



Prince Rupert


Development Guide

FALL 2025

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We gratefully acknowledge that the land we collectively benefit from is Ts'msyen territory. All development occurring on these lands should recognize this privilege and seek to serve the current and future generations and minimize the footprint we leave.

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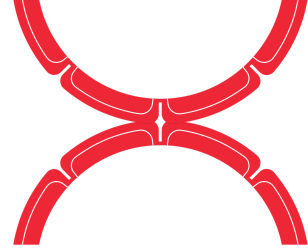
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Introduction

This document is a guide designed to assist people interested in planning and developing within the City of Prince Rupert. How we plan, develop and grow together for Prince Rupert's future is outlined in this guide. This guide makes reference to various City of Prince Rupert Bylaws, including:

- Official Community Plan Bylaw;
- Zoning Bylaw;
- Subdivision Servicing Bylaw;
- Development Procedures and Delegation Bylaws;

Other information sources may include the Local Government Act, the Community Charter, and the Land Titles Act. If there is any conflict between the statements in this Guide and a City Bylaw, the provisions of the Bylaw shall prevail. In all cases where accuracy is essential, it is recommended that you refer to the specific bylaw.

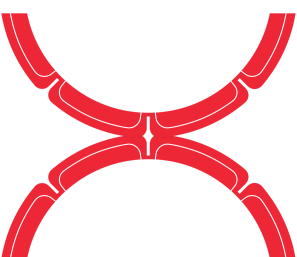
To illustrate possible planning and development processes that you may encounter as part of your development, we have created this guide to:

- determine what approvals are required;
- understand the sequence in which approvals must occur;
- and to track your proposal progress.

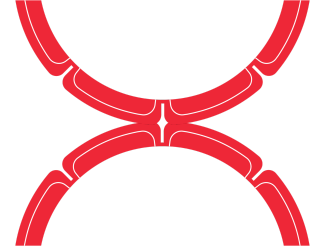
In addition, this guide contains a number of procedural guides which provide specific details on the various types of applications you may encounter or will be required to undertake prior to development.

In addition to the guide, the City of Prince Rupert website hosts extensive information on all aspects of planning and development. Application forms are located online and can be downloaded from the City's website. Paper copies are available, during regular business hours, from 9:30 a.m. - 4:30 p.m. at City Hall, located at 424 3rd Avenue West.

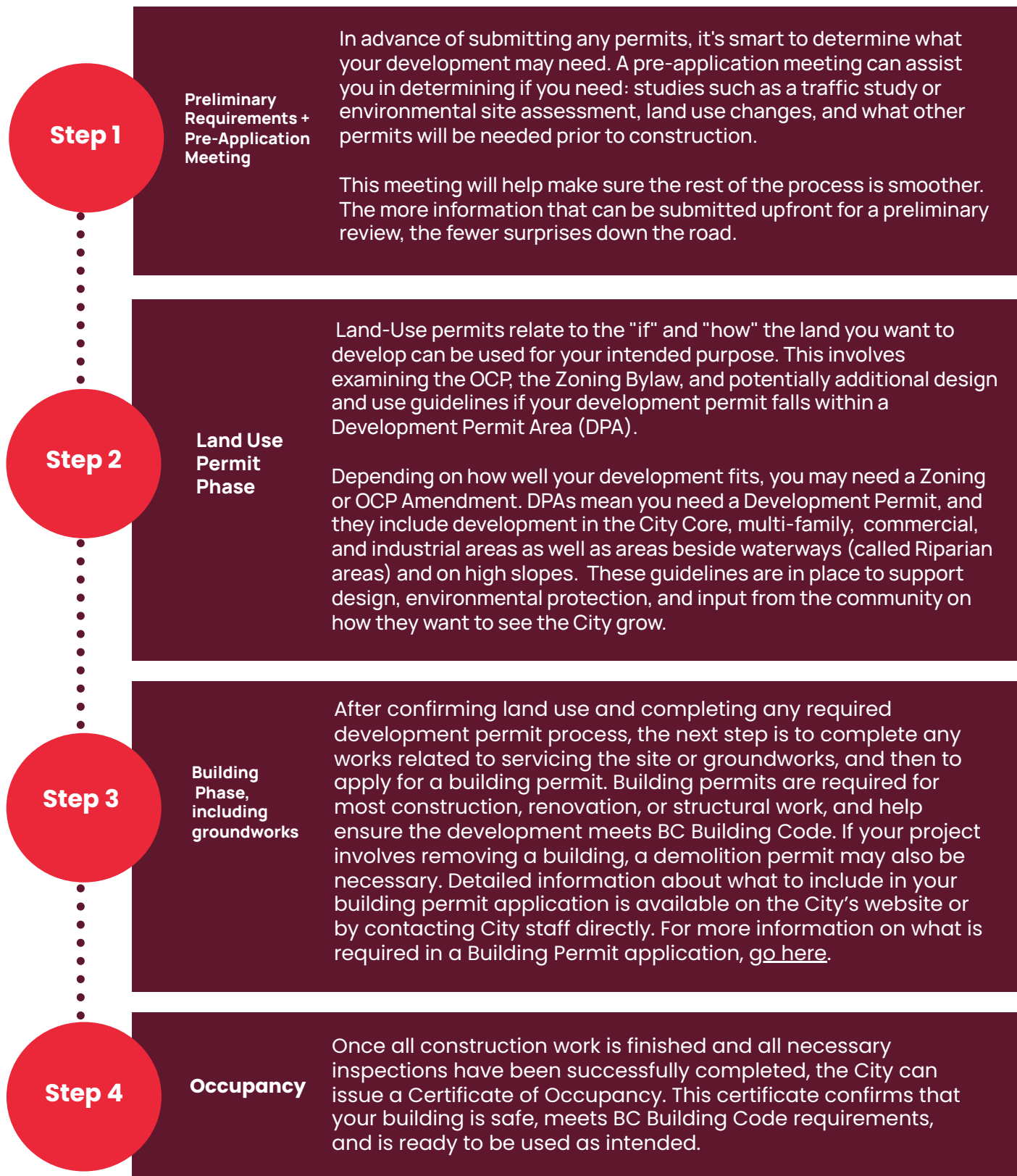
If you have questions regarding the content of this guide or development services, staff are here to help you. Contact us by telephone: 250 627 0946 or email development.services@princerupert.ca.



