

# NEW DWELLING APPLICATION PACKAGE



**ALL FORMS** are required to be submitted when making application for a New Dwelling.

1. Owner / Builder Permit Guidelines	9. Application For Service / Connection Information Sheet
2. Plan Reviews	10. Application For Service/Connection
3. Drawings Checklist	11. Water On/ Off
4. Building / Plumbing Permit Application	12. Guidelines for Driveway
5. New Home Registration *	13. Application for Permission to Construct Works within Highway Right-of-Way
6. Owner's Undertaking of Building Foundation	14. Zoning & Highway Access Plan
7. Address Request Form	15. Noise Bylaw
8. Request for Information	

## DESCRIPTION OF FORMS

**Building/Plumbing Application** This form used to apply for building and plumbing permits and must be submitted **before** construction commences.

**\*New Home Registration** Registration is required with the Home Protection Office. **Owner/Builders** are required to pass a knowledge exam on home building basics. Website: [www.bchousing.org/licensing-consumer-services](http://www.bchousing.org/licensing-consumer-services) or call 1-800-646-7050.

**Request for Information** Used to locate water, sewage and storm services that are available to your property. The City of Terrace Roads Department marks the ground to indicate the location and type of services present.

**Application for Service** Used to make application for service connections

**Water On/Off** Used to turn the Water On. A request can be made for a Temporary Service (90 days) during construction. After 90 days regular utility charges will commence unless you request to turn the water off.

**Application for Permission to Construct Works** An Application for Permission to Construct Works within Highway Right-of-Way must be made for driveway and boulevard lawn construction. A refundable deposit is required and will be forfeited if works are not completed prior to expiry of the building permit.

**Zoning & Highway Access Plan** Fill in the boxes with dimensions to enable correct application of zoning and highway access requirements.

**Address Request** Used to assign your property with an address.

**Occupancy:** Once Occupancy is approved, owner can make the payment for garbage, recycling and organics carts (\$205.00) at Public Works office. Once payment received carts will be delivered. (Garbage & Recycling Carts: \$75.00 each; Organics: \$55.00)

# **PLAN REVIEWS**

*ANY CHANGES TO THE DESIGN AFTER THE REVIEW PROCESS HAS STARTED WILL REQUIRE:*

*-RE-SUBMITTAL OF ANOTHER APPLICATION FEE; and*

***-WILL CAUSE THESE NEW CHANGES TO BE REVIEWED IN ORDER OF DATE RECEIVED.***

*PLANS WITH INADEQUATE CONSTRUCTION DESIGN DETAILS WILL BE RETURNED FOR RE-SUBMISSION AND **REVIEWED IN ORDER OF DATE RECEIVED.***

# DRAWINGS CHECKLIST

## Framing Details:

- Size and spacing of all framing members
- Are the Lintel sizes marked on the drawing?
- Did you include the Engineered Beam Drawings?  
(If applicable w bearing loads)
- Truss Drawings
- Engineered Floor System
- FTG Sizes:                      Width X Depth
- Spot FTG Sizes:                Width X Depth
- Rebar
- Foundation Wall:                Thickness / Height  
    Conventional  
    ICF
- Basement:                        Finished or Unfinished
- Window Openings
- Grade Elevations
- Property Line Setbacks
- Indicate what type of Siding you will be installing.

# OWNER / BUILDING PERMIT GUIDELINES

(Part 9 & Residential Permits Only)

## DO YOU NEED A BUILDING PERMIT?

- **Building Permits ARE Required:**

1. To erect a new building or structure including garages, decks, swimming pools, and modular/mobile homes.
2. To demolish, repair, alter, add to, or move an existing building or structure.
3. Change of occupancy of existing buildings and structures.
4. For installing wood/pellet burning appliances or to construct a fireplace.
5. For repairs which change or affect the structural integrity of a building or structure.
6. Retaining structures that are part of a building or structure that supports an Occupancy.

- **Building Permits Are NOT Required For:**

1. Fences, sidewalks, planters, and driveways.
2. Painting, decorating and laying carpet or laminate flooring.
3. Cabinet work.
4. Repairs using similar or same materials for the **purpose of maintenance** and which do not affect any mechanical work.
5. Accessory buildings (garden shed, etc.) not greater than 10m<sup>2</sup> (107 sq. ft.) in area that conform to zoning regulations.

