the City. Damage to individual utilities such as BC Hydro, Rogers/Shaw/Telus or FortisBC gas, should be reported immediately to the respective service provider as well as the City of Salmon Arm.*

**PROJECT INFORMATION:**

Civic Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_

Property Owner Email: \_\_\_\_\_

*If different from above:*

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

**DAMAGE CHECK:**

It is advised that you inspect your property, the adjacent public boulevard, and the downstream catch basins for damage prior to taking control of the property or prior to applying for a Building Permit. In the event you find a problem, you should document it and inform the Building Department at the City of Salmon Arm immediately at **250 803 4003**. Any damage found by City staff after commencement will be deemed to be your responsibility.

After reviewing the above notes, please check one of the following:

- No damage** to City property or infrastructure was found prior to start of construction.

I, \_\_\_\_\_, the owner or duly authorized signatory for the person, company or strata corporation applying for the permit or approval have inspected all visible City works and services (road, curb, sidewalk, street lighting, water, service caps, etc.) in front of or on the property at:

\_\_\_\_\_  
(civic address)

and do acknowledge and understand that I am responsible for all costs associated with repairing all damage not noted above to the standards established by the City of Salmon Arm.

**DECLARATIONS:**

I, \_\_\_\_\_, the owner or duly authorized signatory for the person, company or strata corporation applying for the permit or approval do acknowledge and understand that I am responsible for all costs associated with repairing all damage not noted above to the standards established by the City, and that if I do not affect any required repairs as directed by the City then the City may undertake the repairs and invoice me for the costs of the repairs, and I will pay any invoice from the City within thirty (30) days.

Owner's initials

I, \_\_\_\_\_, the owner or duly authorized signatory for the person, company or strata corporation applying for the permit or approval do further acknowledge and understand that if I do not pay any invoice from the City within thirty (30) days, then pursuant to the relevant sections of the Community Charter (s. 17, 258 & 259), the City may apply any unpaid amount to the property tax roll for the above noted property, and the City may collect those funds in the same manner as unpaid taxes.

Owner's initials

I, \_\_\_\_\_, the owner or duly authorized signatory for the person, company or strata corporation applying for the permit or approval do further acknowledge and understand that if I have either sought legal advice with respect to signing this agreement or have chosen voluntarily not to seek independent legal counsel.

Owner's initials

**SIGNATURES:**

\_\_\_\_\_  
Signature of Owner / Agent / Strata Council Representative DD / MM M/ YYYY  
Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant DD / MM M/ YYYY  
Date: \_\_\_\_\_

\_\_\_\_\_  
Civic Address

\_\_\_\_\_  
Signature of City Representative DD / MM M/ YYYY  
Date: \_\_\_\_\_

# A GUIDE TO BUILDING PERMIT APPLICATIONS

**This guide is not a legal document. The intent is to assist the Applicant through the Building Permit application process. Request for the following information is authorized through Part 21 - Building Regulations of the Local Government Act, City of Salmon Arm Building Bylaw #3939 as amended, and the current addition to the BC Building Code.**

**Following the steps herein does not constitute approval of an application. Diligence given in the preparation of this guide, the City of Salmon Arm assumes no responsibility or liability. It is encouraged and advised to review the applicable legislation and bylaws and conduct inquiries with Development Services Department.**

## WHEN IS A BUILDING PERMIT REQUIRED?

### A Building Permit is required to:

- construct a new home.
- construct a new accessory building over 10 m<sup>2</sup> (108 ft<sup>2</sup>) such as a garage or storage shed.
- construct an addition
- renovate an existing building (i.e. erecting interior partitions, finishing a basement, enclosing a carport, adding exterior openings).
- construct a multi-family, commercial, industrial, or public use building.
- install, replace or change a sign (Sign Permit).
- enclose a porch or construct a roof over a sundeck.
- install a swimming pool (siting only).
- move or demolish a building.
- install a mobile home.
- construct or install a masonry or factory built chimney or fireplace, or wood burning appliance.
- build or install a temporary building.
- construct a retaining wall exceeding 1.2m (4 ft) in height between finished grades.
- construct a farm building where public will be attending or number of workers exceeds 1 per 40m<sup>2</sup> (431 ft<sup>2</sup>).

Anyone who is in violation of the Building Bylaw by not having a building or plumbing permit may be subject to a fine of \$150 per day (Bylaw 2760).

## PRE-APPLICATION STAGE

To discuss your permit application, an appointment may be scheduled during City Hall operating hours with a Building Official, whom are not available to help with the designing of projects.

## APPLICATION & SUPPORT DOCUMENTS

Mail or deliver your completed application form **along with the application fee and the required support documentation** to the Development Services Department. See **“Checklist for Standard Building Permit”** for a complete list of all required documentation.

### Title Certificate:

A copy of the current State of Title Certificate (max. 30 days old) is to be provided complete with copies of any restrictive covenants or easements (if applicable). A title search may be obtained online at [www.ltsa.ca](http://www.ltsa.ca) or by contacting the Land Titles Office by phone at 1-877-577-5872

### Construction Drawings:

Provide two (2) sets of construction drawings accurately dimensioned and drawn to scale. These drawings must be of sufficient detail and clarity to show conformance with the BC Building Code and City building bylaw and should include, but are not limited to, the following:

### Site Plans

- Legal plot plan of the lot.
- Private sewage disposal systems, any wells, natural drainage courses and streams etc.
- Names of all roads abutting the property.
- North arrow.
- Complete and accurate legal description of the property and the civic address.
- Location of the proposed building structure as well as any existing structures on the property.
- Access driveways and parking area.
- Servicing criteria (i.e. sizes of services necessary to service the project - water, sanitary and storm sewer).

### Lot Grading Plans:

Required for the construction of a New Home, and shall comply with the requirements of the Subdivision and Development Servicing Bylaw and be produced by a Professional Engineer. Contact the City Engineering Department for further information: [engineering@salmonarm.ca](mailto:engineering@salmonarm.ca)

### Floor Plans:

- Complete and accurate floor plans of each level, correctly dimensioned and drawn to scale showing all details of the proposed building.
- Building dimensions.
- Room sizes and proposed use of all rooms and spaces.
- Location of all plumbing fixtures.

Cont. page 2

- Mechanical/electrical details; including type of heating & details on mechanical ventilation.
- Size and swing of doors.
- Location and size of windows.
- Species and grade of lumber framing materials, etc.

**Elevations:**

- Side, back and front elevations.
- Building height, finished and original grades including road elevation.

**Cross Sections:**

- Structural details showing method of construction to be used for foundations, walls, floors, roof, etc.
- Structural details showing the sizing of foundations, joists, beams, columns, rafters or trusses, etc.
- Stair and or ramp detail.
- Specifications relating to all materials used including:
  - Construction details
  - Roofing materials
  - Wall sheathing
  - Exterior finishes
  - Vapour barrier details
  - Subflooring
  - Interior finish materials

**Energy Efficiency & Ventilation Information:**

- Details, specifications and effective insulation calculations for every different building assembly that separates conditioned space from unconditioned space; such as: above grade walls, rim joists, below grade walls, ceilings, floors, slabs, etc.
- Completed TECA Ventilation Checklist (for each residential dwelling unit).

**Engineered Components:**

Drawings of all proposed engineered roof or floor trusses, roof or floor joists and beams are required.

**Professional Design and Field Review:**

The services of a Professional Engineer or Architect may be required depending on the complexity of the project. The Building Code, the Architect’s Act and City of Salmon Arm Building Bylaw 3939 all provide information as to when a professional is required. If services of a Professional Engineer or Architect are required, two (2) sets of stamped drawings and a Schedule B.

**Septic System:**

Where the City of Salmon Arm sanitary sewer is not available, a copy of the **Sewage Disposal Proof of Filing**, from the Interior Health Authority, Salmon Arm Health Unit, must be received. All onsite disposal systems must be designed, installed and approved by a Registered Onsite Waste Water Practitioners.

Interior Health Authority Salmon Arm Health; Unit, 851 - 16th Street NE, PH: (250) 833-4100.

**Water:**

When City water is not available, submitting proof of potable water by a report from a Ground Water Geologist or Qualified Professional Engineer is required, and the requirements of the Subdivision and Development Servicing Bylaw.

The City’s Website, [www.salmonarm.ca](http://www.salmonarm.ca) lists the relevant sections of the Subdivision & Development Servicing Bylaw and/or are available at City Hall.

A covenant must be registered stating the City of Salmon Arm will be “saved harmless” from supplying potable water.

**Homeowner Protection Office (HPO):**

All new Single Family Dwellings and Multi-Unit Residential buildings require registration with the HPO and copy of the **HPO New Home Registration Form** submitted with the building permit application.

- Phone: 1-800-407-7757
- Website: [www.bchousing.org/licensing-consumer-services/builder-licensing](http://www.bchousing.org/licensing-consumer-services/builder-licensing)

**REVIEW OF THE BUILDING PERMIT APPLICATION**

The application is reviewed for completeness, including all required supporting documentation. If the application is determined incomplete, processing is held until all required information is provided.

Where a Development Permit or Variance Permit application is under consideration by Council, the Building Permit is held and not issued until such time the Development Permit or Variance Permit receives approval for issuance.

**The following is a partial list of some of the Building Department checks:**

- contractors and sub-trades must have a valid City of Salmon Arm Business License
- plans are in accordance with the Zoning Bylaw, Building Bylaw and the BC Building Code
- conditions of Development Permit are met
- adherence to restrictive covenants and easements

Upon satisfactory submission of the Building Permit application, circulation of the application to the Fire Department, if applicable, for comments and to the Engineering Department, for servicing requirements and fees.

**COVENANTS RELATED TO HAZARDS OR ENVIRONMENT**

Additional covenants may be required to ensure ongoing protection of the environment or to address potential hazards. Some projects will require the registration of:

- Alternate Storm Water Covenant
- Well/Surface Water Covenant
- Flood Plain Covenant
- Riparian Area Covenant

**BUILDING PERMIT APPLICATION PROCEDURES FOR MOBILE HOMES**

Mobile Homes must be constructed to one of the following CSA Standards.

- **A-277 M-1990**, or
- **CAN/CSA Z.240 MH SERIES-M-86.**

Mobile Homes meeting the above standards can be placed on residential lots provided they are a minimum of 5.5 m. (18. ft.) wide, and the foundation conform to current BC Building Code requirements.

The application does not require structural details of the modular home itself, but it must include:

- copy of the Current State of Title
- two (2) site plans of the lot showing the accurate location of the modular home
- two (2) sets of drawings showing the following:
  - floor plans Cont. page 3
  - elevation drawings
  - foundation plan with sectional details
  - decks, additions, etc. must have full drawings.

## BUILDING PERMIT APPLICATION PROCEDURES FOR SIGNS

The applicant shall obtain all necessary permits as required in the City of Salmon Arm Sign Bylaw and Zoning Bylaw before erecting, placing, rebuilding, reconstructing, altering or moving any sign.