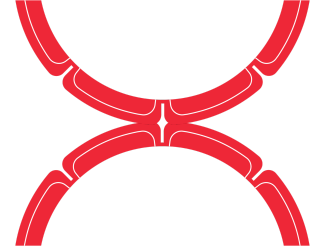
Development Process



Below is a (simplified) step by step example of the process for completing a development through from the Pre-Application Phase to Occupancy. This does not include applications for subdivision, utility service connections, or other considerations that may be a part of your particular application.



Proposal Process Definitions



Data Gathering + Design

Data gathering in advance of your project and as part of potential design processes is essential to ensuring you have a well thought out project. Data gathering may include the

- Service Investigation
- Hydrant Permit
- Invert Investigation Permit
- Excavation Permit
- Road Closure Permits
- Data Request Form
- Instructions to undertake BC One Planning Call if not already completed.

Pre-Application + Application

This is a meeting (in-person, online, phone) that we recommend to applicants, especially for more complicated developments, to discuss the proposal, relevant permits and steps, and required additional documents. If necessary, a follow-up meeting or email exchange may occur to ensure the application package is satisfactory and ready for property owner authorization. Once all information is complete, provide the completed application package to the City's clerks (in-person or email) and pay the relevant fees (in-person or phone). Note - Application for Zoning or OCP Amendment, permits and/or subdivision can be made by the owner of the property or by a person authorized by the owner.

Applications can be made in person at City Hall, 424 3rd Avenue West, Prince Rupert or via development.services@princerupert.ca.

An application will not be processed until all required information and the application fee(s) have been received.





Approvals

Prince Rupert City Council will typically consider all bylaw amendments and major development variances. Planning staff will prepare a Report to Council for each application which will include a staff recommendation and referral information. Where an application has been considered for a decision by Council, staff will notify the applicant, in writing, of Council's decision. If the application is declined, Council and the Director will not consider a re-application within six (6) months of refusal, unless the proposed development has been significantly changed or additional information has been added that was not available at the time of application.

Public Notification + Public Hearing

Official Community Plan (OCP) and Zoning Bylaw Amendments are subject to public comment prior to final decision by Council. As of 2024, the Province of BC has waived public hearing requirements for Zoning Bylaw Amendments where the proposed amendment is consistent with the Official Community Plan AND also will result in predominantly residential development.

Development Permit Area

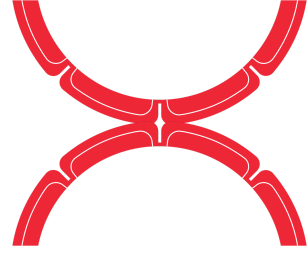
If a property is within one or more of the City's Development Permit Areas (DPA), a Development Permit (DP) may be required to undertake development and/or alter the land and structures, including: subdivision, construction and exterior renovations.

Subdivision

Subdivision is the process of altering property (lot) boundaries. A Subdivision Application is required along with formal approval from the City's Approving Officer and registration of a new subdivision at the Land Titles Office.

Concurrent Applications

If your development proposal requires more than one type of application (e.g., OCP/ Rezoning, DVP, DP), staff are only able to provide comment on preliminary plans and/or review completed applications. They are not able to advance a Permit or Subdivision Application until the upper tier approvals have been acquired.



Application Fees

Information on fees and charges for development applications can be found on the application form and within City Bylaws related to your application.

Timelines

The City strives to meet the following timelines once a complete application package is received and paid for:

- Zoning/OCP amendment: 4 months
- Variance application: 2 months
- Development Permit: 1 month
- Building Permit: 3 months
- Subdivision: 4 months

These timelines may vary and are subject to the size and complexity of the project, the number of applications in progress, the completeness and quality of submission materials, and whether the application is a stand-alone or concurrent application linked to other types of application processes.

Other Considerations

Every property and/or development proposal may have site specific considerations that require further attention, such as development variance, statutory right of ways, road closures, utility servicing connection requirements, covenants, or contaminated sites legislation considerations. Staff are here to advise you if such considerations are applicable to your application.





Development Process

And Potential Paperwork

1

Pre-application

- Preliminary application form
- Preliminary letter of requirements

2

Data Gathering

- Service Investigation
- Hydrant Permit
- Invert Investigation Permit
- Excavation Permit
- Road Closure Permits
- Data Request Form
- Instructions to undertake BC One Planning Call if not already completed.

3

Land Use Permits

- OCP/Zoning Amendment application form
- Temporary Use Permit Application Form
- Development Variance Permit Application Form
- Development Permit Application Form

4

Pre-Construction + Groundworks

- Works and Services Agreements
- Road Closure Permits
- Ground water discharge Permits
- Easement, Statutory Right of Way, or Encroachment Agreements
- Lease or Purchase Options/Agreements
- Foundation Permit (as required)
- Abandonment of Services (as required)

5

Construction + Structure Building

- Building Permits (including plumbing, etc.)
- Permits to Construct
- Associated Agreements
- Road Closure Permits

Fact Sheet 1:

Planning for your Development



The Data Gathering Phase

Every big project includes some due diligence work and data gathering. We encourage property owners and their agents to think of the following information and requirements in advance of starting your projects or meeting with staff. This will help streamline your application process and to develop a good understanding of your property and project needs:



Before you dig

BC-1 Calls are a requirement before you dig anywhere in BC to determine if there is potential to hit an underground utility. In addition, an excavation permit with the City may also be required for your project prior to digging as well if you're digging in road right of way (sidewalk, boulevard, or road). Confirm this with staff.



If you need utility data

You'll need utilities data to determine if there are existing services to site and if the utilities in the area can accommodate your proposed project. (This is especially true for multi-family developments). Your first step should be to do a BC -1 Planning Call. The City and other utility companies provide utilities location data through the BC-1 Planning Call to help plan any utilities connections and works on your end.

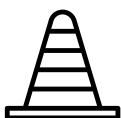
Need more utilities data for a complex build? You can gather more data in-field through the following permits from the City:

- [A Hydrant Use Permit](#) – you can use our hydrants to measure the flow data and get that static and residual pressure.
- [Utility Depth Investigation Permit](#) – The City doesn't provide depth of utilities to external contractors as we don't have professional survey capacity. Instead, we encourage you to confirm depth in-field through a utility depth investigation permit. This allows you to open City manholes to confirm your utilities depths.