## WHERE TO APPLY FOR A BUILDING / PLUMBING PERMIT

City of Terrace, Development Services

5003 Graham Avenue, Terrace, B.C. V8G 1B3

Tel: (250) 615-4000

Email: [lfrancisco@terrace.ca](mailto:lfrancisco@terrace.ca)

Email: [nbrooks@terrace.ca](mailto:nbrooks@terrace.ca)

Email: [building.licensing@terrace.ca](mailto:building.licensing@terrace.ca)

## WHAT TO BRING

1. Two sets of plans; and
2. Call the Building Inspection Department at 250-615-4000 for all other appointments

## DO I NEED AN ARCHITECT'S OR ENGINEER'S SEAL?

This will depend on the scope, complexity and type of proposed work. Please call the Building Inspection Department at 250-615-4000 for detailed requirements.

## PERMIT FEES (The estimated value of construction shall be established by the Building Official)

**\$30.00 non-refundable application fee for projects with a value under \$5,000**

**\$50.00 non-refundable application fee for projects with a value over \$5,000**

**\$8.00 per \$1,000 of construction value**

**\$1.00 per \$1,000 of construction value for plan reviews**

**\$350.00 refundable administration fee where the value of construction exceeds \$10,000**

**(Note: This fee will only be refunded upon an Approved Occupancy Inspection by a City Building Official and where the project is completed within 2 years of the Permit issue date.)**

## **INFORMATION TO BE PROVIDED ON PLANS**

**Ensure sufficient information is shown on building plans to determine compliance with Bylaw 1810 – 2004 and the 1998 British Columbia Building Code, such as but not limited to:**

- Floor plans showing the dimensions and uses of all areas;
- Dimensions and height of crawl and roof spaces;
- Location, size and swing of doors;
- Location, size and opening of windows;
- Floor, wall, and ceiling finishes;
- Plumbing fixtures,
- Structural elements;
- Stair dimensions;
- A cross section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;
- Elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, and finished grade;
- Cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the Building Code;
- Mechanical systems information such as the location and size of every drain and of every trap or inspection piece that is on a drain; and show in cross-section the size and location of every soil or waste pipe, trap and vent pipe;
- Submit a foundation design prepared by a registered professional in accordance with Section 4.2 of Part 4 of the Building Code, accompanied by Letters of Assurance in the form of the Schedules B-1 and B-2 contained in Part 2, and referred to in Section 2.6, of Part 2 of the Building Code, signed by the registered professional.
- The requirements of Section 9.3.5, a design prepared by a registered professional may be waived by a Building Official if documentation, prepared and sealed by a registered professional, is provided assuring that the foundation design substantially complies with Section 9.4 of Part 9 of the Building Code and the foundation excavation substantially complies with Section 9.12 of Part 9 of the Building Code.
- The requirements of Section 9.3.5, a design prepared by a registered professional may be waived for the construction of a detached one family dwelling, a two family dwelling or an accessory building where the owner signs an undertaking in the form provided by the City acknowledging the owner's responsibility for the design and construction of the foundation and the condition of the supporting soils of the building to which the waiver applies.

# **BUILDING PERMIT APPLICATION**



**BUILDING** \_\_\_\_\_  **PLUMBING** \_\_\_\_\_

**SPRINKLER** \_\_\_\_\_  **OTHER** \_\_\_\_\_

(250) 615-4000

The information collected on this form will be used to process your application. Under the Freedom of Information and Privacy Act, when requested we are required to release portions of this information. If you have any questions regarding the use of this information, contact the City's Freedom of Information Co-ordinator at (250) 638 – 4721.

**PROJECT SITE ADDRESS:** \_\_\_\_\_

**DESCRIPTION OF PROJECT:** \_\_\_\_\_

**ZONE:** \_\_\_ **LEGAL LOT:** \_\_\_ **BLOCK:** \_\_\_ **RG:** \_\_\_ **DL:** \_\_\_ **PLAN:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**TENANT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PC:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**SQ. FT. MAIN:** \_\_\_\_\_ **2<sup>nd</sup> FLOOR:** \_\_\_\_\_ **BASEMENT:** \_\_\_\_\_ **OTHER:** \_\_\_\_\_

<b>W.C.</b>	<b>Sprinkler</b>	<b>L.T.</b>	<b>Interc.</b>	<b>Shower</b>
<b>H.B.</b>	<b>Lav.</b>	<b>D.W.</b>	<b>Urinal</b>	<b>B.F.Prev.</b>
<b>C.W.</b>	<b>Drains</b>	<b>Sinks</b>	<b>Bath</b>	<b>Other</b>

