

Zoning Bylaw (Development Permit) vs. Building Bylaw (Building Permit)

The Zoning Bylaw deals with the **where** and **what** can be built and the Building Bylaw deals with **how** it has to be built

When is a development permit required?

A Development Permit acknowledges the use of land and buildings and its compliance with the Official Community Plan and Zoning Bylaw.

Under Zoning Bylaw 6-2025, a development permit is required for most types of development, construction, or use changes within the Village of Richmond.

Examples of when a development permit is required:

- New construction – building a house, garage, shop, or addition
- Constructing decks, sheds, fences
- Change of use: Converting a house into a daycare, turning a retail space into a restaurant, changing agricultural land to residential or commercial use
- Site Alterations: moving or demolishing a building

Situations NOT requiring a development permit

- Interior renovations
- Small buildings under 100 square feet

Fees: Council is currently reviewing a Development Fee Bylaw which would have a cost of \$25 per permitted development permit application

Process: Development permits go to Council for approval at the regular Council Meetings.

When is a Building Permit required?

A Building Permit is separate from a Development Permit. A Building Permit refers to building construction and compliance with **The Construction Code Act**. A building permit, where required, can only be issued when a development permit has been completed

Under Building Bylaw 7-2025:

Examples of when a building permit is required:

- New Construction: new house, garage, shop, shed over 100 square feet
- Renovations: When work affects the structural components (walls, beams, foundations)
- design, construction, addition, erection, placement, alteration, repair, renovation, demolition, relocation, removal, use, change of use, occupancy, or change of occupancy of a building
- Decks

Examples of when a building permit is NOT required:

- Fences
- Detached Structure less than 100 square feet

- Interior non-structural work (painting, patching, decorating, flooring, installing cabinets or shelves)
- Replacing same size doors and windows
- Replacing shingles
- Replacing stucco or siding

Additionally, no work may commence before a permit is issued, and the application for a permit must include plans and specifications of the proposed building and work in a format acceptable to the local authority.

At this time, there is not a set fee for a building permit. However, there are fees charged and payable by the Building Inspector.

Process: Building permit applications are submitted to the Village of Richmond. After the applicable development permit has been approved by the Village of Richmond, the building permit will then go to the Licensed Building Inspector for approval and inspection. All fees incurred by the Building Inspector are payable by the home owner.