If you're unsure about the history of your property

You can undertake a data request with the City to access information in your property file. Note that this process requires proof of ownership/Title, and there may be information in the property file that is redacted in compliance with the Freedom of Information and Protection of Privacy Act. (For instance, personal details about past owners). This information may help to flag historic uses of the site and/or building materials and associated need for environmental remediation needs.

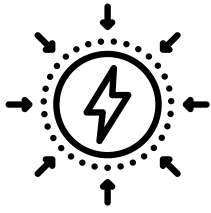


If you're going to block a road

Road closure permits are required to ensure that proper traffic control measures are in place any time you may be closing all or a portion of City roadways. Any works that may result in a road or sidewalk closure will need a road closure permit, which requires certified traffic control. Remember to give at least 7 days to process these requests!

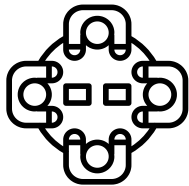
Fact Sheet 1:

Planning for your Development



Understand the Impacts of your Project

When we're evaluating your project, we look at the potential impacts. This may require you to have studies like a Traffic Impact Study, environmental site assessment, archaeological study or others. Note – not all projects require these studies. Ensure that you check with staff to determine what you need prior to getting too far down the road. See all potential requirements in the Pre-Application package for details.



Don't know what you need? We've got you.

Our helpful Planning and Development Services staff will help you in the Pre-Application meeting phase of your project to help identify needs like the above. Doing some fact-finding on your own before you come in just helps you to understand factors impacting the feasibility of your project before you start that process.



Fact Sheet 2:

Official Community Plan + Zoning



The Land Use Permit Phase

What is an OCP?

The OCP is an important bylaw that describes the City's long-term vision of community and land development. It includes, without limitation, land use designations for the City. An Official Community Plan (OCP) amendment is a bylaw that is introduced to change the City's OCP Bylaw. If what you're planning on doing with your development is different than the proposed land use in the Community's OCP, an amendment will be required, which must go to Council for approval.

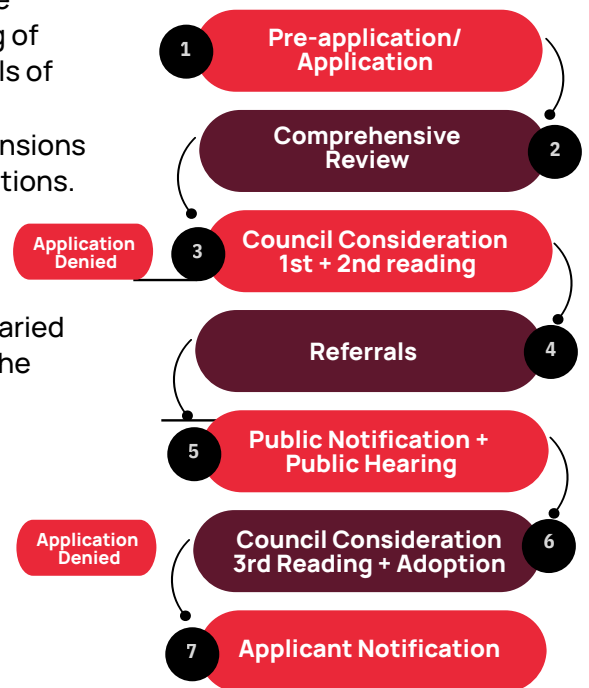
What is Rezoning?

Rezoning is the process of amending a community's Zoning Bylaw to further permit the use you are requesting for your property. The Zoning Bylaw is an important bylaw that prevents overcrowding of land and ensures appropriate building forms. It identifies parcels of land as belonging to certain 'zones,' with these zones having regulations related to use and density and the siting, size, dimensions of buildings and structures, setbacks, parking and other regulations. Typically, Zoning Bylaw amendment applications are made to rezone a property (i.e., from a single-family to multi-family residential zone) or to add a permitted land use within the current zone for a specific site. The Zoning Bylaw may also be varied through a Development Variance Permit in cases unrelated to the proposed use or density of a development.

Zoning Bylaw amendment applications for rezoning must be consistent with the OCP's land use designation. For example, Council can only approve a rezoning to a residential zoning if the property has a residential land-use designation in the OCP. This is why OCP amendments often go hand-in-hand with Zoning Bylaw amendments.

If you need a change to the Zoning Bylaw not related to density or use, you can apply for a Development Variance Permit, which is a simpler process and most approvals are designated to staff.

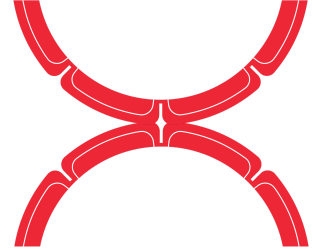
Bylaw Amendment Process



Not sure of the Zoning on your property? Head to the City's GOMap on our website for an interactive map of all local properties and their zoning!

Fact Sheet 2:

Official Community Plan + Zoning



What is the Process?

Application Steps

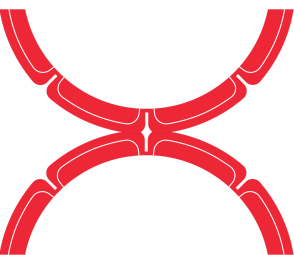
1. Pre-application

- Review the Official Community Plan and Zoning Bylaw to ensure consistency with the established guidelines.
- Meeting (in-person, online, phone) to discuss the proposal and required additional documents
- Where relevant, request information from staff to determine what municipal services are currently available and what may be required to support the proposal.
- Follow-up meeting or email exchange to ensure application package is satisfactory and ready for property owner authorization.
- It is also recommended to contact any adjacent properties and nearby property owners to advise them of your proposal. This may help to identify and resolve issues or concerns that may arise as part of public notification processes.