To obtain a sign permit you must fill out an application form complete with the following documentation:

- Legal description and civic address of the lot upon which the sign is to be located.
- Plan or plans of sign drawn to scale.
- Dimensions and weight of the sign's supporting members.
- Maximum and minimum height of the sign.
- Dimensions, fabricator's name and weight of the sign and, where applicable, the dimensions of the wall surface of the building to which it is to be attached.
- Proposed location of the sign in relation to the face of the building, in front of or above which it is to be erected.
- Proposed location of the sign in relation to the boundaries of the lot upon which it is situated.
- If the sign is to be illuminated, the colours to be used and the technical means by which this is to be accomplished.
- Where the sign is to be attached on an existing building, a current photograph of the face of the building to which the sign is to be attached.
- The size and location of all existing signs on the property and/or building or buildings.
- Structural, footing details and material specifications for the proposed sign.
- Total sign area and copy area including all sign faces.

## BUILDING PERMIT APPROVAL

The Building Official reviews the entire application information and outlines the Building Permit approval or denial conditions. When all requirements are met, the Building Official issues the permit. Staff will provide you with all the details concerning the fees and charges of your Building Permit, in addition inspection procedures.

Building permit applications are reviewed and/or issued with the following conditions:

- Applications, not issued within 1 year from date of application due to insufficient information, are considered void.
- Building permits are valid for 2 years from the date of issuance provided work commences within the initial year.

## ADDITIONAL PERMITS

### Plumbing Permit:

A Plumbing Permit is required for the installation of any plumbing fixtures and installation or replacement of sewer and water lines. Plumbing Permits are only issued to qualified tradesmen who hold a valid City Business Licence. Homeowners wishing to do their own plumbing must be the registered owner and occupier of the single family dwelling. The Owner must prove that he/she is able to satisfactorily complete the proposed work by providing a *detailed* schematic layout of the plumbing.

### Fire Department Permits:

Buildings containing fire alarm systems, emergency lighting or fire sprinklers will require a separate permit through the Fire Department - call 803-4060 for further information.

## ADDITIONAL FEES

At the time of building permit issuance, you may be required to pay additional fees for servicing and development cost charges and additional permits.

- Building Permits may trigger necessary Servicing / Frontage Upgrades and/or other requirements under the Subdivision and Development Servicing Bylaw. Additional costs may apply. For further information contact - [engineering@salmonam.ca](mailto:engineering@salmonam.ca)
- Assessed Development cost charges may for Multi-unit Residential, Commercial, Institutional, or Industrial buildings may apply where the value of work authorized by the building permit exceeds \$50,000.
- Plumbing, wood stove, swimming pool, retaining wall and sign permits are all separate and subject to additional permit fees.
- Except for accessory buildings and swimming pools a security deposit is required for new single family dwellings (\$1000), additions and alterations to single family dwellings (\$300); other types of construction: 1% of construction value (to a maximum of \$5000).

## QUESTIONS?

City Staff recommend a scheduled appointment to discuss any questions regarding the completion of the Building Application form or related regulations and/or procedures.

**City of Salmon Arm  
Development Services Department  
500 - 2nd Avenue NE  
Box 40  
Salmon Arm, BC, V1E 4N2**

**Telephone:** (250) 803-4003  
**Fax:** (250) 803-4041  
**Email:** [planning@salmonarm.ca](mailto:planning@salmonarm.ca)

## ADDITIONAL REFERENCE MATERIAL

Refer to the following documents for more detailed information:

Building Bylaw 3939

Zoning Bylaw 2303

Official Community Plan Bylaw 4000

Subdivision and Servicing Bylaw

The above bylaws are available at: [www.salmonarm.ca](http://www.salmonarm.ca)

2012 BC Building Code

2012 BC Plumbing Code

2012 BC Fire Code

**What is parcel or land permeability?**

“Permeable surface” means a porous material that enables storm-water to be absorbed and percolated into subsurface soils, such that it will not run-off, collect, or pool in the course of normal storm events. Thus grassed areas, planting beds and xeriscape (over soils) is permeable while conventional roofs, concrete or asphalt driveways and solid surface decks are not.

**Where and how is it regulated?**

The Zoning Bylaw regulates how much of a parcel, at minimum, must be permeable by zone. Check what your property is zoned and that zone’s provisions for the minimum required. Bylaw general regulations “Permeable Surface Parcel Coverage” provide for the purposes of calculating permeable surface coverage, measured horizontally, the following are not permeable surfaces:

1. buildings and roofed structures (except specific green roofs)
2. asphalt, concrete, grouted pavers, and similar hard surfacing
3. non-permeable artificial turf and similar
4. tongue in groove and solid sheet vinyl, fibreglass, wood or similar decking

And for clarity, structures that retain water such as swimming pools and ornamental ponds are considered permeable.

**All impacted development and building permit applications must submit accurate scaled site plans that clearly identify, describe, and label the proposed surfaces of a parcel along with a calculation of coverage and the % that is permeable vs. non-permeable.**

Under Official Community Plan (OCP) Development Permit Area policy, the extent of land that is permeable versus hard surfaced will be considered. Applications for commercial development, especially on small parcels in the downtown core, may approach zero permeability while residential and suburban property with excessive hard surfacing are prohibited and may not be granted a Permit. Note that at this time, not all zones in the Bylaw have permeability requirements.

**Why do municipalities have permeability requirements in bylaws?**

Permeable soil regulations, common in cities across BC, are in effect for the following reasons:

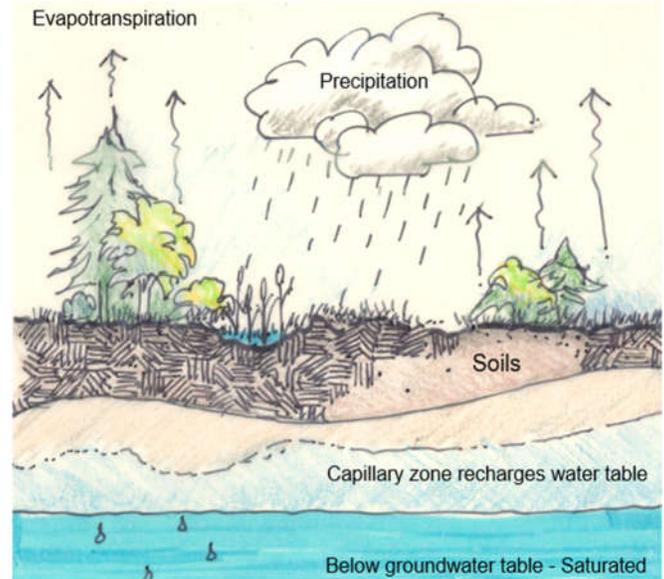
- Salmon Arm’s City piped stormwater system capacity is finite and as development happens (with it more building roofs, parking lots, driveways, sidewalks, etc.), there is a progressive increase in stormwater volumes looking for a way to drain.
- Stormwater that is piped directly off roads and similar hard-surfaces contains more non-point pollution (i.e. heavy metals from vehicles; nutrients from fertilizers; fecal/refuse matter) that runs unfiltered directly into our streams and lakes; whereas, if it percolates through soils into the groundwater, there is opportunity for natural filtration processes to do their work.
- Water storage in the ground and in aquifers reduces flood risk as the infiltration process slows down the impact of an extreme rain event – it holds the water like a sponge, releasing it more gradually than a piped system.
- Percolation/permeability provide an opportunity for viable trees and other planting to give us better air quality and shade.

**What if my property is mostly hard-surfaced and does not have the required permeability %?**

This means that your property is non-conforming to the Bylaw. While it is lawful non-conforming (i.e. “grandfathered”), you cannot increase the extent of roofs, concrete, or other hard-surfacing further. For example, you cannot build a new accessory building without addressing the % of permeability across your land. This may mean replacing a concrete deck with a slatted deck or asphalt with permeable pavers or constructing a green roof.

**What do I need to submit to the City to calculate the % of permeability on my property?**

You always need to submit an accurate scaled and dimensioned site plan for development applications but add to this, the indication of ALL surfaces that are porous vs hard and do not readily enable water to infiltrate soils. Along with the site plan, the calculation of what the percentage (%) is permeable and how the math resulted at this number. See the explanatory site diagram on the 2<sup>nd</sup> page.



**Where can I find more information?**

To find your property’s zone, go to the Zoning Map:

For the City Zoning Bylaw go to: <https://www.salmonarm.ca/110/Development-Services>

Contact City of Salmon Arm Planning Services at 250.803.4000 for general info.

# Permeability vs. Non-Permeability & Building Coverage Calculation – example



## Calculations:

### Parcel Building Coverage and Permeable vs. Non-Permeable

Assume parcel is 20m x 35m = 700m<sup>2</sup>

#### Total bldgs parcel coverage

Bylaw max @ 45% x 700m<sup>2</sup> = 315m<sup>2</sup>  
 Proposed footprint = 202 \* m<sup>2</sup> so 28.9%  
 \*Dwelling 120 + carport 32 + ADU 50 = 202

#### ADU parcel coverage

Bylaw max @ 20% x 700m<sup>2</sup> = 140m<sup>2</sup>  
 Proposed footprint = 50m<sup>2</sup> so 7.1%  
 (ADU may be 2 storey but use footprint)