**TOTAL OF FIXTURES:** \_\_\_\_\_ **TOTAL OF SPRINKLERS HEADS:** \_\_\_\_\_

**VALUE OF CONSTRUCTION: \$** \_\_\_\_\_

**Inspections: (OFFICE USE ONLY)**

**Site**  
  **Footings**  
  **Found**  
  **Damproof**  
  **Drainage**  
  **Rough In**  
  **Underslab**  
 **Backfill**  
  **Framing**  
  **VB/Insul**  
  **Occupancy**  
  **Final**  
  **Other**

**I recognize that within the boundaries of the City of Terrace there are areas of "problem soils" and that these are widely distributed as to locations. I affirm that it is my responsibility as owner/agent to identify foundation conditions generally on which the intended construction is to be placed and take all action required to ensure the adequacy of the foundation.**

**BC Building Code 1.1.1.3 - Neither the granting of a building permit nor the approval of the relevant drawings and specifications nor inspections made by the authority having jurisdiction shall in any way relieve the owner of such building from full responsibility for carrying out the work or having the work carried out in full accordance with the requirements of the British Columbia Building Code. **READ AND UNDERSTOOD****

\_\_\_\_\_ (Owner Initial)

**I agree to conform to all the bylaws of the City of Terrace and to all the statutes and regulations in force in the City of Terrace and to save the City harmless from any action or costs whatsoever arising out of or incident to, the granting of this Permit, if issued. Bylaws may be viewed at [www.terrace.ca/notices\\_bylaws.html](http://www.terrace.ca/notices_bylaws.html)**

**\*\*Plan Review:** Any substantial changes to the design after the review process has started will: (1) require submittal of another application fee; and (2) cause these new changes to be reviewed in order of date received. Plans with inadequate construction design details will be returned for re-submission and be reviewed in order of date received.

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

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

**PROJECT SITE ADDRESS:**

BUILDING APPL. FEE:	# _____ (PERMIT #)	\$ _____ (1506) (2109 633)
BUILDING PERMIT. FEE:	# _____ (PERMIT #)	\$ _____ (1504) (2109 632)
ADMINISTRATION FEE:	# _____ (PERMIT #)	\$ _____ (1502) (2414 131)
PLUMBING APPL. FEE:	# _____ (PERMIT #)	\$ _____ (1506) (2109 633)
PLUMBING PERMIT FEE:	# _____ (PERMIT #)	\$ _____ (1505) (2109 634)
SPRINKLER PERMIT FEE:	# _____ (PERMIT #)	\$ _____ (1505) (2109 634)
TEMP WATER ON (90 DAYS)		\$ _____ (6120 691)
WATER D & I		\$ _____ (6120 690)
SEWER D & I		\$ _____ (4120 690)
STORM D&I		\$ _____ (2114 556)
WORKS WITHIN HWY R.O.W.		\$ _____ (2414 153)
** Permission to Construct Refundable Deposit**		
<b>TOTAL FEES:</b>	\$ _____	\$ _____



Homeowner Protection Office

Branch of BC Housing

Suite 650 – 4789 Kingsway

Burnaby, BC V5H 0A3

Telephone: 604-646-7050

Toll-free in Canada: 1-800-407-7757

Fax: 604-646-7051

Toll-free fax: 1-877-476-6657

Email: [hpo@hpo.bc.ca](mailto:hpo@hpo.bc.ca)

### **Owner/Builder**

Since July 4, 2016, anyone applying for an Owner Builder Authorization in British Columbia will need to pass a knowledge exam on home building basics.

### **Who needs to apply?**

If you want to build a new home as an owner builder in B.C., you must apply to the Licensing & Consumer Services branch of BC Housing for an Owner Builder Authorization and meet all necessary requirements.

You can learn more about the exam and apply for an Owner Builder Authorization at:

[www.bchousing.org/licensing-consumer-services](http://www.bchousing.org/licensing-consumer-services) or Contact them at:

Licensing & Consumer Services

Branch of BC Housing

Phone: 604-646-7050

Toll-free: 1-800-407-7757

Email: [licensinginfo@bchousing.org](mailto:licensinginfo@bchousing.org)



**OWNER'S UNDERTAKING OF BUILDING FOUNDATION**

Building Inspection Division of the  
Development Services Department  
(250) 615-4023 Fax (250) 635-3467



Permit #: \_\_\_\_\_

Project: \_\_\_\_\_

Project site address: \_\_\_\_\_

Legal description: Lot \_\_\_\_\_ District Lot \_\_\_\_\_ Plan \_\_\_\_\_

Pursuant to Section 10.1.9 of the City of Terrace Building Regulation Bylaw, I \_\_\_\_\_ being the registered owner of the above referenced property do hereby acknowledge and accept responsibility for the design and construction of the foundation for the above referenced project.

