

BUILDERS' BULLETIN: PERMIT APPLICATIONS

*This bulletin is intended to provide clarification on building permit submissions in the District of Lillooet. Building Bylaw No. 2021-006 contains details on building permit application requirements. As well, many project-specific checklists have been created. At the current time, the District of Lillooet is working with a remote Interim Building Official. **Building Permit applications are recommended to be submitted digitally for quicker service.** Paper applications will still be accepted; however, processing times may be longer in these instances. Please be sure to consult the relevant District of Lillooet Bylaws or contact staff if you have questions.*

Digital Applications

Digital Building Permit Applications can be submitted by email, or ZIP files sent by email to building@lillooet.ca. Links to a Google Drive are also accepted.

General Requirements

All Building Permit applications require the submission of:

- Application form,
- Agent authorization form (if applicant is not the property owner, or owner is a company)
- Title search (last 30 days),
- Payment of application fee,
- Drawings or scope of work.

Project Specific Requirements

Project specific requirements are listed within the District of Lillooet building permit applications and checklists. These can be found here: [Lillooet - Document Center \(civicweb.net\)](https://www.lillooet.ca/civicweb.net)

Registered Professional Submission Requirements

If the project requires the services of a Registered Professional, digitally sealed drawings and Schedules are to meet the requirements set out by Engineers & Geoscientists BC ("EGBC") and can be found here: [EGBC-Authentication-of-Documents-V3-0.pdf.aspx](https://www.egbc.ca/EGBC-Authentication-of-Documents-V3-0.pdf.aspx)

Building permit issuance

Once the building permit application has been reviewed and is ready for issuance, the applicant will be sent a digital copy of the reviewed drawings. The applicant will then be required to have two (2) sets of these drawings printed (to scale) at their expense. One set of drawings must be returned to the District of Lillooet and one set must be included in the on-site permit package.

**THIS BULLETIN IS INTENDED AS A GUIDE ONLY.
FOR ADDITIONAL INFORMATION PLEASE REFER TO THE BUILDING BYLAW OR EMAIL
building@lillooet.ca.**