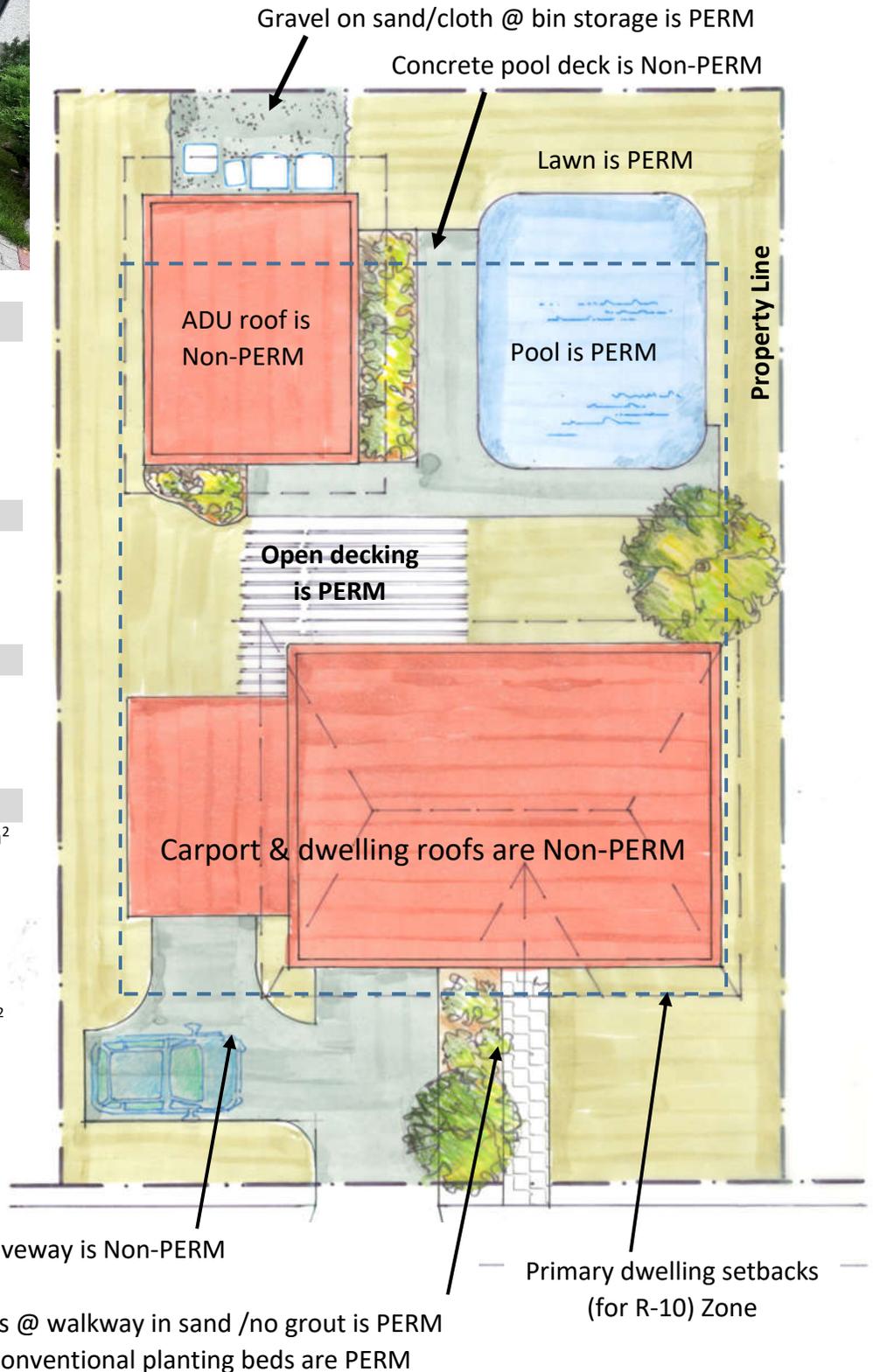
#### Permeable surface coverage

Bylaw minimum @ 40% x 700m<sup>2</sup> = 280m<sup>2</sup>  
 Proposed permeable surfaces (PERM):

Bldgs	202m <sup>2</sup>
Driveway	55m <sup>2</sup>
<u>Pool concrete deck</u>	<u>33m<sup>2</sup></u>

Total Non-PERM surfacing = 290m<sup>2</sup>  
 700m<sup>2</sup> parcel area less 290m<sup>2</sup> = 410m<sup>2</sup>  
 & permeable area @ 410m<sup>2</sup> = 58.6%

This exceeds minimum of 40% and so complies with the Zoning Bylaw.





City of Salmon Arm  
Occupational Health & Safety Program

Exposure Control Plan  
Building Officials Entering A Construction Site  
With Possible Disturbance of Asbestos  
(Constructed Prior to 1990)

**Department:** Development Services, Building Inspection & Bylaw

**Author:** Maurice Roy

**Effective Date:** November 28, 2022

**Revision #**

**Approvals**

**Manager Permits & Licensing**

Signature:

Date:

**Director of Development Services**

Signature:

Date:

**HR/Safety Coordinator**

Signature:

Date:

**Document Location:** This is an online document. Paper copies are valid only on the day they are printed.

**Directory Path to Document:** X:\

## **PURPOSE**

This exposure control plan is designed to reduce the risk of exposure to Asbestos to the City of Salmon Arm building officials when performing inspections or entering buildings for regulatory purposes during construction

## **RESPONSIBILITIES**

### **Employer**

- Ensuring that a program is implemented and maintained that protects the employees from exposure to asbestos
- Providing the owner or contractor with information regarding the danger and control of asbestos containing materials and their responsibility to comply with WorksafeBC regulations.

### **Department Manager/Supervisors**

- Ensuring that work is conducted in a manner that minimizes and adequately controls the risk to workers and others. This includes ensuring that workers use appropriate controls and wear the necessary PPE.
- Maintenance of records
- Initiating immediate investigations into incidents/accidents and reporting these to WorkSafeBC.

### **Safety/HR Coordinator**

- Administering the overall program
- Reviewing the program on an annual basis with the joint health and safety committee.
- Providing general asbestos training and adequate instruction to workers on the hazards associated with inspection activities in buildings built prior to 1990.
- Ensuring that workers using respirators have been properly trained and fit-tested, and that the results are recorded.

### **Workers**

- Participating in all required health and safety education and training.
- Using the assigned protective equipment in an effective and safe manner.
- Following established work procedures as directed by the supervisor.
- Reporting any unsafe conditions or acts to the supervisor.
- Reporting to the employer any exposure incidents or any signs or symptoms of asbestos exposure.

### **Property Owner or Contractor**

- Provide the City of Salmon Arm with an Asbestos Survey and Abatement Certification from the abatement company if completed
- Provide a safe work environment for workers on site

**This Asbestos ECP has been developed to provide additional protection if the work procedures at the construction site are either insufficient or not followed.**

## HEALTH HAZARDS OF ASBESTOS

- Asbestos is a hazardous material. Its fibres are extremely fine and can remain suspended in the air for hours.
- Breathing in asbestos fibres can cause asbestosis (a serious lung disease characterized by scarring and thickening of the lungs), mesothelioma, and other lung cancers. These diseases can result in death
- Asbestos fibers in the lungs may cause lung cancer. Smoking tobacco in combination with inhaling asbestos greatly increases the risk of developing lung cancer.
- Mesothelioma is a rare, rapidly progressing, malignant form of cancer affecting the lining of the chest or the abdominal cavity. There is a strong link between asbestos exposure and mesothelioma.
- Due to the relationship between asbestos exposure and cancer, exposure to asbestos fibers must be kept as low as reasonably achievable (ALARA).
- Demolition and renovation activities conducted without proper controls in buildings built prior to 1990 can release asbestos fibers into the air.

## HAZARD IDENTIFICATION & RISK ASSESSMENT

- Up until 1990, Asbestos was regularly used in a large number of building products, including ceiling texture, drywall mud, flooring, and attic insulation.
- If these materials are disturbed (such as when they are drilled, sawed, sanded, or broken up during renovations or demolition), workers can be exposed to asbestos fibres.
- Before construction starts owners should conduct an asbestos survey to determine where asbestos is present. This survey should be forwarded to the City when an inspection is required.
- If abatement is required, a certificate of completion must be submitted to the City also
- City employees must carry out a risk assessment (Appendix 1) before and on entering the property. Questions the employee must know answers too are as follows?
  - Was the structure built before 1990?
  - Was asbestos identified during a survey?
  - Will the construction project disturb the asbestos?
  - Has the asbestos been professionally remediated?
  - Is there airborne dust present that is noticeable on entering the building?

## EXPOSURE LIMIT

- The 8-hour occupational exposure limit (EL) for asbestos (all forms) is 0.1 fibers per milliliter (fibers/cc).
- As asbestos exposure is linked to lung cancer, the ALARA principle also applies, and workplace exposures must be reduced to levels *as low as reasonably achievable*.

## CONTROL OF ASBESTOS FIBRES

The Occupational Health and Safety Regulation requires employers to select asbestos controls based on the following hierarchy: -

1. Engineering controls (e.g. local exhaust ventilation using a HEPA vacuum)
2. Administrative controls (e.g. cutting when other workers are not in the area)
3. Personal protective equipment (e.g. respirators, coveralls)

However, not entering the site and PPE are the only controls that the City employees have control over.

## Acceptable control methods for entering a construction site with a building built prior to 1990

- The work methods that appear in the table below are acceptable, provided that the respirator selection and other controls are adhered to.
- The control options below will be used to eliminate or reduce the risk to workers from the hazards of exposure to asbestos fibers.

Work activity	Other controls	Personal protective equipment
Entry into a construction site with a building built prior to 1990.	<ul style="list-style-type: none"> <li>• Have homeowner complete an Asbestos Declaration form (Appendix II) and request the following information               <ul style="list-style-type: none"> <li>○ Asbestos survey report</li> <li>○ Will the asbestos be disturbed?</li> <li>○ Abatement Report or Certificate from professional abatement company (if required)</li> </ul> </li> <li>• If the reports are not available, assume everything that is not wood, glass (including fibreglass) or steel is suspect ACM.</li> </ul>	Based on survey report and information provided by the owner or contractor, either: <ol style="list-style-type: none"> <li>1. Enter site without PPE</li> <li>2. Enter site donning PPE               <ul style="list-style-type: none"> <li>• Half-face respirator with P100 series (HEPA) filters</li> <li>• Optional coveralls (e.g., Tyvek type)</li> </ul> </li> <li>3. Refuse to enter the site</li> </ol>

## EDUCATION & TRAINING

- Employees entering structures that are built pre-1990 will require asbestos awareness education
- Employees entering structures that are built pre-1990 will require training on use of a respirator (Section 2 Respirator Program, City of Salmon Arm OHS Manual)
- Records to be kept of education & training

## ANNUAL REVIEW

- This AECP will be reviewed at least annually and updated as necessary by the employer, in consultation with the joint health and safety committee.



**Risk Assessment for Building Inspector Entering House Built Before 1990**

Name of Building Inspector: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Location of Inspection: \_\_\_\_\_

**Assessment Before Entering Building**

Have you been provided with an asbestos survey from the building owner/contractor? Yes No

Was asbestos found? Yes No Unknown due to no report provided

Was asbestos disturbed during construction? Yes No Unknown

Where you provided with a document from the building owner/contractor that says the asbestos has been abated by a professional company? Yes No

**Assessment On Entering Building**

Is the building dusty? Yes No

**Risk Assessment**

- Asbestos was not found during survey– **NO risk of exposure, No PPE required**
- Asbestos was found during survey but not disturbed during renovation/construction– **NO/LOW risk of exposure, No PPE required**
- Asbestos was found but was professionally abated–**NO risk of exposure, No PPE Required**
- Asbestos survey was not completed and professional abatement did not occur. Question home owner or contractor to determine what work was completed (removal of dry wall, vinyl tiles, linoleum, piping insulation, textured walls or ceiling, vermiculite or any other item that may contain asbestos).
  - Area is not dusty and it is unlikely that ACM's were disturbed during construction– **LOW risk of exposure, no PPE required**
  - Area is not dusty or minimal dust, however it is likely that ACM were disturbed – **LOW-MODERATE risk of exposure, respirator shall be worn**
  - Moderate – high level of airborne dust particles are present on entering building and it is likely that ACM were disturbed\_– **HIGH risk of exposure. Leave the building immediately and notify owner or contractor that site needs to be cleaned up before inspection will occur.**



## Asbestos Containing Materials- Information for owner

If you're planning to renovate or demolish a home or building built before 1990, as an owner you need to consider the possibility that you have asbestos containing materials (ACM) in your building/home. Asbestos can be found in many places throughout your home/ building including:-

- 1 Roof felt and shingles
- 2 Loose, blown-in insulation, such as vermiculite
- 3 Incandescent light fixture backing
- 4 Roof gutters can be made of asbestos cement
- 5 Artificial fireplace logs and ashes
- 6 Acoustic tiles
- 7 Deck under-sheeting
- 8 Asbestos pad under the fireplace hearth
- 9 Pipe insulation
- 10 Main panel and fuse box; each fuse wire has an individual asbestos flash guard
- 11 Door and gasket covers
- 12 Backing behind recessed lighting
- 13 Boiler and furnace insulation
- 14 Asbestos can be found in stucco
- 15 Soffit boards can be made of asbestos cement or asbestos insulating board
- 16 Textured or stipple-coated walls and ceilings
- 17 Asbestos cement (transite) board siding and undersheeting
- 18 Outlets and switches
- 19 Gypsum board filling compound, and patching and joint compound for walls and ceilings
- 20 Window putty
- 21 Flooring: vinyl tiles and linoleum sheet flooring; flooring adhesive
- 22 Downpipes can be made of asbestos cement
- 23 Insulation on electrical wires
- 24 Heat reflector for wood stove

When ACMs are disturbed, intentionally or unintentionally, asbestos can be released into the air; and exposure to harmful airborne asbestos can cause serious health concerns for anyone working or living on your property. Identifying ACMs in your property is an important first step to protecting your family, employees or any other workers that are involved in the demolition / renovation work to be done. Once ACMs have been identified, your contractor will be able to tell you if abatement of the ACM is required. You can find more information on [WorksafeBC's website](#).