Furthermore, I recognize that within the boundaries of the City of Terrace there are areas of "problem soils" and that these are widely distributed as to location. I affirm that it is my responsibility as owner to identify foundation conditions generally on which the intended construction is to be placed and take all action required to ensure the adequacy of the foundation.

**Owner's Information:**

**Agent for Owner Information:**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address (print)

\_\_\_\_\_  
Address (print)

\_\_\_\_\_

\_\_\_\_\_  
Title (print)

# CITY OF TERRACE MAPPING DEPARTMENT



## ADDRESSING REQUEST FORM

Please be advised that the City of Terrace Mapping Department assigns all addresses for homes, businesses, buildings and properties within the City boundaries. Therefore, in order to ensure your address complies with our bylaws, please complete the form portion below and return it to the attention of the Mapping Department along with a site plan approved by the Building Department. In addition, if applicable, please ensure all your sub-trades use the approved address when making application to the Utility companies.

1) Property Owner: \_\_\_\_\_

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

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Single Family \_\_\_\_\_ Duplex \_\_\_\_\_ Other \_\_\_\_\_

2) Business Name: \_\_\_\_\_

Business Owner \_\_\_\_\_

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

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

Postal Code \_\_\_\_\_ Phone Number \_\_\_\_\_

Additional Info \_\_\_\_\_

3) Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ DL : \_\_\_\_\_

4) Date: \_\_\_\_\_

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### **OFFICE USE ONLY**

DATE: \_\_\_\_\_

### **APPROVED ADDRESS FOR THE ABOVE PROJECT IS:**

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

\_\_\_\_\_  
**Mapping Department Signature**



**REQUEST FOR INFORMATION**

NO. \_\_\_\_\_

TO: Roads Foreman

REQUESTED BY:

Building Inspection <input type="checkbox"/>	Public Works <input type="checkbox"/>	Other: _____
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**LOCATE & MARK - WATER**       **SEWER**       **STORM SEWER**

**Owner Name(s):** \_\_\_\_\_

**CIVIC Address:** \_\_\_\_\_ **Folio #:** \_\_\_\_\_

**Reason:** \_\_\_\_\_

Construction of New Single Family Dwelling

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

FOR OFFICE USE ONLY	APPROXIMATE LOCATION AS PER FIELD CARDS?		SIZE
	YES	NO	
WATER LINE: <span style="float: right;">(condition of service box)</span>			
SEWER LINE: <span style="float: right;">(condition of clean out)</span>			
STORM LINE: <span style="float: right;">(condition of clean out)</span>			
Other Information:			

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_

Copy to:

Building Inspection	
Mapping Dept.	

## APPLICATION FOR SERVICE/ CONNECTION INFORMATION SHEET

### **BEFORE MAKING APPLICATION**

- Visit the Public Works Department and find out if water and sewer services are available to your property.
- For sewer service, determine whether or not a gravity connection can be made (make sure the sewer main is low enough for your building to connect).
- You may wish to find out what the costs for connections are and if there are any Late Comer Charges that apply. Contact the Public Works Departmental Services Clerk (615-4021).

### **FOR CONNECTION TO SERVICES**

- Fill in the Application for Service Form. Submit a non-refundable **Documentation & Inspection Fee(s)**.
- Only a qualified Contractor or the homeowner can do the actual service work. If you, as the home-owner, are planning to do the work yourself, then a visit to the Plumbing Inspector (615-4023) is a must.

### **BEFORE YOU DIG**

- **Contact BC-1-CALL (1-800-474-6886)**  
for B.C. Hydro, CityWest Cable, Telus & Pacific Northern Gas **locates**
- The City of Terrace will provide you with the location of existing pipes. It is your responsibility to ensure the depth of your development will allow gravity drainage connection, and pipes to be put in at proper grade.
- Ensure you follow all safety precautions of working in an excavation. The Workers Compensation Board has sloping and trenching regulations that you must follow.