2. Submit Application Package

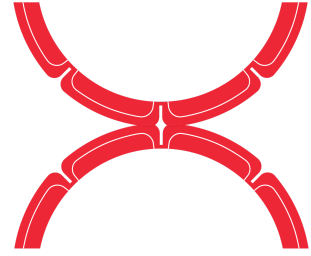
Documents will form part of permit and be used to prepare a Report to Council. The application form and examples of additional documents can be found at princerupert.ca or at City Hall.

- The submission of a complete OCP/Zoning Application must include at least the following:
 - Completed signed application form that clearly indicates the “property owner” and “the applicant”.
 - If the land is registered to a numbered or named company, a BC Company Summary is required.
 - If the application is being submitted on behalf of the property owner, a signed Owner Authorization Form, (dated no later than 10-days prior to the application) must be provided. A signed letter from the owner providing authorization may also be acceptable.
 - A copy of the current Certificate of Land Title(s) for the lands involved. The Title cannot be dated more than 30-days prior to the application and must include all copies of Covenants and Caveats registered on Title.
 - Printed copies of Certificate of Land Title(s) and documents registered against Title are available through:
 - BC Land Title & Survey: www.ltsa.ca/cms/
 - First Registry Services Ltd. www.firstregistry.ca/home.html
 - Notary Public or a Lawyer.
 - If applicable, other information you may need to provide can include a Site Disclosure Statement.
 - A letter describing the proposal, existing land use(s), proposed land use and development. Please include rationale supporting the proposed development.
 - Other supplemental information that may be required include: site plans, site photos, parking plans, and technical documents.
 - Provide the completed application package to the City's clerks (in-person or email) and pay the relevant application fees (in-person or phone).



Fact Sheet 2:

Official Community Plan + Zoning



What are the fees associated with the permit?

Fees are required for Official Community Plan and/or Zoning Bylaw amendment applications. The following fees are based on the current Development Procedures Bylaw No. 3533, 2024, and may be subject to future amendment.

- Amendment to Official Community Plan: \$1,100.00
- Amendment to Zoning Bylaw: \$1,100.00
- Amendment to Official Community Plan & Zoning Bylaw: \$1,400.00
- Development Variance Permit: \$330.00
- Development Permit Area (value of works over \$10,000): \$225.00
- Development Permit Area (value of works under \$10,000): \$60.00
- Reconsideration of a staff decision regarding a Development Permit application or a Development Approval Information request: \$60.00
- Temporary Use Permit: \$630.00
- Copy of Title Certificate (within 30 days of date of Application): \$20.00 per PID (Parcel identifier)
- Copy of BC Company Summary or equivalent (within 30 days of date of Application): \$20.00

Additional fees associated with developing the application are the responsibility of the applicant. In some cases, fees may be waived as part of current incentive programs.

What happens after submission?

Internal/External Review

- Planning staff will undertake a preliminary review of all submitted information to ensure completeness.
- The application may be referred to the internal Development Review Committee for comment.

Applicant Installs Sign on Development Site and Undertakes Public Consultation on their Proposal

Planner Prepares and Delivers Report to Council

- Staff will prepare a Council Report which will include: a planning analysis, draft OCP and/or Zoning Amendment Bylaw(s) and recommendation(s) for Council's consideration.
- Council will consider the requested amendment and whether to give 1st and 2nd readings of the Bylaw.
- If 1st and 2nd readings pass, Council may direct staff to proceed with a Public Hearing. If Council does not proceed with the application, the application may be denied ending the process.

Ministry of Transportation and Transit (MoTT) Approval after Third Reading (if required)

Public Hearing

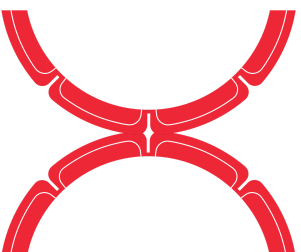
- Public Consultation invites members with an interest in the proposal to comment and/or attend a Public Hearing and is typically done by the following:
 - Notification is circulated to the owners / occupants of property within a certain radius of the subject property, where applicable,
 - A Public Hearing ad is placed in the local newspaper, the City's website, social media and notice boards

A Public Hearing is an opportunity for the public to comment. When the Public Hearing is held, staff on behalf of the applicant will have the opportunity to present the proposal and members of the public may comment. After the Public Hearing is adjourned, Council cannot receive any further representation or new information concerning the bylaw.

- Council will consider any comments received as part of the consultation process and may:
 - Proceed with Third Reading of the Amendment Bylaw;
 - Require that the development plans or amended bylaw be revised; and
 - Refuse to proceed with the amendment bylaw, ending the process.

Final Consideration

After Council has given Third Reading to the Amendment Bylaw, any outstanding matters must be resolved prior to the bylaw being considered for final adoption. If adopted, the OCP/Zoning amendment process is complete.



Fact Sheet 3:

Temporary Use Permits



The Land Use Permit Phase

What is a Temporary Use Permit?

A Temporary Use Permit (TUP) is a type of land use authorization issued by a local government in British Columbia under the Local Government Act. It allows a property owner or tenant to use their land or buildings for a purpose that is not otherwise permitted under the existing zoning for up to 3 years.

TUPs are meant to provide flexibility for short-term or trial uses, without permanently changing the zoning of a property. They are issued by Council and can be valid for up to three years, with the option to renew once for an additional three years. After that time, the use must either cease, or the property must be rezoned to allow the activity on a permanent basis.

Approval of a TUP is discretionary, and local governments may attach specific conditions to address community impacts, such as limits on operating hours, parking, or noise. Public notice and opportunity for community input are required before a TUP is issued.



When would someone apply for a Temporary Use Permit?

Residents or property owners may apply for a TUP if they wish to:

- Carry out a use on their property that is not permitted by the current zoning, but only for a limited period of time.
- Test out a new business or land use before pursuing a rezoning.
- Host a special event or temporary activity (for example, a seasonal market, temporary worker housing, or filming activities).
- Use vacant or underutilized land for a short-term purpose.

What happens after an application for a TUP is submitted?

- Internal/External Review
- Public notification of the proposed permit, including to surrounding properties
- City Council's consideration
- If Successful, Permit Issuance and Registration of Notice of Permit on Title

Fact Sheet 4:

Development Permit



The Land Use Permit Phase

What is a Development Permit?