## Protection of City of Salmon Arm Employees

The City of Salmon Arm is committed to protecting the health & safety of their employees and this includes the exposure to asbestos. The City require all home or building owners to report on the condition of ACM in their building. This allows our employees to do an asbestos risk assessment before inspecting the building. Please complete the Asbestos Declaration form and submit it to the Building Inspectors when requesting an inspection.



**Asbestos Declaration**

Property Owner: - \_\_\_\_\_

Property Address: - \_\_\_\_\_

**If the structure was built in 1990 or later, submit this declaration with the building permit application after completing Part 1**

**PART 1**

What year was the structure built? :- \_\_\_\_\_

**If the structure was built before 1990, please answer the questions in Part 2 and submit this declaration to the building inspection office prior to requesting an inspection.**

**PART 2**

An Asbestos survey has been completed by a certified company Yes  No

(Please attach report)

Asbestos Containing Materials were identified during the survey Yes  No

Asbestos Containing Materials were identified, but abatement was not required Yes  No

Asbestos Containing Materials were abated by a certified company Yes  No

(Please attach report or certificate from abatement company)

I \_\_\_\_\_ (Signature of owner) do declare that the above statements are true.

Date of Declaration: - \_\_\_\_\_

SCHEDULE "1" to  
City of Salmon Arm Building Bylaw No. 3939

**OWNER'S UNDERTAKING / APPOINTMENT OF AN AGENT**

Re: Building Permit # \_\_\_\_\_

Property Address \_\_\_\_\_

Legal Description \_\_\_\_\_

This undertaking is given by the undersigned, as the owner of the property described above, with the intention that it be binding on the owner and that the City of Salmon Arm will rely on same.

The Owner acknowledges that Salmon Arm Bylaw No. 3939 regulates building construction in the City of Salmon Arm and, among other things, describes the responsibilities of the Owner and the role of the Building Inspector in that process.

The Owner will comply with the Bylaw and all bylaws and enactments in force in the City of Salmon Arm with respect to the works for which this building permit is applied for.

The Owner specifically acknowledges having reviewed Sections 1.1 and 5.3 of the Bylaw:

1.1 Purpose of Bylaw

The bylaw, shall, notwithstanding any other provision herein, be interpreted in accordance with this section.

1.1.1 This bylaw has been enacted for the purpose of regulating **construction** within the **City** in the general public interest. The activities undertaken by or on behalf of the **City** pursuant to this bylaw are for the sole purpose of providing a limited and interim spot-checking and **monitoring** function for reason of health, safety and the protection of **persons** and property. It is not contemplated nor intended, nor does the purpose of this bylaw extend:

1.1.1.1 to the protection of **owners, owner/builders, constructors** or occupiers from bodily injury or economic loss;

1.1.1.2 to the assumption by the **City** or any **Building Official** of any responsibility for ensuring the conformance by any **owner, his/her agent** or any employees, constructors or designers retained by him/her, with the **Building Code**, the requirements of this bylaw or other applicable enactments respecting safety;

- 1.1.1.3 to providing any **person** a warranty of design or workmanship with respect to any building or **structure** for which a building **permit** or occupancy certificate is issued under this bylaw;
- 1.1.1.4 to providing a warranty or assurance that **construction** undertaken pursuant to building **permits** issued by the **City** is free from latent or any defects or complies with this bylaw; or
- 1.1.1.5 to the assumption by the **City** or any **Building Official** of any responsibility for ensuring that any **construction** will be geotechnically sound and will not be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence, avalanche or other geohazards.

5.3 Neither the issuance of a **permit** under this bylaw nor the acceptance or review of plans, drawings or supporting documents, nor any inspections made by or on behalf of the **City** shall in any way relieve the **owner** and his/her **agent** from full and complete responsibility to perform the work in strict accordance with this bylaw, the **Building Code** and other applicable enactments respecting safety.

I am the owner of the above-referenced property and hereby authorize:

**Agent** \_\_\_\_\_ (Print Name) to represent me in an application for (please check, where applicable):

- Building Permit (Application # \_\_\_\_\_)
- Moving Permit (Application # \_\_\_\_\_)
- Demolition Permit (Application # \_\_\_\_\_)
- Plumbing Permit (Application # \_\_\_\_\_)
- Fireplace & Chimney Permit (Application # \_\_\_\_\_)

To view or receive copies of:

- Correspondence and/or Permits
- Permit Plans

To receive a building permit:

- As the owner of the subject property prior to transfer of title.

**Owner's Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Witness:** \_\_\_\_\_

**ADDITIONAL  
OWNER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Witness:** \_\_\_\_\_

**Where owner is a company:**

Company  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

\_\_\_\_\_  
Signature of authorized signatory for Company

\_\_\_\_\_  
Name of authorized signatory for Company

\_\_\_\_\_  
Title of authorized signatory for Company

**CITY OF SALMON ARM  
DEVELOPMENT SERVICES DEPARTMENT**

# CHECKLIST FOR STANDARD BUILDING PERMIT

Applicant \_\_\_\_\_ Permit # \_\_\_\_\_

Civic Address \_\_\_\_\_ Phone # \_\_\_\_\_

Applications not accepted for processing without Items marked with asterisk (*).		
*All Standard Permits	*All Single Family Dwellings & Duplexes	
		<p>“Standard Permits” include permits for decks, outbuildings, garages, carports, additions &amp;/or renovations to mobile homes/single family dwellings/duplexes, etc.</p> <p>This checklist does not apply to permits for: complex buildings, mobile home placement, moving and demolishing buildings, chimneys/fireplaces/solid fuel stoves, retaining walls, change of use/occupancy, signs, swimming pools, farm buildings, plumbing, etc.</p>
1	*	Owner’s Letter of Undertaking
2	*	Development Permit Waiver Application Form
3	*	Recent Title Search
4	*	Two (2) Site Plans, to scale
5	*	Two (2) complete sets of construction drawings, to scale
6	*	Existing natural grade and proposed “finished grade” elevations shown on all elevation drawings
7	*	Glazed opening calculations for rear, left and right elevations as per BCBC Table 9.10.15.4
8	*	Has natural grade been altered in any way <input type="checkbox"/> Fill soils on site <input type="checkbox"/>
9	*	HPO (Homeowner Protection Office) registration form
10	*	BC Step Code Compliance Checklist (pre-construction) - see below for link to download <a href="https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/construction-industry/building-codes-and-standards/guides/bc_step_code_-_part_9_compliance_checklist_v1.xlsm">https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/construction-industry/building-codes-and-standards/guides/bc_step_code_-_part_9_compliance_checklist_v1.xlsm</a>
11		Driveway cross-section (required if your building lot has grades in excess of 15%)
12	*	Engineered Truss, Joist and Beam drawings ( <b>all point loads noted</b> )
13		Two (2) sets of stamped drawings and Schedule B from structural engineer (ie: engineered footings & foundations, suspended slabs, overheight wood frame walls, etc)
14		Schedule B from geotechnical engineer (bearing capacity, fill, slope stability, drainage, etc)
15		Proof of potable water (copy of Engineer’s certification of well) covenant required
16		Interior Health sewage disposal filing (required for new construction, renovations and additions involving an increase in plumbing fixtures and/or bedrooms)
17		Covenants: <input type="checkbox"/> Wild Fire <input type="checkbox"/> Alternate Storm Water Disposal <input type="checkbox"/> Well/Surface Water <input type="checkbox"/> Flood Plain <input type="checkbox"/> Riparian area
18		Upgrade City water service
19		Upgrade City sewer service
20		New Water Meter

COMMENTS: \_\_\_\_\_

Counter Staff Review \_\_\_\_\_ Date \_\_\_\_\_

Plan Checker Review \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** Complete applications are given priority during processing. Further information may be required to approve zone check or blueprint plan check. Check with staff for detailed requirements for complex buildings.



**BC STEP CODE COMPLIANCE CHECKLIST**  
 - PERFORMANCE PATHS FOR PART 9  
**BUILDINGS**



**A: PROJECT INFORMATION**

**Building Permit #:** \_\_\_\_\_  
**Builder:** \_\_\_\_\_  
**Project Address:** \_\_\_\_\_  
**Municipality / District:** \_\_\_\_\_  
**Postal Code:** \_\_\_\_\_  
**PID or Legal Description:** \_\_\_\_\_

**Pre Construction**

**Building Type**  
 \_\_\_\_\_  
**# of Dwelling Units:**     0    

**B: CODE COMPLIANCE SUMMARY**

**BC Building Code Performance Compliance Path:**  
 \_\_\_\_\_

**Energy Step Code**

Step Required
Not yet selected

**Zero Carbon Step Code**

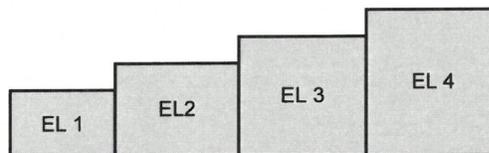
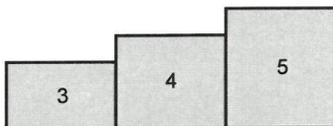
Level Required
Not yet selected

**Proposed Step Achieved**

Data not yet entered
----------------------

**Proposed Level Achieved**

Data not yet entered
----------------------



**Based on information provided by the builder & the following drawings:**

**Plan Author** \_\_\_\_\_  
**Plan Version** \_\_\_\_\_  
**Plan Date** \_\_\_\_\_

**C: COMPLETED BY**

<b>Full Name (Print):</b> _____	<b>Date (YYYY-MM-DD):</b> _____
<b>Company Name:</b> _____	<b>Service Organisation:</b> _____
<b>Phone:</b> _____	<b>Energy Advisor ID #:</b> _____
<b>Address:</b> _____	
<b>Email:</b> _____	

**P File #**

\_\_\_\_\_

<b>D: BUILDING CHARACTERISTICS SUMMARY</b>				
	<b>Details (Assembly / System Type / Fuel Type / Etc.)</b>		<b>Average Effective RSI</b>	
<b>Roof / Ceilings</b>				
<b>Above Grade Walls</b>				
<b>Rim Joists / Floor Headers and Lintels</b>				
<b>Floors Over Unheated Space</b>				
<b>Walls Below Grade</b>				
<b>Slabs</b>				
			<b>Performance Values</b>	
			<b>USI</b>	<b>SHGC</b>
<b>Windows and glazed doors</b>				
<b>Doors</b>				
<b>Air Barrier System &amp; Location</b>			<b>ACH</b>	<b>#DIV/0!</b>
			<b>NLA</b>	<b>#DIV/0!</b>
			<b>NLR</b>	0.00
<b>Space Heating/ Cooling</b>	Principal			
	Supplementary			
<b>Domestic Hot Water</b>				
<b>Ventilation</b>			<b>% EFF</b>	<b>L/s</b>
<b>Other</b>				
<b>Fossil Fuels</b>				

**E: 9.36.5. ENERGY PERFORMANCE COMPLIANCE**

Complete this section if using the Energy Performance Compliance Path in Subsection 9.36.5.