### **INSPECTION**

- Prepare the water and sewer lines for inspection by the City. You or your Contractor will ensure that the type of pipe is appropriate, the method of installation is done correctly (bedded in sand), pipes are in at proper grade (slopes should be between 1% and 2%). All water and sewer lines should be exposed from the service box to the building foundation, and any required cleanouts in place.
- **Once the connections are made, an inspection by the Building Inspector (615-4023) is required. Please give 48 hours notification for inspections.**
- A City representative will note the connections, type of pipe, depth of bury, grade and bedding and then authorize the Contractor to backfill the trenches. The City Representative will flow test the water lines following a connection. Please ensure there is access to the premises at time of inspection.  
*Note:* The basic criteria must be met for your connection to pass. (i.e. pipes are bedded in sand, the pipe has proper grade, and the ditch is properly sloped). **There is a Re-inspection Fee.**
- If you have a septic tank, then an additional inspection by the Plumbing Inspector (615-4023) will be required to ensure the tank is removed or alternatively is pumped out and filled with sand or gravel to deactivate it.

### **PLEASE NOTE**

A 90 day temporary water service for construction purposes is available. It is **ONLY TEMPORARY** and may be shut off if you occupy the premises without a valid Occupancy Permit.



CITY OF TERRACE APPLICATION FOR SERVICE / CONNECTION

For <b>SERVICE(s)</b> at :	<b>ORIGINAL</b> → P.W. Dept'l Services Clerk
	<b>COPY:</b> Building Inspector <input type="checkbox"/> Roads <input type="checkbox"/> Engineering Services <input type="checkbox"/>
	<b>COPY + INFO SHEET</b> → Applicant <input type="checkbox"/>

<b>LEGAL Description</b>	<b>GL #</b>
Lot _____ Block _____ Plan _____ D.L. _____ Folio: _____	

<b>WATER - Size</b> mm	<b>SEWER – Size</b> mm	<b>STORM – Size</b> mm
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NEW Connection <input type="checkbox"/> or Reconnection <input type="checkbox"/>	Domestic <input type="checkbox"/> Industrial <input type="checkbox"/>	Commercial <input type="checkbox"/>	Water Meter May be Required
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<b>OWNER:</b>	<b>Mailing Address:</b>

Phone Nos.: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

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

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**NOTE:**  
**Only a qualified Contractor or the homeowner can do the actual service work, and MUST arrange for inspection of all Service Connections (water, sanitary sewer, and storm service) by a City Inspector (Phone 615-4000).**

**Temporary Water Supply During Construction**       **PERMANENT ON**

**Regular water/sewer/garbage charges shall automatically apply at the end of the 90-day construction period, or prior if an Occupancy Permit has been issued. If you do not wish to be on regular utility charges, you must apply for a water-off.**

I, \_\_\_\_\_ (owner  or authorized agent  ) hereby make application for the above connection(s) and I agree to be bound by all the provisions of the bylaws now in force and to any amendments to the said bylaws which may be hereinafter enacted by the Council for the City of Terrace, and I further agree to pay all rates and rents due for servicing the above mentioned location.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

If you wish to have a person act as your agent with respect to this application, please provide the name and address. I hereby authorize \_\_\_\_\_ of \_\_\_\_\_ to act on my behalf for this application.

Owner's Signature: \_\_\_\_\_



CITY OF TERRACE  
**WATER CONTROL / BILLING REQUEST FORM**

EMERGENCY: YES / NO	DATE:	Time:	Rec'd by:
Requested by:			Phone:
<b>CIVIC ADDRESS:</b>			
Reason:			

- Requested  
 BOOKING for Date: \_\_\_\_\_ Time: \_\_\_\_\_ Confirmed \_\_\_\_\_
- SOMEONE **MUST BE PRESENT AT ADDRESS WHEN THE WATER IS TURNED ON OR OFF.** A minimum of 48 hours notification is required, except where an emergency exists.
- During normal working hours, the **FEE for water turn-off is \$20 plus \$20 to turn-on.** Where the turn-off or turn-on is required at times other than normal working hours, the fee shall be **TWICE the regular amount.**
- Temporary Water Supply During Construction:**  
 Regular water/sewer/garbage charges shall **automatically apply** at the end of the 90-day construction period. If an Occupancy Permit has been issued prior to the 90-day construction period, then **regular** utility charges shall commence from the date of the Occupancy Permit.

If you **DO NOT** wish to be on **regular utility charges**, then you must apply for a water-off (fee of \$20.00). When you require water turn-on you must apply for water on (fee of \$20.00) and regular utility charges shall commence.