A Development Permit is a tool the City uses to manage development— often protecting and promoting character of a neighborhood or area, protecting environmentally sensitive or hazardous areas, or lessening the impact of major developments to the surrounding area. A development permit allows a property owner to construct, renovate or make an addition to a structure on a property located within a Development Permit Area.

A local government designates an area in the Official Community Plan as a Development Permit Area and provides guidelines for that area. The City of Prince Rupert has several Development Permit Areas - covering Prince Rupert's Multi-Family Residential, Industrial, Downtown, and Cow Bay areas.

If your property is in a Development Permit Area, you need a Development Permit before you can:

- Apply for a building permit to start construction, alteration, or addition to a building or structure;
- Start development on property that meets criteria described in Development Permit Area guidelines.

If your project is not in a Development Permit Area—for example, if it's a small-scale residential project in the R1 zone—this step may not be necessary. City staff will confirm whether this step applies to your application in the Pre-Application Requirements phase.

What should I submit?

You should submit the completed application package – including the DP application form and any additional documents. Below are a few typically required additional documents

Site Plan

A scaled visual representation (not imagery) of the property with dimensioned lot lines, dimensioned structures (existing and proposed), as well as distances between lot lines and any structures. It should include the lot coverage percent.

Building Elevation Drawing

A scaled visual representation of the proposed development/demolition's exterior as viewed from relevant sides, including dimensions and building heights. (ie. all elements the drawing should be provided in the same proportion as their real-life counterparts).

Building Materials and Colours Information

A document that includes identifiers (e.g., paint colour reference) and photos of the specific materials and colours that will be used, and where they will be used, in the proposed development.

Sign Plan

A scaled sign mock-up, and indication of where they will be placed, with dimensions. The documents may be combined. Documents will form part of the permit. The application form and examples of additional documents can be found at princerupert.ca or at City Hall.



Fact Sheet 4:

Development Permit

What is the process?

Application Steps

Pre-application Meeting (in-person, online, phone)

Meeting to discuss the proposal, relevant DP guidelines, relevant variances, and required additional documents. A follow-up meeting or email exchange will ensure the application package is satisfactory and ready for property owner authorization

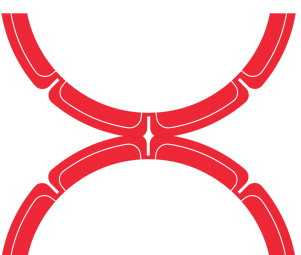
Submit Application Package

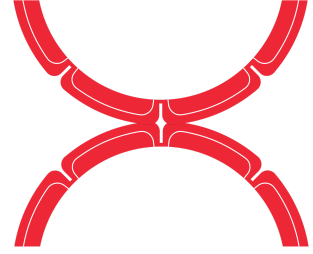
Provide the completed application package to the City's clerks (in-person or email) and pay the relevant fees (in-person or phone). A complete application requires:

- Plans, drawings or information accompanying the proposal (may include service investigation)
- Site Disclosure Statement (commercial, industrial properties)
- Title Search (within 30 days of application intake date) – the City offers this service for a fee.
- Corporate Search (if the subject property is owned by a Company, Corporation, LP, LLC, or Society)
- Other requirements requested during the application process.

What happens after submission?

- Internal/External Review
- City Planner's Consideration
- If Successful, Permit Issuance and Registration of Notice of Permit on Title





Fact Sheet 4:

Development Permit

How does the Development Permit Area impact my application?

A Development Permit (DP) is a tool the City uses to manage development in Development Permit Areas (DPAs) specified in the Official Community Plan (OCP)

City Core Area

All lands zoned for commercial, industrial, or multi-family use in the City Core area (See Map 1B of the OCP for City Core area)

General Multi-Family Areas

All lands zoned for multi-family use outside the City Core area

General Commercial Areas

All lands zoned for commercial use outside the City Core area

Industrial Areas

All lands zoned industrial in the City

Environmentally Sensitive Areas

Lands within close proximity of streams and ravines, as show on Map 12 of the OCP as being a riparian area

Hazardous Areas

All lands shown on Map 5 of the OCP as having a slope greater than 30%

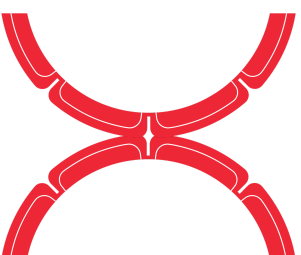
Land may fall within multiple DPAs. Each DPA is associated with DP guidelines, found in the OCP, that must be met to the satisfaction of the City Planner for a DP to be approved. The guidelines maintain and enhance the form and character of neighbourhoods, protect the environmental values of sensitive areas, and ensure that developments are well designed.

Who approves a Development Permit?

At the City of Prince Rupert, the approving authority is the City Planner or other designated authority under the Development Procedures Bylaw with criteria for approval laid out in the Official Community Plan development permit area guidelines. Additional approvals may be required from the Provincial Ministry of Transportation if the lot size and location triggers it or from Ministry of Environment under the Contaminated Sites Regulation.

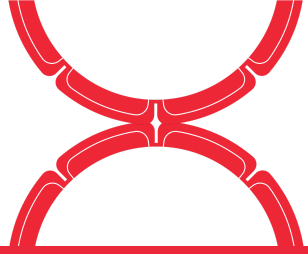
As delegated by Council, the City Manager, City Planner, or the Director of Operations may approve the following permits:

- i. Development Permits;
- ii. Minor Development Permits;
- iii. Development Permits with a Minor Variance, and
- iv. Minor Development Variance Permits.



Fact Sheet 5:

Development Variance Permit



The Land Use Permit Phase

When is a Development Variance Permit required?

Variations are alterations to regulations in the Zoning Bylaw (land use, density, and flood plain requirements cannot be varied). Examples of regulations that can be varied include building setbacks from property lines, building height, or site coverage limits. A DVP cannot be used to change the land use or the density of a property; those require a separate rezoning application

When can a Development Permit include a Variance request?

Only when the variance helps increase compliance with a development guideline or Official Community Plan policy/objective. Variations that do not increase compliance as mentioned above will require a separate Development Variance Permit (DVP) application

What should be included in the application?

You should submit the completed application package – including the DVP application form and any additional documents. Below are a few typically required additional documents:

Letter of Intent

A letter outlining the specific variations you are requesting, what they are for, and why Council should consider approving them.

