



**CITY OF COURTENAY**

Building Division  
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# City of Courtenay Partial Building Permits

## GENERAL INFORMATION

Occasionally, a partial building permit will be requested as a means of getting a construction project started and allow the constructor to move forward with construction schedules prior to the completion of a comprehensive plan review by the Development Services team. Section 11.26 of the City of Courtenay’s building bylaw has provisions that allow for City Staff to consider the issuance of partial building permits.

Partial building permits will be considered by Development Services if the project meets the following criteria:

- *The project is one of or a combination of Part 3 Assembly, Commercial, Multi-Family, Institutional and Industrial occupancies.*
- *The project is under the supervision of a registered coordinating professional.*
- *Development Permits, Rezoning and Subdivision, etc, applications have all been approved and completed through our Planning Division.*

Work authorized by a partial permit shall not proceed past the stage of construction identified in the building permit until the full application review is completed, all conditions relating to the partial nature of the permit have been removed and the permit has been issued for the remainder of the project.

## FOUNDATION PERMITS

Foundation permits allow for the clearing of a site, excavation, piling (where necessary), geo-compaction, reinforcing and placement of concrete for foundations, columns, slabs and underground plumbing, mechanical and civil works.

**No work shall extend beyond the floor of the first storey.**

<b>Required Submissions</b>	<ul style="list-style-type: none"> <li>• Coordinating registered professional’s Schedule A for <b>foundation only</b>.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Architectural</li> </ul>	<ul style="list-style-type: none"> <li>• Architect’s Schedule B for <b>foundation only</b>.</li> <li>• Building Code Analysis</li> <li>• Site Plan</li> <li>• Foundation Plan</li> <li>• Basement/garage/parkade floor plan</li> <li>• First floor plans</li> <li>• Plan sections and elevations</li> </ul>
	<ul style="list-style-type: none"> <li>• Structural</li> </ul>	<ul style="list-style-type: none"> <li>• Engineer’s Schedule B for <b>foundation only</b>.</li> <li>• Foundation plans up to the first storey, including construction details (footings, walls, columns, slabs, reinforcing schedules, etc)</li> </ul>
	<ul style="list-style-type: none"> <li>• Mechanical, Plumbing, and Fire Suppression</li> </ul>	<ul style="list-style-type: none"> <li>• Engineer’s Schedule B for <b>foundation only</b>.</li> <li>• Below grade and up to the first storey plumbing design.</li> <li>• Below grade and up to the first storey HVAC design.</li> <li>• Fire suppression design up to first storey, including FDC location.</li> <li>• Fire flow calculations.</li> </ul>
	<ul style="list-style-type: none"> <li>• Electrical</li> </ul>	<ul style="list-style-type: none"> <li>• Engineer’s Schedule B for <b>foundation only</b>.</li> <li>• Below grade and up to the first storey electrical design.</li> </ul>
	<ul style="list-style-type: none"> <li>• Civil</li> </ul>	<ul style="list-style-type: none"> <li>• Complete civil design submission drawings and supporting documentation typical for a complete building permit.</li> <li>• Development Engineering will review the submissions and supply comments relating specifically to the “foundation only” aspects of the permit</li> </ul>

<b>Required Submissions</b>	<ul style="list-style-type: none"> <li>• Geotechnical</li> </ul>	<ul style="list-style-type: none"> <li>• Engineer’s Schedule B.</li> </ul>
	<p>In addition to the registered professionals’ submissions listed above, applications for a partial permit shall also include, where applicable:</p> <ul style="list-style-type: none"> <li>• Building Permit Application Form</li> <li>• <i>The Owner’s Undertaking Agreement</i></li> <li>• <i>The Damage to City Infrastructure and Repair Agreement</i></li> <li>• Alternative Solution or general overview of Alternative Solutions associated with the works covered under the partial permit, where applicable.</li> <li>• Building and plumbing fees and security deposits based on the value of construction of the partial permit’s scope of work (excavation or foundation).</li> <li>• Servicing and off-site fees and securities.</li> <li>• Construction Fire Safety Plan (this <b>must be</b> submitted to the Fire Department by the constructor prior to starting construction).</li> </ul>	

**EXCAVATION PERMITS**

This type of permit should only be accepted and issued where the works are relating only to the ground preparation for the building’s foundation and necessary works are not relative of a typical Soil fill/removal permit or due to site conditions a geotechnical engineer is required to oversee the works prior to the submission for foundation or full building permit.

Submissions for an excavation permits shall include:

- *Coordinating registered professionals Schedule A for **excavation only**.*
- *Engineer’s Schedule B for **excavation only**.*
- *Geotechnical report.*
- *Excavation design, including shoring.*
- *Engineer’s schedules covering sections 7.1-7.4.*
- *Additional information may be required as it relates to City infrastructure, once extent of excavation is determined.*

Should you have any questions or comments regarding these requirements, please contact the City of Courtenay Building Division at 250-703-4862 or [building@courtenay.ca](mailto:building@courtenay.ca) .