Proposed House Energy Consumption (GJ/year)	
HVAC	
DHW Heating	
<b>SUM</b>	<b>0</b>

Reference House Rated Energy Target (GJ/year)	
HVAC	
DHW Heating	
<b>SUM</b>	<b>0</b>

The airtightness value used in the energy model calculations for the Proposed house is: \_\_\_\_\_  
 Or Testing Target: #DIV/0! \_\_\_\_\_

The above calculation was performed in compliance with Subsection 9.36.5. of Division B: \_\_\_\_\_

**F: 9.36.6. ENERGY STEP CODE COMPLIANCE**

Proposed House Rated Energy Consumption (GJ/year): \_\_\_\_\_ Reference House Rated Energy Target (GJ/year): \_\_\_\_\_

Proposed House Metrics		Unit	Proposed Step Requirement	Proposed House Result	Proposed House Pass or Fail
Step Code Level		Step 3, 4 or 5	<b>0</b>		<b>Fail</b>
Mechanical Energy Use Intensity (MEUI)		kWh/(m <sup>2</sup> ·year)	- (max)	0	#N/A
% Improvement		%	#N/A (min)	0	#N/A
Thermal Energy Demand (TED)		kWh/(m <sup>2</sup> ·year)	- (max)		#N/A
% Heat Loss Reduction		%	#N/A (min)	0	#N/A
Airtightness in Air Changes per Hour at 50 Pa differential		ACH @ 50 Pa	- (max)	#DIV/0!	#DIV/0!
Normalized Leakage Area		10 Pa (cm <sup>2</sup> /m <sup>2</sup> )	- (max)	#DIV/0!	#DIV/0!
Normalized Leakage Rate		L/s/m <sup>2</sup>	- (max)		#N/A
<b>Step Code Requirements Met:</b>					<b>#N/A</b>

Software Used: \_\_\_\_\_ 0 \_\_\_\_\_ Version: \_\_\_\_\_ 0 \_\_\_\_\_  
 Heated Floor Area (m<sup>2</sup>) \_\_\_\_\_ 0.00 \_\_\_\_\_ Climate Data (Location): \_\_\_\_\_ 0 \_\_\_\_\_  
 Building Volume (m<sup>3</sup>) \_\_\_\_\_ 0.00 \_\_\_\_\_ Degree Days Below 18°C (HDD): \_\_\_\_\_ 0 \_\_\_\_\_  
 Building Surface Area (m<sup>2</sup>) \_\_\_\_\_ 0.00 \_\_\_\_\_  
 FWDR: \_\_\_\_\_ 0.0% \_\_\_\_\_ % Of Space Cooled \_\_\_\_\_ - \_\_\_\_\_

**G: ZERO CARBON STEP CODE**

Proposed House Metrics			Unit	Proposed Level Requirement	Proposed House Result	Proposed House Pass or Fail
Zero Carbon Step Code Level			EL-1 - EL-4	0.00		
Total GHG			kg CO <sub>2e</sub> / year	#N/A (max)	0	#N/A
CO <sub>2</sub> Per floor area with Max	Per Floor area	kg CO <sub>2e</sub> /m <sup>2</sup> /year	#N/A (max)	#DIV/0!	0	#DIV/0!
	Max	kg CO <sub>2e</sub>	#N/A (max)	0		
Prescriptive	Heating		#N/A	Zero Carb	#N/A	
	Hot Water		#N/A	Zero Carb		
	All building systems, equipment and appliances		#N/A	Zero Carb		
<b>Target Reached:</b>						<b>#N/A</b>

**SITE DISCLOSURE STATEMENT**

**TO BE COMPLETED FOR**

**COMMERCIAL AND INDUSTRIAL**

**PROPERTIES ONLY.**

**<https://epp.gov.bc.ca/>**

Deposited December 16, 1996  
effective April 1, 1997

This consolidation is current to December 31, 2021.

**[Link to consolidated regulation \(PDF\)](#)**

**[Link to Point in Time](#)**

*Environmental Management Act*

**CONTAMINATED SITES REGULATION**

[Last amended July 7, 2021 by B.C. Reg. 179/2021]

**Schedule 2**

[en. B.C. Reg. 131/2020, App. s. 9.]

**Specified Industrial or Commercial Uses**

<b>A</b>	<p><b>Chemical industries and activities</b></p> <ol style="list-style-type: none"> <li>1. adhesives manufacturing, bulk storage, shipping or handling</li> <li>2. chemical manufacturing, bulk storage, shipping or handling</li> <li>3. explosives or ammunition manufacturing, bulk storage, shipping or handling</li> <li>4. fire retardant manufacturing, bulk storage, shipping or handling</li> <li>5. fertilizer manufacturing, bulk storage, shipping or handling</li> <li>6. ink or dye manufacturing, bulk storage, shipping or handling</li> <li>7. leather or hides tanning</li> <li>8. paint, lacquer or varnish manufacturing, formulation, recycling, bulk storage, shipping or handling, not including retail stores</li> <li>9. pharmaceutical products, or controlled substances as defined in the <i>Controlled Drugs and Substances Act</i> (Canada), manufacturing or operations</li> <li>10. plastic products (foam or expanded plastic) manufacturing or repurposing</li> <li>11. textile dyeing</li> <li>12. pesticide manufacturing, formulation, bulk storage, shipping or handling</li> <li>13. resin or plastic monomer manufacturing, formulation, bulk storage, shipping or handling</li> </ol>
<b>B</b>	<p><b>Electrical equipment and activities</b></p> <ol style="list-style-type: none"> <li>1. battery manufacturing, recycling, bulk storage, shipping or handling</li> <li>2. facilities using equipment that contains PCBs greater than or equal to 50 ppm</li> <li>3. electrical equipment manufacturing, refurbishing, bulk storage, shipping or handling</li> <li>4. electrical transmission or distribution substations</li> <li>5. electronic equipment manufacturing</li> <li>6. transformer oil manufacturing, processing, bulk storage, shipping or handling</li> <li>7. electrical power generating operations fuelled by coal or petroleum hydrocarbons that supply electricity to a community or commercial or industrial operation, excluding emergency generators.</li> </ol>

<b>C</b>	<p><b>Metal smelting, processing or finishing industries and activities</b></p> <ol style="list-style-type: none"> <li>1. foundries</li> <li>2. galvanizing</li> <li>3. metal plating or finishing</li> <li>4. metal salvage operations</li> <li>5. metal smelting or refining</li> <li>6. welding or machine shops (repair or fabrication)</li> </ol>
<b>D</b>	<p><b>Mining, milling or related industries and activities at or near land surface</b></p> <ol style="list-style-type: none"> <li>1. asbestos mining, milling, bulk storage, shipping or handling</li> <li>2. coal coke manufacture, bulk storage, shipping or handling</li> <li>3. coal or lignite mining, milling, bulk storage, shipping or handling</li> <li>4. milling reagent manufacture, bulk storage, shipping or handling</li> <li>5. metal concentrate bulk storage, shipping or handling</li> <li>6. metal ore mining or milling</li> </ol>
<b>E</b>	<p><b>Miscellaneous industries, operations or activities</b></p> <ol style="list-style-type: none"> <li>1. appliance, equipment or engine maintenance, repair, reconditioning, cleaning or salvage</li> <li>2. ash deposit from boilers, incinerators or other thermal facilities</li> <li>3. asphalt and asphalt tar manufacture, storage and distribution, including stationary asphalt batch plants</li> <li>4. coal gasification (manufactured gas production)</li> <li>5. medical, chemical, radiological or biological laboratories</li> <li>6. outdoor firearm shooting ranges</li> <li>7. road salt or brine storage</li> <li>8. measuring instruments (containing mercury) manufacture, repair or bulk storage</li> <li>9. dry cleaning facilities or operations and dry cleaning chemical storage, excluding locations at which clothing is deposited but no dry cleaning process occurs</li> <li>10. contamination or likely contamination of land by substances migrating from an industrial or commercial site</li> <li>11. fire training facilities at which fire retardants are used</li> <li>12. single or cumulative spills to the environment greater than the reportable quantities of substances listed in the Spill Reporting Regulation</li> </ol>

<b>F</b>	<p><b>Petroleum (including blends and biodiesels) and natural gas drilling, production, processing, retailing, distribution and commercial storage</b></p> <ol style="list-style-type: none"> <li>1. petroleum or natural gas drilling</li> <li>2. petroleum or natural gas production facilities</li> <li>3. natural gas processing</li> <li>4. petroleum coke manufacture, bulk storage, shipping or handling</li> <li>5. petroleum product, other than compressed gas, dispensing facilities, including service stations and card locks</li> <li>6. petroleum, natural gas or sulfur pipeline rights of way excluding rights of way for pipelines used to distribute natural gas to consumers in a community</li> <li>7. petroleum product (other than compressed gas), or produced water storage in non-mobile above ground or underground tanks, except tanks associated with emergency generators or with secondary containment</li> <li>8. petroleum product, other than compressed gas, bulk storage or distribution</li> <li>9. petroleum refining</li> <li>10. solvent manufacturing, bulk storage, shipping or handling</li> <li>11. sulfur handling, processing or bulk storage and distribution</li> </ol>
<b>G</b>	<p><b>Transportation industries, operations and related activities</b></p> <ol style="list-style-type: none"> <li>1. aircraft maintenance, cleaning or salvage</li> <li>2. automotive, truck, bus, subway or other motor vehicle maintenance, repair, salvage or wrecking</li> <li>3. dry docks, marinas, ship building or boat repair and maintenance, including paint removal from hulls</li> <li>4. marine equipment salvage</li> <li>5. rail car or locomotive maintenance, cleaning, salvage or related uses, including railyards</li> </ol>
<b>H</b>	<p><b>Waste disposal and recycling operations and activities</b></p> <ol style="list-style-type: none"> <li>1. antifreeze bulk storage, recycling, shipping or handling</li> <li>2. barrel, drum or tank reconditioning or salvage</li> <li>3. biomedical waste disposal</li> <li>4. bulk manure stockpiling and high rate land application or disposal (nonfarm applications only)</li> <li>5. landfilling of construction demolition material, including without limitation asphalt and concrete</li> <li>6. contaminated soil or sediment storage, treatment, deposit or disposal</li> <li>7. dry cleaning waste disposal</li> </ol>