Site Plan

A scaled visual representation (not imagery) of the property with dimensioned lot lines, dimensioned structures (existing and proposed), as well as distances between lot lines and any structures. It should include the lot coverage percent.

Building Elevations Drawing

A scaled visual representation of the proposed development/demolition's exterior as viewed from relevant sides, including dimensions and building heights. (ie. all elements the drawing should be provided in the same proportion as their real-life counterparts).

Sign Plan

A scaled sign mock-up, and indication of where they will be placed, with dimensions.

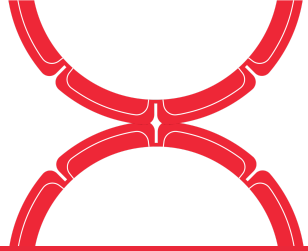
The documents may be combined. Documents will form part of the permit and be used to prepare a Report to Council and will be made public as part of the package. The application form and examples of additional documents can be found at princerupert.ca or at City Hall.

What fees are required for a Variance permit?

Fees are required for DVP applications, inquire at Customer Service for details. Each regulation for which there is a variance is subject to a separate fee but processed in one application. Fees may also be required for title search, with a fee for each PID (Parcel Identifier) linked with the property. If Title Search can be provided by applicant, it needs to be dated to within 30 days of the application

Fact Sheet 5:

Development Variance Permit



The Land Use Permit Phase

What is the process to apply for a Variance permit?

The process for an application is as follows:

Pre-Application Meeting

- Contact the City of Prince Rupert's Planning Department by phone ((250) 627-0946) or email (development.services@princerupert.ca) to schedule a meeting.
- Discuss your proposal, the relevant Zoning Bylaw regulations, and the specific variances you are requesting.
- Ensure you are prepared to provide the required attachments for your specific proposal.

Submit Application Package:

- Complete the Development Variance Permit application form.
- Provide a letter explaining the specific variances needed and why Council should approve them.
- Submit scaled site plans showing property lines, existing and proposed structures, setbacks, and other required details.
- Include scaled drawings of proposed interior and exterior views, including building heights.
- A Certificate of Title, dated within 30 days of the application, is typically required.
- Pay the application fees.

Internal/External Review:

- The City's Planning Department will review your application.
- The application may be referred to various agencies for input.

Report to Council:

- A Planner will prepare a report for Council for a non-minor variance, incorporating input received from referral agencies.

Public Notification:

- Council may direct statutory notification for non-minor variances.
- Affected property owners and tenants will be notified of the proposed variance.
- There will be a 10-day period for public inspection of the draft DVP.

Council Decision:

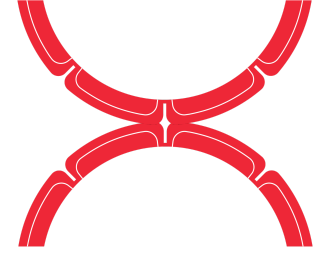
- Council will hold a regular meeting to review the application and the staff report.
- The applicant will have an opportunity to address Council.
- Council will then pass a resolution to either approve, approve with amendments, or reject the DVP.

Permit Issuance:

- If successful, the DVP will be issued, and a notice of the permit will be registered at the Land Titles Office.

Variance Permit Application Process





Fact Sheet 6:

Subdivision

What is Subdivision used for?

A subdivision alters the legal property boundaries of a parcel of land. Subdivision can include dividing a property into smaller lots, consolidating several lots into one lot, creating bare land strata or changing the alignment of an existing property line. As required by the Local Government Act and the Land Title Act, all subdivisions must be approved by the City of Prince Rupert (COPR) appointed Approving Officer.

What does a Subdivision application require?

The information requirements are determined on project by project basis. A general checklist is included in this guide and more complete and accurate packages will improve the efficiency of review and evaluations. After the preliminary consultations, and when you feel you are ready to initiate the subdivision application, you will need to submit an application. The application must be accompanied with a non-refundable application fee. It is recommended that before the preliminary consultations, applicants review both the Zoning Bylaw and Subdivision Bylaw which are available on the City's website or from the Customer Services team.

General Information

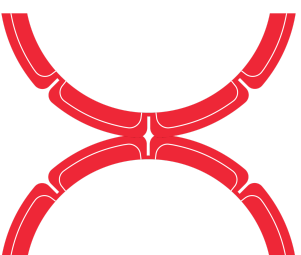
- Application
- Contaminated Site Profile
- Location of property including adjacent streets with names
- Legal description, lot dimensions, right -of-ways and easements
- Zoning
- Existing site conditions including any existing structure (s) etc.
- Dimensions and setbacks of existing and proposed buildings
- North arrows, scale, and date of plan
- In some instances, changes to the Official Community Plan and/or Zoning Bylaw could be required before subdivision plan can be approved. Please discuss this process with the Approving Officer or Development Services Staff.

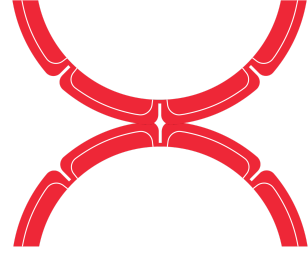
Engineering Information

- Existing and proposed municipal services including water mains, sanitary and storm sewer connections and sizing (existing lot servicing information can be obtained from the Operations Department).
- Site grading plans showing existing and proposed grades and proposed site drainage.
- Existing abandoned and proposed access points.
- Existing signs, street lights, hydrants, bus stops/shelters, power/telephone structures, etc.
- Any other information specific to your project.

Design Information

- A site plan showing buildings and structures, unenclosed storage areas, garbage areas, parking and loading areas, circulation elements and access.
- Floor plans
- Drawings including building elevations and perspectives, illustrating all sides of the building(s).
- A landscaping and screening plan showing existing and new plantings, trees and fencing. Native species shall be also identified. Then landscaping plans are to be prepared by a professional landscape architect. Where existing trees are to be retained an arborist report on the trees' condition and proposed retention shall be required.
- Parking and loading layout including location and width of access and maneuvering aisles, handicapped parking, access ramp to sidewalk and/or main entrance location of ticket dispensers and number and size of all parking and loading spaces.
- Cost estimates for landscaping and paving proposed in plans submitted.
- Internal Road(s) to or around the building for fire truck access.
- Other information as may be necessary to assess the development proposal.





