Building Permit Hub user guide: Submitter

Last updated on September 20, 2024

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Overview of the Building Permit Hub

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

Purpose of the user guide / roles and responsibilities

This document contains instructions for submitting a building permit application.

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

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

Getting started

Using a web browser, navigate to the Building Permit Hub. The landing page contains information on why this tool was created and some of the benefits of using the Building Permit Hub.

Local jurisdiction information

Enter your construction project location or civic address where the construction activity will occur and where the building permit will be needed.
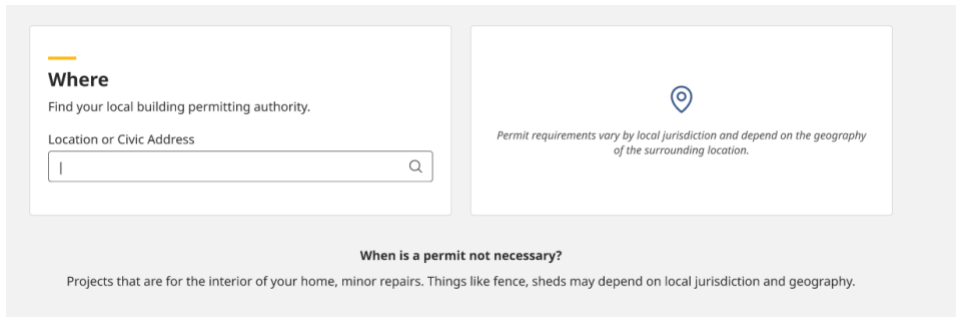
The local building permitting authority (e.g. local government or Indigenous government) will be displayed.
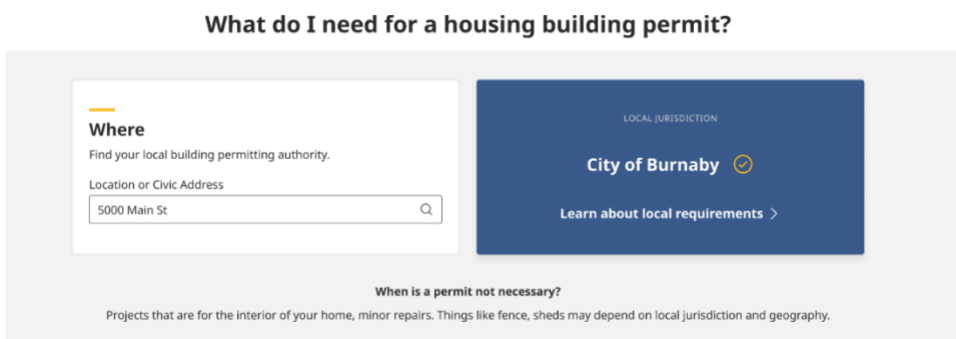
Click on "Learn about local requirements" to access a page for your local jurisdiction. This page will provide information specific to the location and type of construction project you're planning. It includes checklists, contact details, and helpful advice on things to look out for.

Login with your BCeID account

To use the Building Permit Hub, you need either a Basic or Business BCeID account.

Logging in with Basic BCeID

1. If you already have a Basic BCeID account simply log in with your username and password.

Register with Basic BCeID

Follow the instructions below to register with Basic BCeID.

Step 1: Register for BCeID.

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

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

Register with Business BCeID

Follow these instructions to register with Business BCeID.

Step 1: Register for Business BCeID.

Step 2: Answer the questions on the screens as you proceed through registration. Your path through the registration screens differs depending on how you answer the questions.

1. Once you register your organization with Business BCeID and complete any identity proofing step, you will also be the owner of your administrative Business BCeID account with administrative powers to create and manage other accounts.

    a. We recommend creating an extra admin account for a backup person(s) in case you're unavailable. Admin accounts in your organization can create and manage other accounts as needed.

Getting help with BCeID

Check if your organization is registered

Search the Business Directory to see if your organization is registered. If you are having trouble using the search tool, please use the contact us information on the BCeID web site to contact the BCeID helpdesk for assistance.

If you find your organization is registered with Business BCeID

- Choose one of the BCeID business managers shown for your organization, and request they create a Business BCeID account for you.
- Confirm you can use your account by logging in.
- Return to Step 3 of the invitation and follow the instructions.

If your organization is not registered with Business BCeID

Your organization needs to be registered with Business BCeID. You can register your organization if you are authorized to act for your organization for such agreements.

If you can't, you must find somebody who is, and they register your organization with Business BCeID. Ask them to:

- Read and follow the registration instructions at the end of this insert.
- Confirm the administration account they create during registration by logging in.
- Have the account administrator create an account for you in the organization with their new account so you can login to the Building Permit Hub.

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

Once you have your account confirm you can use your account by logging in. In a web browser, navigate to the Building Permit Hub. Use your BCeID account information to login.

Using the Building Permit Hub

When you log in, you will be directed to the My Active Permits page. This is a summary of all the building permit applications created by you in the Building Permit Hub.