	<ol style="list-style-type: none"> <li>8. electrical equipment recycling</li> <li>9. industrial waste lagoons or impoundments</li> <li>10. industrial waste storage, recycling or landfilling</li> <li>11. industrial woodwaste (log yard waste, hogfuel) disposal</li> <li>12. mine tailings waste disposal</li> <li>13. municipal waste storage, recycling, composting or landfilling</li> <li>14. organic or petroleum material landspreading (landfarming)</li> <li>15. sandblasting operations or sandblasting waste disposal</li> <li>16. septic tank pumpage storage or disposal</li> <li>17. sewage lagoons or impoundments</li> <li>18. hazardous waste storage, treatment or disposal</li> <li>19. sludge drying or composting</li> <li>20. municipal or provincial road snow removal dumping or yard snow removal dumping</li> <li>21. waste oil reprocessing, recycling or bulk storage</li> <li>22. wire reclaiming operations</li> </ol>
<b>I</b>	<p><b>Wood, pulp and paper products and related industries and activities</b></p> <ol style="list-style-type: none"> <li>1. particle or wafer board manufacturing</li> <li>2. pulp mill operations</li> <li>3. pulp and paper manufacturing</li> <li>4. treated wood storage at the site of treatment</li> <li>5. veneer or plywood manufacturing</li> <li>6. wood treatment (antispain or preservation)</li> <li>7. wood treatment chemical manufacturing, bulk storage</li> </ol>

## Division 3 — Exemptions from Providing Site Disclosure Statements

### Exemption — other processes apply under the Act

- 4 (1) A person is exempt from the requirement to provide a site disclosure statement under section 40 (1) or (2) of the Act in relation to a site if
- (a) the site is the subject of an approval in principle or certificate of compliance relevant to
    - (i) the current use of the site, or
    - (ii) any use of the site proposed by the person, and
  - (b) the person, after making reasonable inquiries, has no reason to believe that any further contamination occurred at the site after the approval in principle or certificate was issued.
- (2) A person is exempt from the requirement to provide a site disclosure statement under section 40 (1) or (2) of the Act in relation to a site if
- (a) the site is located within an environmental management area for which a director has approved
    - (i) a wide area remediation plan, or
    - (ii) the scope of a proposed wide area remediation plan, and
  - (b) the site disclosure statement would be provided only as a result of uses or activities that caused contamination that is dealt with in the approved plan or scope.
- (3) A person is exempt from the requirement to provide a site disclosure statement under section 40 (1) or (2) of the Act in relation to a site if
- (a) a determination was made under section 44 of the Act that the site is not a contaminated site, and
  - (b) the person, after making reasonable inquiries, has no reason to believe that any contamination occurred at the site after the determination was made.

[en. B.C. Reg. 161/2020, App. 2, s. 3.]

### Exemption — persons applying to approving officers

- 4.1 (1) A person is exempt from the requirement to provide a site disclosure statement to an approving officer under section 40 (1) (a) of the Act if either of the following applies:
- (a) the person is an applicant for subdivision under section 114 of the *Land Title Act*;
  - (b) the proposed subdivision consists only of
    - (i) an adjustment to the boundary of a parcel, or
    - (ii) a consolidation of 2 or more parcels into a single parcel.
- (2) If, in relation to a development on land, a person applies for or otherwise seeks from an approving officer more than one approval for subdivision at the same time, the person may comply with the requirement under section 40 (1) (a) of the Act by providing a single site disclosure statement relating to the land for the purposes of all those approvals.

[en. B.C. Reg. 161/2020, App. 2, s. 3.]

### Exemption — persons applying to municipalities

- 4.2 (1) A person is exempt from the requirement to provide a site disclosure statement to a municipality under section 40 (1) (b) (i) of the Act if
- (a) the land in relation to which the person is seeking approval for zoning is being used for a specified industrial or commercial use, and
  - (b) the specified industrial or commercial use would continue to be authorized on the land if the zoning were approved.
- (2) A person is exempt from the requirement to provide a site disclosure statement to a municipality under section 40 (1) (b) (ii) of the Act if the development permit or building permit in relation to which the person is seeking approval is for only one or more of the following purposes:
- (a) demolition;
  - (b) installing or replacing underground utilities;
  - (c) installing or replacing fencing or signage;
  - (d) paving;
  - (e) landscaping.
- (3) If, in relation to a development on land, a person applies for or otherwise seeks from a municipality more than one approval for zoning or permits at the same time, the person may comply with the requirement under section 40 (1) (b) of the Act by providing a single site disclosure statement relating to the land for the purposes of all those approvals.

[en. B.C. Reg. 161/2020, App. 2, s. 3.]

#### **Exemption — municipalities undertaking zoning or rezoning**

- 4.3 A municipality undertaking to zone or rezone land is exempt from the requirement to provide a site disclosure statement under section 40 (1) (b) (i) of the Act if either of the following applies:
- (a) the municipality does not have an ownership interest in the land;
  - (b) the municipality does not intend to develop any parcels of land in which it has an ownership interest that are located within the area being zoned or rezoned.

[en. B.C. Reg. 161/2020, App. 2, s. 3.]

#### **Exemption — more than one owner or operator required to provide site disclosure statement when ceasing operations on land**

- 4.4 A person is exempt from the requirement to provide a site disclosure statement under section 40 (2) (a) of the Act in relation to land if
- (a) one or more other persons are also required to provide a site disclosure statement under that section as a result of a site being decommissioned on the land or operations ceasing on the land, as applicable, and
  - (b) the site disclosure statement is provided by one of those other persons.

[en. B.C. Reg. 161/2020, App. 2, s. 3.]

#### **Exemption — operating areas under the *Oil and Gas Activities Act***

4.5 A person is exempt from the requirement to provide a site disclosure statement under section 40 (2) (b) and (c) of the Act in relation to land if the land is an operating area within the meaning of the *Oil and Gas Activities Act*.

[en. B.C. Reg. 161/2020, App. 2, s. 3.]

#### **Exemption — vendors of real property**

4.6 A vendor of real property is exempt from the requirement to provide a site disclosure statement under section 40 (6) of the Act if any of the following apply:

- (a) the vendor does not have an ownership interest in the real property;
- (b) the prospective purchaser waives, in writing, the entitlement to be provided with the site disclosure statement;
- (c) at the time of the contract for purchase and sale, the real property
  - (i) is used primarily for a residential purpose, or
  - (ii) has never been zoned for any use other than primarily for residential purposes.

[en. B.C. Reg. 161/2020, App. 2, s. 3.]

#### **Exemption — previous submission of site profile**

4.7 (1) In this section, "site profile" means a site profile under section 40 of the Act as that section read immediately before February 1, 2021.

(2) A person is exempt from the requirement to provide a site disclosure statement under section 40 (1) of the Act in relation to land if all of the following criteria are met:

- (a) a site profile that relates to the land was provided to a municipality or approving officer before February 1, 2021;
- (b) the municipality or approving officer, after assessing the site profile, forwarded the site profile to the registrar instead of the director in accordance with section 6 (1) (c) (ii) of this regulation, as it read immediately before February 1, 2021;
- (c) the land has not been used for a specified industrial or commercial use after the date on which the site profile was provided to the municipality or approving officer.

[en. B.C. Reg. 161/2020, App. 2, s. 3.]

### **Division 4 — Requirements for Site Disclosure Statement**

#### **Requirements for completing site disclosure statement**

5 (1) The requirement of a person to provide a site disclosure statement under section 40 of the Act is not satisfied until the following occurs:

- (a) in the case of a site disclosure statement required to be provided under section 40 (1) of the Act, the municipality or approving officer assesses, in accordance with section 40 (4) (a) of the Act and section 6 of this regulation, that the site disclosure statement form is satisfactorily complete;
- (b) in any other case, the person provides all the information required by the site disclosure statement form.

(2) A site disclosure statement must be completed using the form set out in Schedule 1.

- (3) Only the following persons may complete a site disclosure statement:
- (a) an owner of the land to which the site disclosure statement relates;
  - (b) an operator of a site on the land to which the site disclosure statement relates;
  - (c) a person authorized by
    - (i) an owner referred to in paragraph (a), or
    - (ii) an operator referred to in paragraph (b).
- (4) Only a person referred to in subsection (3) (a) or (b) may sign the declaration on a site disclosure statement.

[en. B.C. Reg. 131/2020, App. s. 3.]



File No. DPW- \_\_\_\_\_

Development File No. \_\_\_\_\_

Development Services Department  
Box 40, 500 – 2 Avenue NE  
Salmon Arm, BC V1E 4N2  
Ph: (250)803-4000 Fax: (250)803-4041

## DEVELOPMENT PERMIT WAIVER APPLICATION FORM

As of March 31, 2006 as part of the City of Salmon Arm's implementation of the Provincial Riparian Areas Regulation, this form is to be submitted in conjunction with the following development applications (Please check applicable box(es):

- Building Permit;
- Demolition Permit;
- Subdivision Approval;
- Strata Title Conversion;
- Site Specific Bylaw Amendment (eg. Zoning and/or OCP change);
- Development Permit;
- Development Variance Permit;
- Temporary Commercial and Industrial Permits;
- Special Needs Housing Application;
- Tree Cutting Permit

If you intend to develop, subdivide or alter land on property located within the **Environmentally Sensitive Riparian Areas Development Permit Area** or **Potential Hazardous Areas Development Permit Area**, you must first obtain a Development Permit. You may be eligible for a waiver from this requirement. If a waiver form is approved by the Director of Development Services, then a Development Permit application is not required. An approved **Waiver** exempts some or all Development Permit Area Guideline requirements and may also be subject to the registration of a Covenant or other terms and conditions outlined in this form.

NAME OF APPLICANT: \_\_\_\_\_ PH#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

Owner (if not the applicant): \_\_\_\_\_

Civic Address \_\_\_\_\_

Legal Description: LOT: \_\_\_\_\_ BLK: \_\_\_\_\_ PLAN: \_\_\_\_\_ SEC.: \_\_\_\_\_ TWP: \_\_\_\_\_ RGE: \_\_\_\_\_

Official Community Plan Designation: \_\_\_\_\_ Zoning Category: \_\_\_\_\_

Provide a brief description of the proposal:

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Information contained in this form may be subject to *Freedom of Information and Protection of Privacy Act* inquiries.