Fact Sheet 6: Subdivision

What is the process of approval for a Subdivision?

The process, for any subdivision project should begin with a discussion of your proposal with the Approving Officer and Development Services Staff. We can ensure that the zoning is correct for the proposed use, and discuss the fees, and the plans required for approval. It is strongly encouraged that you discuss your development ideas and plans with COPR staff as soon as possible to avoid mistakes and to help your development occur in the best possible manner. They can provide valuable advice and direction, which may save you notable time and effort.

A subdivision application proceeds through a review and approval process that included the steps summarized below:

Pre-Application – Prior to submitting a subdivision application. The applicant is urged to prepare a preliminary development proposal. The applicant should first review the City’s Official Community Plan (OCP), Zoning Bylaw and the Subdivision Servicing Bylaw to determine whether the proposal meets all of the City’s requirements and standards. In addition, the applicant should meet with staff to discuss the proposal. Depending upon the scale of the subdivision, it may be necessary to retain the services of a Surveyor, Civil Engineer or other project related professional licensed to practice in British Columbia at this time.

Application Submission – Once a proposal has been prepared, a completed subdivision application package including the applicable fees are submitted to the Development Services Clerk.

Application review and Circulation – The application is circulated to internal departments and external agencies such as the Ministry of Transportation. Staff members review the application to ensure that the proposed development complies with the City’s development bylaws and policies. The applicant may be requested to submit additional information or revise the proposal as a result of the review.

Preliminary Letter of Approval – The City’s Approving Officer issues a Preliminary Letter of Approval, valid for 6 months, which outlines the comments received from circulation and provides a preliminary list of technical requirements for final approval of the subdivision. The requirements may include infrastructure improvements. The technical requirements identified in this letter forms the basis for any required financial security and/or Servicing Agreement discussed in this document. The Approving Officer may also issue a letter of rejection of the subdivision and the application is closed.

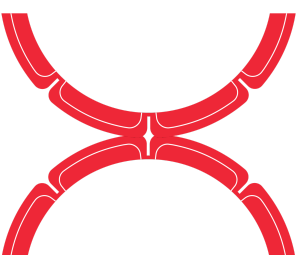
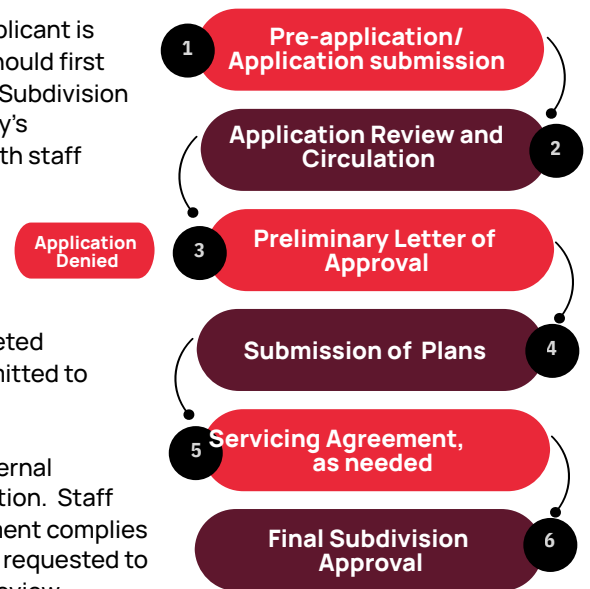
Submission of Plans – If necessary, the applicant submits plans to address the Preliminary Letter of Approval. Staff members review the plans. Re-submission of the plans may be requested to address staff comments. Based on the submission and estimates provided by the applicant or the City, security and fee amounts for works are determined.

Servicing Agreement – A servicing agreement may be required in support of the civil works. The agreement is in the form of a restrictive covenant prepared by the applicant’s Solicitor. Legal documents such as rights-of-way and easements may also be necessary to support the civil work required. The applicant’s Solicitor should submit drafts of the documents

Final Subdivision Approval – Once all necessary technical and legal requirements are addressed, and if required, external agency approval received, the applicant pays all necessary fees and provides required securities. The survey plans are also submitted for signing by the Approving Officer.

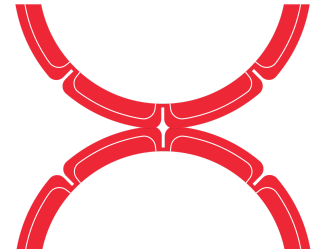
Plan Signing – If the survey plan is acceptable and all conditions of the Preliminary Letter of Approval are fulfilled, the Approving Officer signs the subdivision plans. The applicant or applicant’s Solicitor is required to deposit the plans at the Land Title Office within 60 days of the plan being signed by the Approving Officer.

Subdivision Application Process



Fact Sheet 7:

Building Permit Process



Construction + Structure Building

When are building permits/inspections required?

Building permits are required for all renovations, construction projects and structural work for structures over 10x10ft to ensure that the BC Building Code is being met. You can apply for the Permits by downloading and completing the corresponding form and return it, in person with a complete drawing, to the Development Services Department of the City of Prince Rupert.

Remember that most work undertaken requires that a plan be submitted at the time of making an application for a building permit. Inspections of the work by City inspectors are required for all jobs, no matter how big or small. Every job requires a final inspection to ensure it has been properly completed, but larger jobs may require several inspections, such as:



EXCAVATION— after excavation to determine that all organic material has been removed prior to placing structural fill.

FOOTING FORMS — after the forms for footings are complete, but before any concrete has been placed within them.

FOUNDATION FORMS— after the forms for the foundation to grade are complete, including all reinforcing steel, but before any concrete has been placed in them. If a wall exceeds four feet in height it is recommended that an inspection be called for before the forms are closed in, that is, while one side is still open.

UNDERGROUND PLUMBING— all underground plumbing from the property line to the foundation as well as any that will be underground inside the house before it is filled over. This includes all water, sanitary sewer and storm sewer lines.

CONCRETE SLABS/STAIRS— prior to pouring concrete for any building slabs and especially for suspended slabs and stairs.

PLUMBING— (rough in) when all drain lines and water lines are complete.