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

Building Permit Hub application instructions

Start a new building permit application

Click "Start a permit application".

The following page will be displayed.

Building Permit Hub

Home / Permit Applications / **Create New**

Start a permit application

Before you submit a building permit application, please ensure your proposed building siting and design complies with:

- provincial building code
- local zoning bylaw
- official community plan regulations
- applicable development permit areas
- variances outlined in a local bylaw

For more information and specific building drawing requirements and checklists, contact your local jurisdiction. Find your local jurisdiction

Location for permit

Address	Parcel Identification (PID) No.
⊚ Select...	

[Back]

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

Location for permit

Address	Parcel Identification (PID) No.
⊚ 6401 Maple Dr, Osoyoos, BC	005567297

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

Small-scale/Multi-unit housing (Part 9 BCBC)

Single detached, duplex, triplex / fourplex / townhouse, secondary suite, accessory dwelling unit (ADU) e.g. garden suite

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

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

Select work type "New Housing Construction".

New Construction

Select >

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

Save a building permit application

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

Edit a saved building permit application

Click "Resume" to continue working on a saved application.

Submit a building permit application

Click "Submit application" to submit your building permit application.

Create a nickname for a permit application

You can give your permit application a nickname by clicking the pencil button beside the project's location. Please be aware that this nickname will remain with the application and will be visible to others in the application process.

Status of application

The status of the building permit application(s) is categorized into three stages: "draft", "submitted", and "viewed" or received by the local jurisdiction.


Application number

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

The copy button will copy this number to your clipboard for future use as needed.

Please note the first 3 letters are related to the name of the local jurisdiction the application will be submitted to.

Reference number (After submission)

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

The application has different sections listed on the left side of the screen. Click on any section to go to it. When you finish a section, the open circle will turn into a checkmark.

Click "Collapse all" to close all sections on the permit application. "Expand all" will open all the sections on the permit application. "Go to top" will take you to the top of the building permit application window.
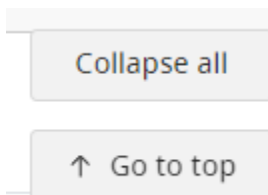
Tips from local jurisdictions

The "Tip" section offers valuable guidance tailored to your local jurisdiction, provided by the receiving building permit authority.

✔Tip

Question format

Each section is divided into the following parts:

- Question
- Choices or plain text field for your response
- Help Text = Helpful information or links to reference sources

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

☐ Cross section

☐ Elevations

☐ Foundation plan/crawl space plan

☐ Roof plans/roof truss and beam layout drawings

☐ Floor plans

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

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

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

Question types

Address *

[   ]

Organization

[   ]

Is applicant the same as... *

Required fields are marked with a red star *

Fields without a red start are not required.

Upload supporting documents

To upload documents, drag files to the upload box. Or, click "browse" to select files using Windows Explorer.

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

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

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

Upload building design drawing package

⚡ This field has Auto-Compliance capability

File Name	Size
☁ Drop files to attach, or browse	

Please upload the building design drawing package here.

Energy Step Code Tool

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

Energy and Zero Carbon Step Codes

Energy and Zero Carbon Step Codes compliance STATUS Draft ⌄ 👥 Assign (0) ⌃

Before you start please make sure you have finished uploading all your finalized architectural drawings before generating the report. If you make changes to your uploaded drawings after import, you will need to go through this Step Code Auto-Compliance Tool again.

Which method do you want to use for the step codes?

[⌄]

(if not using the tool, we will allow you to upload by file)

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

Step Code Auto-Compliance Tool

Automatically generate your BC Energy Step Code Compliance Report

BC Step Code Compliance Checklist - Part 9 Buildings

- Energy Step Code
- Zero Carbon Step Code

For Performance Paths:
- 9.36.6. BC Energy Step Code ERS
- 9.36.6. BC Energy Step Code NECB
- 9.36.6. Passive House
- 9.36.5 BC Energy Step Code

More details can be found at energystepcode.ca

⚠ **Before you start**

Please make sure you have finished uploading all your finalized drawings before generating the report. If you make changes to your uploaded drawings after import, you will need to go through this Step Code Auto-Compliance Tool again.

Import

BC Building Code Performance Compliance Path:

Select	⌄

Select .h2k file

Choose File No file chosen

District Energy EF

District Energy Consumption

Other GHG EF

Other GHG Consumption

+ Add Data

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

9.36.6 BC Energy Step Code ERS

9.36.6 BC Energy Step Code NECB

9.36.6 Passive House

9.36.5 BC Energy Step Code

Click "Choose file" to upload .h2k files

Select .h2k file

Choose File | No file chosen

You can return to your permit application by clicking the "Back to permit application" button in the top right corner of the screen. "My permits" will take you to your draft permit page.

My Permits   Back to Permit Application

Tips for Successful Submissions

Best Practices for Completing Applications

View the best practices for using the Building Permit Hub.

Additional resources

Contacting support

You can click the floating "Help" button to launch a help window.

Help

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

Dictionary of terms

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