Map H – Environmentally Sensitive Areas and Map Q – Potential Hazards of the City of Salmon Official Community Plan are included as part of the attached information. Please note that the approximate locations of Environmentally Sensitive Riparian Areas are shown, but the inventory is incomplete and additional mapping and review may be required from the property owner or their agent, including site survey and/or assessment by a Qualified Environmental Professional (QEP) as set out in the Riparian Areas Regulation.

**Does the property contain any of the following:**

1. Potential Hazardous Area? Yes  No  Maybe

*Describe (if required)* \_\_\_\_\_

2. Environmentally Sensitive Riparian Area? Yes  No  Maybe

*Describe (if required)* \_\_\_\_\_

3. Environmentally Sensitive Stream\*? Yes  No  Maybe

*Describe (if required)* \_\_\_\_\_

(\*An environmentally sensitive stream is defined by the Riparian Areas Regulation – see attached Guide)

4. Riparian Assessment Area\* of an Environmentally Sensitive Stream? Yes  No  Maybe

*Describe (if required)* \_\_\_\_\_

(\*A riparian assessment area is as defined by the Riparian Areas Regulation – see attached Guide)

**A detailed Site Plan may be required to be submitted by the property owner. A detailed Site Plan would need to include:**

- parcel boundaries, location of any existing or proposed buildings, drainage, access, egress, large rock outcrops, treed areas, embankments, slopes, and any other significant natural features.
- If applicable, show streams and ravines, as well as riparian assessment areas, as each is defined in the Provincial Riparian Areas Regulation and Environmentally Sensitive Riparian Areas Development Permit Area and Potential Hazardous Areas Development Permit Area of City of Salmon Arm Official Community Plan.
- Development, as defined by the Riparian Areas Regulation, if it is proposed within a riparian assessment area.

I, \_\_\_\_\_ am the registered property owner and  
(please print)

**acknowledge that the foregoing is true and correct:**

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Agent

Date \_\_\_\_\_

Date \_\_\_\_\_

The following is to be filled out by City of Salmon Arm staff:

Staff Initials

**Property Status:**

- Site visit completed? If no explain \_\_\_\_\_
- No riparian streams, ravines, or riparian assessment areas on the property.
- Riparian streams, ravines, or riparian assessment areas on the property.  
For development purposes
  - Development within footprint of existing building.
  - Demolition.
  - Development >30m from the high water mark of a water course.
  - Development ≤30m from the high water mark of a water course.
- No Hazardous Areas on the property.
- Potential Hazardous Areas (slopes ≥ 30%) on the property.  
For development purposes
  - Development within footprint of existing building.
  - Demolition.
  - Development unaffected by hazard.
  - Development may be affected by hazard.

Comments: \_\_\_\_\_

Waiver application approved: Yes  No  Yes, subject to terms and conditions

Terms and conditions of this waiver (if applicable):

- Restrictive Covenant for riparian assessment area: Yes  No
- Assessment prepared by a Qualified Environmental Professional (QEP): Yes  No
- Restrictive Covenant for streamside protection and enhancement area identified by QEP: Yes  No
- Geotechnical Report: Yes  No
- Restrictive Covenant associated with Geotechnical Report: Yes  No
- Other: \_\_\_\_\_

Reason(s) this waiver application has been denied (if applicable):

**DEVELOPMENT PERMIT WAIVER**

This waiver application is hereby: **APPROVED**  **DENIED**  by:

\_\_\_\_\_  
Director of Development Services

\_\_\_\_\_  
Date

**A GUIDE TO PROVINCIAL RIPARIAN  
AREAS REGULATION and  
ENVIRONMENTALLY SENSITIVE  
RIPARIAN AREAS**

This guide is not a legal document; it is intended to provide information about the Provincial Riparian Areas Regulation and development of properties with or near riparian areas. Following the steps herein does not constitute approval of an application. While every care is taken in the preparation of this brochure, the City of Salmon Arm assumes no responsibility or liability with respect to its contents. The public is advised to review the applicable legislation and bylaws and conduct its own enquiries with Development Services Department staff.

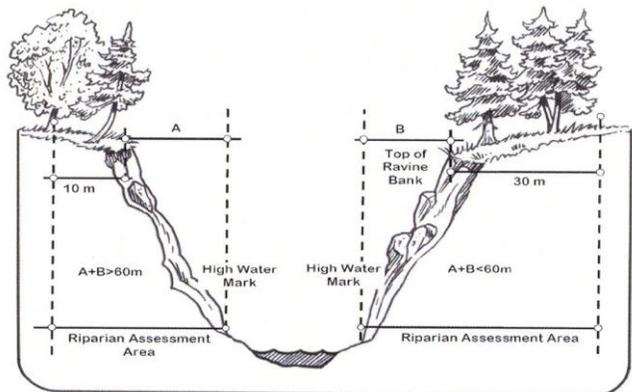
**WHAT IS THE PROVINCIAL RIPARIAN  
AREAS REGULATION?**

The Riparian Areas Regulation (RAR) is a Provincial initiative, under the *Fish Protection Act*, to protect fish and fish habitat.

As required by RAR, local governments must protect fish and fish habitat as they are impacted by new residential, commercial and industrial development on private lands or privately-used Crown lands. Any development intended within a riparian assessment area is to be subject to an assessment conducted by a Qualified Environmental Professional (QEP), who will certify how the land may be developed so there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support life processes in the riparian assessment area.

The riparian assessment area, as defined in RAR means:

- (a) for a stream, the 30 metre strip on both sides of the stream measured from the high water mark;
- (b) for a ravine less than 60 metres wide, a strip on both sides of the stream measured from the high water mark to a point that is 30 metres beyond the top of the ravine bank; and
- (c) for a ravine 60 metres wide or greater, a strip on both sides of the stream measured from the high water mark to a point that is 10 metres beyond the top of the ravine bank.



Stream, as defined in RAR, means any of the following that provide fish habitat:

- (a) a watercourse, whether it usually contains water or not;
- (b) a pond, lake, river, creek, or brook;
- (c) a ditch, spring or wetland that is connected by surface flow to something referred to in paragraph (a) or (b).

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Development, as defined in RAR, means any of the following associated with or resulting from the local government regulation or approval of residential, commercial, or industrial activities or ancillary activities:

- removal, alteration, disruption or destruction of vegetation;
- disturbance of soils;
- construction or erection of buildings or structures;
- creation of non-structural impervious or semi-pervious surfaces;
- flood protection works;
- construction of roads, trails, docks, wharves, and bridges;
- provision and maintenance of sewer and water services;
- development of drainage systems;
- development of utility corridors; and
- subdivision as defined in Section 872 of the *Local Government Act*.

Under RAR, local governments may allow development within 30 metres of the high water mark of a stream or the top of a ravine bank within the riparian assessment area, provided that:

- the prescribed riparian assessment methods outlined in RAR have been undertaken by a QEP;
- the QEP provides an opinion in an assessment report to the Provincial Ministry of the Environment that the development will not result in any harmful alteration of riparian fish habitat if the streamside protection and enhancement area is to be less than the riparian assessment area; and
- the City is notified by the Ministry of Environment that an assessment certified by a QEP to identify the streamside protection and enhancement area has been prepared in accordance with the Riparian Areas Regulation.

The QEP can help plan a development so that it will avoid impacting fish habitat and identify measures to maintain the integrity of the riparian area in a development project.

Further information about the Provincial Riparian Areas Regulation may be found at:

[http://www.env.gov.bc.ca/habitat/fish\\_protection\\_act/riparian/riparian\\_areas.html](http://www.env.gov.bc.ca/habitat/fish_protection_act/riparian/riparian_areas.html).

For a list of Qualified Environmental Professionals (QEP's) active in the Shuswap Watershed, please go to the Shuswap Lake Integrated Planning Process (SLIPP) website at the location:

<http://slippbc.com/qeps-in-the-shuswap>

### **WHAT IS AN ENVIRONMENTALLY SENSITIVE WATERCOURSE?**

The implementation of RAR in the City of Salmon Arm has included the designation of riparian assessment areas for Environmentally Sensitive Riparian Areas and the requirements of an Environmentally Sensitive Riparian Areas Development Permit.

Environmentally Sensitive Areas, Riparian, High water, floodplain and Ecosystems, shown on Maps G & H of the City of Salmon Arm Official Community Plan are designated Environmentally Sensitive Development Permit Area (Maps G & H are attached to the Development Permit Waiver Application Form). Map H designates the entire City of Salmon Arm as an Environmentally Sensitive Riparian Area. The approximate locations of known Environmentally Sensitive Riparian Areas are shown on Map H, but this inventory is incomplete and additional mapping is required.

All property owners or their agents applying for a development application are required to submit a completed "Waiver Application." Refer below for information about the types of development applications and the Waiver Application process.

The onus is on property owners or their agents to determine if an Environmentally Sensitive Riparian Area and its riparian assessment areas affects their property. In order to determine the location of an Environmentally Sensitive Riparian Area on a parcel, a property owner/agent may be required to submit a plan prepared by a BC Land Surveyor (BCLS) that identifies the high water mark (and/or top of ravine bank) and the boundaries of the riparian assessment area. The high water mark and the boundaries of the riparian area assessment area may need to be confirmed by a QEP hired by the property owner/agent.

### **WHAT IS AN ENVIRONMENTALLY SENSITIVE RIPARIAN AREAS DEVELOPMENT PERMIT AREA?**

Environmentally Sensitive Riparian Areas Development Permit Areas affect all parcels of land adjacent to or containing a stream as defined in RAR. The Environmentally Sensitive Riparian Areas Development Permit Area is equivalent to the riparian assessment area of the Riparian Areas Regulation.

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**WHAT IS AN ENVIRONMENTALLY SENSITIVE RIPARIAN AREAS DEVELOPMENT PERMIT?**

All properties that are affected by an Environmentally Sensitive Riparian Areas will require an Environmentally Sensitive Riparian Areas Development Permit prior to:

- (a) alteration of land;
- (b) subdivision; or
- (c) construction of, addition to, or alteration of a building or structure.

A Development Permit application, including information submitted by the applicant, a staff report, and public input received at a hearing, is considered for issuance by City Council. The issuance of a Development Permit is at the discretion of City Council.

The following development applications proposed for a property affected by an Environmentally Sensitive Riparian Area will require an Environmentally Sensitive Riparian Areas Development Permit to be issued prior to approval being considered by the City:

- Building Permit;
- Demolition Permit;
- Subdivision Approval;
- Strata Title Conversion;
- Site Specific Bylaw Amendment (e.g. Zoning and/or OCP change);
- Development Permit;
- Development Variance Permit;
- Temporary Commercial and Industrial Permits;
- Special Needs Housing Application;
- Tree Cutting Permit.

Alternatively, property owners or their agents may apply for a waiver for an Environmentally Sensitive Riparian Areas Development Permit.

**WHAT IS A WAIVER FOR AN ENVIRONMENTALLY SENSITIVE RIPARIAN AREAS DEVELOPMENT PERMIT?**

Before making application for a Development Permit, property owners or their agents may complete and submit a "Waiver Application" form (copy attached) to determine whether the proposed development qualifies for a waiver of the Development Permit process.