**Authorized / Requested by:** Owner  Renter  Agent  Building Inspector

<b>Print Name</b>	<b>Signature</b>
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**FOR ROADS DEPT. USE ONLY:**

	Date	Time	Utility Man	Regular Hrs. CHARGES	After Hrs CHARGES
Permanent OFF				<b>\$20.00</b>	<b>\$40.00</b>
Permanent ON				<b>\$20.00</b>	<b>\$40.00</b>
OFF for repairs				<b>\$20.00</b>	<b>\$40.00</b>
ON after repairs				<b>\$20.00</b>	<b>\$40.00</b>
ON – Temporary Supply * <b>ONLY as per Building Inspector</b> (* for 90 days during construction )			<b>Building Insp.</b>	<b>\$30.00</b>	<b>\$50.00</b>

**FOR OFFICE USE ONLY**

Authorization - Road Foreman: \_\_\_\_\_

Comments:			
Billing to ↓			
Name:	Folio #		
Address:	Client Code		
City: <b>TERRACE</b>	Code: <b>V8G</b>		
Billing Tracking Code #	Amount \$	code 6120-691	Date:
Completed by:	Finance Authorization:		Copy:

## **GUIDELINES FOR RESIDENTIAL DRIVEWAYS SINGLE AND TWO FAMILY**

### **GENERAL REQUIREMENTS:**

- Minimum driveway width shall be 3.0 metres and maximum width shall be 8.0 metres.
- Maximum driveway grade shall not exceed 11%.
- Minimum driveway surface shall be compacted all weather surface.
- The finished elevation of the driveway at the road property line shall not vary more than 150mm from the centreline elevation of the existing road.
- Driveways shall be situated a minimum of 10 metres back from the property line at street intersections.
- Only one driveway shall be allowed unless otherwise approved in writing from the City Engineer.
- Corner lots may be permitted access from each street unless one of the streets is a collector or arterial street, under which case the driveway shall be off of the lower classified street.
- Maximum flares at the roadway shall be no greater than 3.5 metres.
- Driveways shall be clear of utility boxes (Hydro, Cable, Tel).
- A minimum of 1.2 metres clearance shall be provided from poles, signs, transformers or lamp standards.
- A minimum of 2.0 metres clearance shall be provided from fire hydrants.
- If a culvert or catchbasin is deemed necessary by the City Engineer to ensure proper drainage conditions, it shall be provided by the owner.
- If the water shut-off valve and/or sewer clean-out are situated within the driveway area the elevation may need to be adjusted by the City to match any new surface.
- For additional information regarding driveways contact the Engineering Department at (250) 615-4042.



**APPLICATION FOR PERMISSION TO CONSTRUCT WORKS  
Within Highway Right-of-Way**



*I/We hereby apply for permission to construct the following described works within the right-of-way of Highway, within the City of Terrace, in accordance with the particulars, plan and specifications submitted herewith.*

**Construct a driveway access at**

**Civic Address:**

**Requested Access Width:**

**As per the attached plan**

*I/We understand that the submission of this form constitutes an application only and the works may not be commenced unless and until a permit is received.*

PRINT

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

Signature

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

Application Date: \_\_\_\_\_, 20\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ \ \_\_\_\_\_ Fax: \_\_\_\_\_

Permit to be: Mailed  Emailed:  Phone/Hold for pickup

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**FOR CITY USE ONLY:**

Legal Description	Lot	Blk	Plan	D.L.
Registered Owner				

**Special Notes:**

- 1. A refundable deposit of \$1000 is required for Works within Highway Right-of-Way (payable at time of building permit application). The deposit will be forfeited if works are not satisfactorily completed prior to expiry of the building permit.**
- 2. This permit is valid for the driveway location and configuration as submitted with the Building Permit. Any contemplated changes will require re-application.**
- 3. All boulevard area fronting property, other than driveway, shall be finished with 100mm of top soil and seeded lawn.**
- 4. The Permittee shall be responsible to promptly remove any construction debris / soil that has been tracked or spilled on the roadway / sidewalk surface. Debris / Soil removal will be accomplished without damaging the surface, using dustless sweeping methods.**

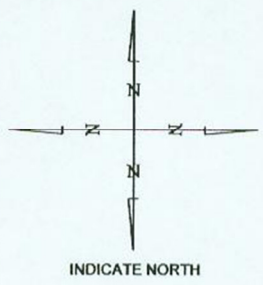
**Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_, 20\_\_\_\_ **No.** \_\_\_\_\_

CIVIC ADDRESS:

LOT NO.

PLAN NO.

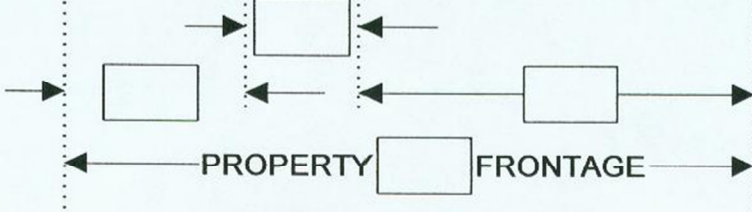
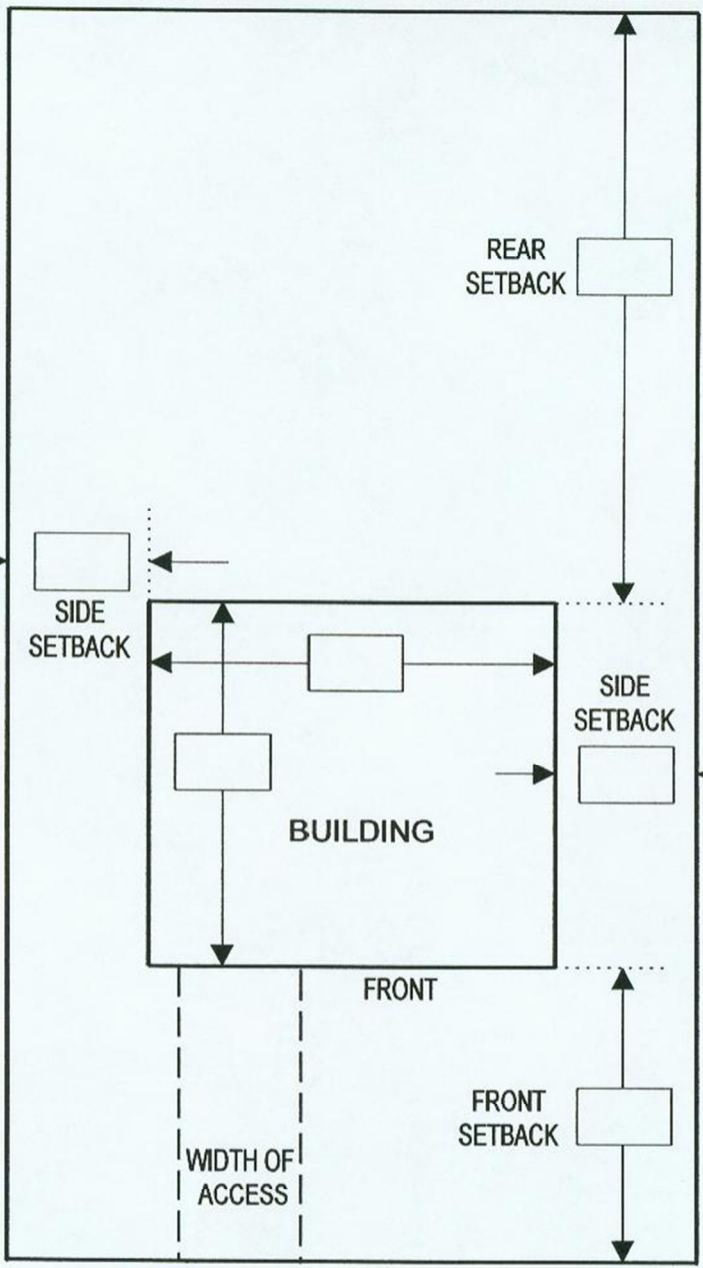
D.L.



STREET NAME IF APPLICABLE

LOT DEPTH

STREET NAME IF APPLICABLE



**CITY OF TERRACE**  
**BYLAW NO. 2100-2016**

**“A BYLAW OF THE CITY OF TERRACE THAT REGULATES, PROHIBITS, AND IMPOSES REQUIREMENTS ON NOISE”.**

**WHEREAS** under Sections 8(3), 8(3)(h) and 64(b) of the Community Charter, the Council of the City of Terrace may, by bylaw, regulate, prohibit and impose requirements in relation to the protection and enhancement of the well-being of its community on matters related to noise that is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public.

**NOW THEREFORE** the Council of the City of Terrace hereby enacts as follows:

**1.0 Citation**

This Bylaw will be cited as the **“City of Terrace Noise Control Bylaw No. 2100–2016”**.