Qualifying projects may be issued a waiver by the Director of Development Services in the following circumstances:

- The registration of a restrictive covenant on the subject property by the owner in favour of and to the satisfaction of the City of Salmon Arm that protects the riparian assessment area from development as defined in RAR and specifies how the area is to be protected and/or maintained.

- Notification to the City by the Ministry of the Environment that an assessment certified by a QEP to identify the streamside protection and enhancement area has been prepared in accordance with RAR and the registration of a restrictive covenant on the subject property by the owner in favour of and to the satisfaction of the City of Salmon Arm that protects the streamside protection and enhancement area identified in the assessment and specifies how the area is to be protected and/or maintained.

An applicant for a waiver may be required to submit a plan prepared by a BC Land Surveyor (BCLS) that identifies the high water mark (and/or top of ravine bank) and the boundaries of the riparian area assessment area and/or the streamside protection and enhancement area as identified in a certified assessment prepared by the Qualified Environmental Professional. The plan may be required to be a schedule as part of a restrictive covenant registered as a condition of a waiver approval.

Any breach of the waiver terms may result in the cancellation of the waiver. Such cancellation may require that the property owner apply for a Development Permit. The granting of a waiver does not absolve the applicant from other necessary approvals (e.g. Building Permits, etc.). Where waivers cannot be granted, a Development Permit will be required before the project can proceed.

**ADDITIONAL INFORMATION**

Additional information can be found in the City of Salmon Arm current Official Community Plan, Development Permit Areas.

If you have any questions or require assistance completing the "Waiver Application", please telephone the:

City of Salmon Arm  
Development Services Department  
500 - 2nd Avenue NE  
Box 40  
Salmon Arm, BC, V1E 4N2

Telephone: (250) 803-4000  
Email: [planning@salmonarm.ca](mailto:planning@salmonarm.ca)

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For a list of Qualified Environmental Professionals (QEP's) active in the Shuswap Watershed, please go to the Shuswap Lake Integrated Planning Process (SLIPP) website at the location:

<http://slippbc.com/qeps-in-the-shuswap>

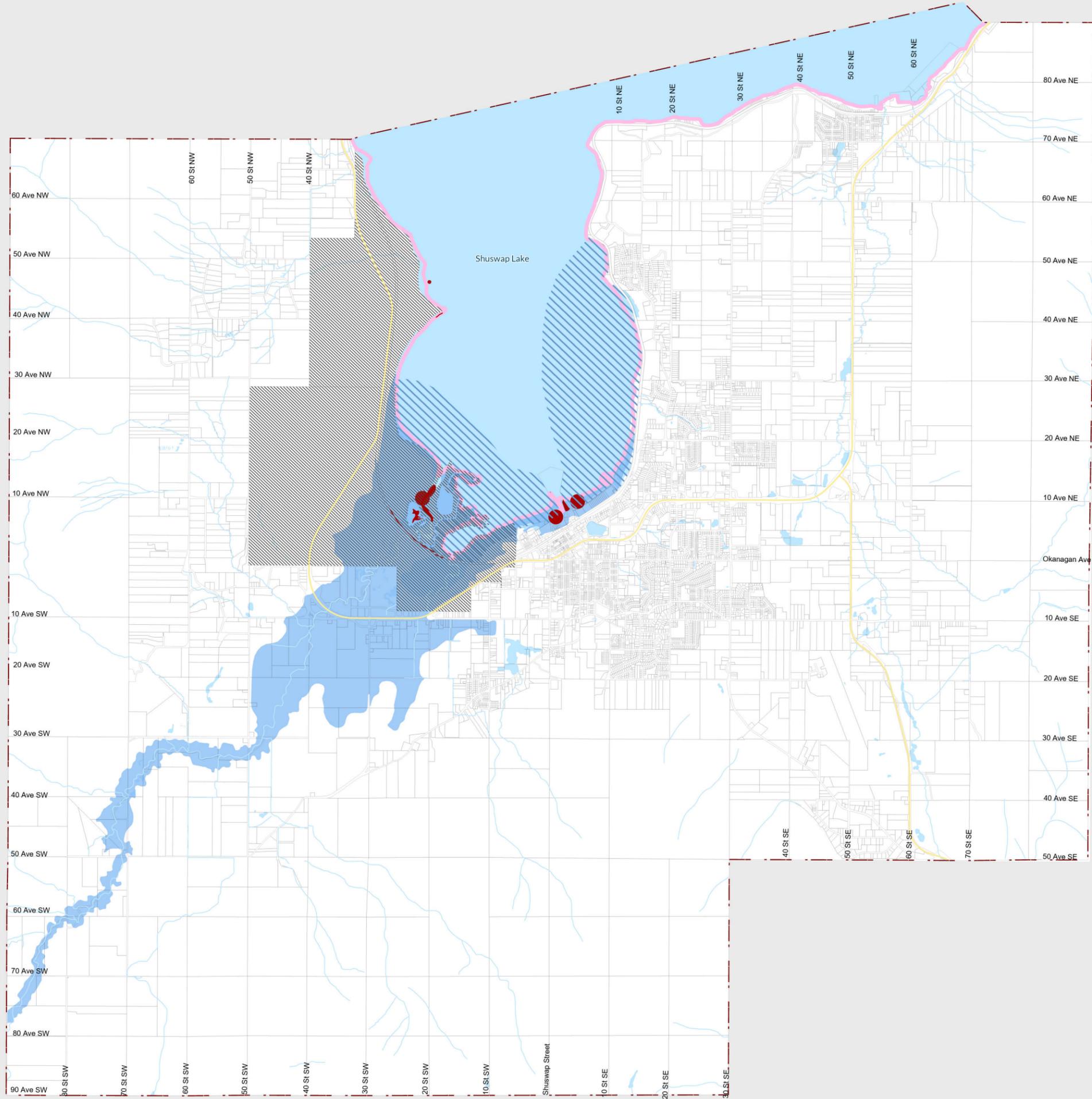
# MAP G - ENVIRONMENTALLY SENSITIVE RESOURCES

Official Community Plan  
Last Updated: Sept 29, 2025

N  
Scale: 1:56,000



- Environmentally Sensitive Lake Areas
- Endangered Species and Ecosystems (Blue)
- Endangered Species and Ecosystems (Red)
- Floodplain
- Watercourse/Wetland/Lake
- City Boundary
- Highways
- Parcels
- IR/First Nations Lands

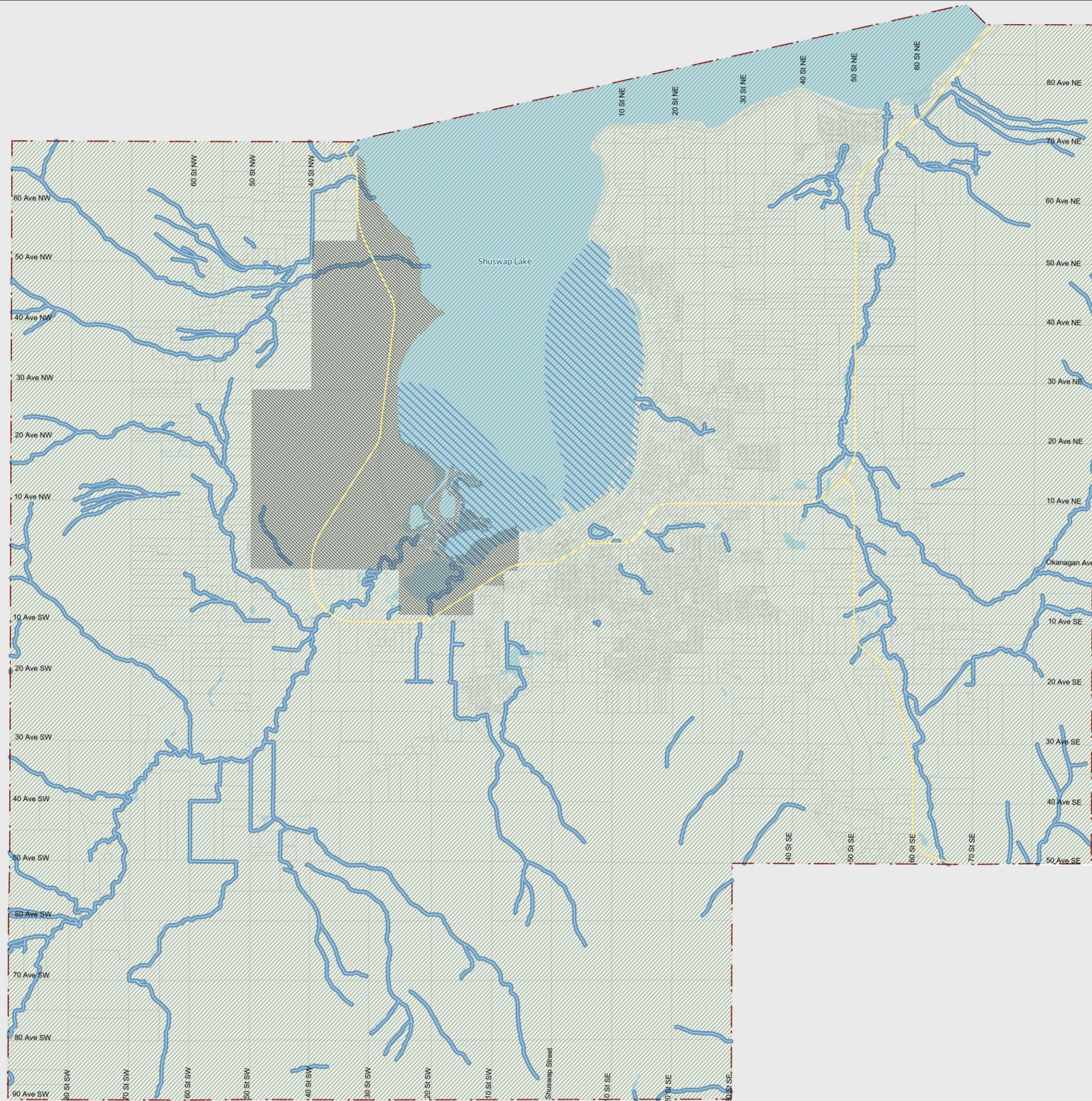


# MAP H - ENVIRONMENTALLY SENSITIVE AREAS

Official Community Plan  
Last Updated: Sept 29, 2025



- Stream & Riparian Areas - 30m
- Environmentally Sensitive Lake Areas
- Environmentally Sensitive Areas
- Watercourse/Wetland/Lake
- City Boundary
- Highways
- Parcels
- IR/First Nations Lands



# MAP Q - POTENTIAL HAZARDS

Official Community Plan  
Last Updated: Sept 29, 2025



- Stream
- 200 Year Floodplain
- Slope 20-30%
- Slope >30%
- Steep Creek Hazards - data is from CSRD and referenced in the CSRD's Geohazard Risk Prioritization (BGC 2020) report
- Watercourse/Wetland/Lake
- City Boundary
- Highways
- Parcels
- IR/First Nations Lands