**2.0 Repeal**

This Bylaw repeals the City of Terrace Noise Control Bylaw No. 1051–1985 and all its amendments thereto.

**3.0 Definitions**

In this Bylaw:

**Bylaw Compliance Officer** means the official(s) appointed by the Council of the City of Terrace to enforce the bylaws of this City.

**City** means the City of Terrace.

**Fire Prevention Bylaw** means the City of Terrace’s most current Fire Prevention Bylaw.

**General Holiday** includes New Year’s Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, British Columbia Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, and any other day declared or proclaimed as a General Holiday by the Federal, Provincial, or Municipal Government.

**Highway** means a street, road, lane, pathway, walkway, bridge, viaduct and any other way open to public use, other than a private right-of-way on privately owned parcels.

**Noise** means a sound that is loud or unpleasant and that is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public.

**Nuisance Bylaw** means the City of Terrace’s most current Nuisance Bylaw.

**Person** means any individual, association, company, corporation, firm, organization, or partnership, singular or plural, of any kind.

**Power Equipment** means any tool, equipment or machinery powered by an internal combustion engine or electronic motor that is used on Residential properties for Residential purposes in lawn and garden care or in building and property maintenance, and includes but is not limited to leaf blowers, edge-trimmers, line trimmers, chippers, rototillers, lawnmowers, pressure washers and hand-operated tools.

**Residential** means a category of zone, building or use that provides for dwelling units for human habitation.

**Sound** means vibrations that travel through the air or another medium and can be heard when they reach a person’s ear.

**4.0 Prohibited Noises**

4.1 A person must not create, make or cause Noise, or allow an animal to create, make or cause Noise, in or on a Highway or elsewhere in the City of Terrace.

**5.0 Exemptions**

Notwithstanding prohibitions under Section 4.0, the following are exempt from regulation under this Bylaw:

- 5.1 All zones, excluding Residential zones, lawfully carrying on day-to-day legitimate activities, functions, and operations that are related to the use of the property;
- 5.2 Any emergency vehicle (Fire, Police, Ambulance);
- 5.3 Any vehicle or equipment engaged in the repair of a utility;
- 5.4 Bells or chimes for the announcing of public worship services;
- 5.5 Any person exploding fireworks, provided that the person adheres to the Nuisance Bylaw and Fire Prevention Bylaw;
- 5.6 Any construction, repair or maintenance of any Highways, lands, or premises between the hours of 7:00 a.m. and 8:00 p.m., Monday to Saturday;
- 5.7 Any blasting, air-hammering or other equipment pounding, or excavating bedrock between the hours of 8:00 a.m. and 5:00 p.m., Monday to Saturday;
- 5.8 Any use of Power Equipment on Residential zones between 7:00 a.m. and 8:00 p.m., Monday to Saturday, and between 9:00 a.m. and 8:00 p.m. on a Sunday or General Holiday; and
- 5.9 Any vehicle or equipment engaged in the ploughing or removal of snow on or from Residential zones between the hours of 6:00 a.m. and 10:00 p.m., on any day.
- 5.10 Any vehicle or equipment engaged in the ploughing or removal of snow on or from a Highway, Commercial, Industrial, Institutional, or Agricultural zone.

**6.0 Enforcement and Right-of-Entry**

6.1 Subject to the provisions of the Community Charter, the Bylaw Compliance Officer and any official of the City of Terrace duly authorized by Council is hereby authorized to enter on or into property to confirm compliance of this Bylaw, in case of an emergency, or at all reasonable times, any day of the week, on any parcel that is subject to regulation under this Bylaw or for any matter which Council has exercised legislated authority to regulate, prohibit, and impose requirements.

**7.0 Penalty**

- 7.1 Any person who commits an offence or contravenes any of the provisions of this Bylaw is liable on summary conviction to a fine not less than \$100 or more than \$2,000 for a first offence, and not less than \$300 or more than \$2,000 for a second and subsequent offenses, and the costs of prosecution, as provided for in the Community Charter.
- 7.2 Each day that a provision of this Bylaw is contravened will be considered a separate offence.
- 7.3 This Bylaw may be enforced by means of a municipal ticketing information system.

**8.0 Severability**

8.1 If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion will be omitted and the decision that is invalid must not affect the validity of the remaining portion of this Bylaw.

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**ADOPTED** this 11<sup>th</sup> day of January, 2016.

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