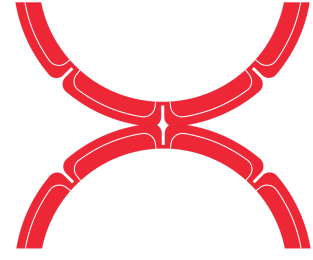
FRAMING— when framing and sheathing of the building are complete, including fire stopping, bracing, ductwork and plumbing, but before any insulation or interior or exterior finish is applied.

INSULATION AND VAPOUR BARRIER— when all insulation and the vapour barrier have been installed, prior to any wall finishing.

OCCUPANCY PERMIT/FINAL INSPECTION— after the building or portion thereof, or any other structure is complete and ready for use; before occupancy or actual use takes place.

RETAINING WALL AND FENCES— all retaining walls over 1 metre in height which abut public property, and all fences regardless of height, require building permits and inspections. In some cases the retaining walls will have to be engineered.

If you are undertaking any particular stage of work on a job that requires inspection, you must notify the Building Department for an inspection. This is a requirement of the City's Building Bylaw and contractors cannot rely upon the owner to call for the inspection. Contractors must do so themselves. A final inspection must be called for on all works. Failure to call for an inspection is an Offence under the Building Bylaw, subject to issuance of associated fines. Furthermore a contractor must not begin a stage of work that could cover up previous work, unless that previous work had been approved. Contractors may be required to undo work if it is inappropriately covered.



Fact Sheet 7:

Building Permit Process

How long does the permitting process take?

The Building Permit approval process varies with the type of application received. Please remember that a Permit is not valid unless approved by the Building Inspector first. Site inspections are required after a building permit has been issued.

What are the building permit fees?

Permit fees vary according to the cost of development.

Before you start the work...

- Before starting a job, the Contractor or homeowner must ensure that a permit has been obtained. If a contractor is doing the work, this must be either by the owner of the property or the owner's agent. No Building Permit will be issued without the Contractor first getting a signature on the "Owner Authorization Form". Starting work before a permit is obtained may result in a Stop Work Order and associated fines.
- All permit cards should be posted in a conspicuous place so that it is visible to all that a permit has been obtained.
- If you've hired someone for the work, ensure the contractor has a license. Contractors must possess a valid Prince Rupert Trade Licence in order to legally operate within the municipality of Prince Rupert and freely advertise services. The City provides information to the public regarding licensed/unlicensed contractors within the municipality. By ensuring contractor compliance to the Trade Licence Bylaw and Building Bylaw, the City acts in the interest of public safety and assures the application of a uniform standard to all construction activities.

What other permits may be needed?

There are certain other works, especially those involving City property that require permits from the Engineering Department. Those are:

- Application for water, sanitary sewer and storm sewer connection
- Street closure permit
- Tree cutting/removal permit
- Temporary use of City sidewalk
- Parking space permit
- Permit to construct on street allowance (sidewalk, stairs, driveway)
- Blasting permit
- Oversized load permit
- Other works that require Provincial permits and inspection are: electrical, gas, boilers and health.

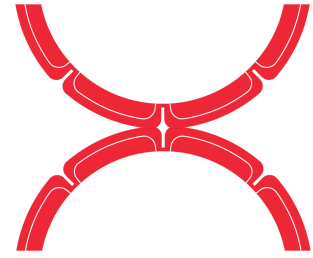
Are there any jobs that don't require a Building Permit?

The only works that do not require a building permit or inspections are:

- Structures under 10x10 feet
- Interior finishes such as painting, cabinets, carpets or other flooring
- Sidewalks, driveways, landscaping when done entirely on private property (except fences and some retaining walls)
- Changing plumbing fixtures, so long as there are no changes made to piping

Fact Sheet 8:

Accessory Dwelling Units (ADUs)



Construction + Structure Building

The new R1: Small Scale Residential Zone permits any combination of principal or accessory dwelling units up to 4 units on one lot. Without limitation, this could be a duplex and two accessory dwelling units, a stratifiable 4-plex, or two single families with 2 detached ADU's.

Interested in adding an ADU to your existing home or including one in your new build?

An Accessory Dwelling Unit (ADU) is self-contained living unit located on the same property as a main dwelling and can include secondary suites, garden/garage suites, and carriage homes. The benefits of adding an ADU include: providing homes for aging parents, adult children or other family members, helping to pay a mortgage or investing in existing property and contributing to more long-term rental housing in our community.

Examples include:

- A small house in the backyard
- A suite above a detached garage
- A secondary suite
- A converted accessory building (if built to current standards)



Over the Garage



Garage Conversion



Stand-Alone Unit



Basement or Attic Conversion

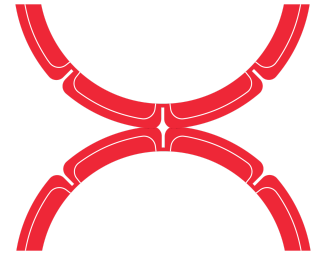
What is required to build an ADU?

ADUs can be permitted in all residential zones, assuming you can meet the requirements below. Applicants can apply for a variance for Council to consider varying regulations in particular circumstances if requirements cannot be met.

For additional information on requirements in Prince Rupert, see below.

- Only one accessory dwelling unit permitted for each principal dwelling
- One off-street parking space per additional unit
- A fire separation having a fire resistance rating of not less than 45 minutes
- Hard wired interconnected smoke detectors with a battery back-up. One in each bedroom and one serving the rest of the suite
- An egress-able window in each bedroom, with a minimum window size of .35 square metres (3.8 square feet) with no dimension less than 380 millimetres (15 inches)
- Access to the electrical panel
- Exterior metal entrance door with weather-stripping and a door viewer or transparent glazing or a sidelight.
- A kitchen sink, lavatory, bathtub or shower and a water closet
- Minimum ceiling height is 6 foot 11 inches
- The area of an attached suite cannot exceed 40% of the total living floor space of the building in which it is located and cannot exceed 970 square feet
- All accesses must connect to dedicated roadways designed and constructed to Master Municipal construction Document (MMCD) Standards

A Building Permit is required prior to commencing work on the suite. Addressing will be done after final inspection, and additional utility fees are applied to each unit on the property.



Fact Sheet 8:

Accessory Dwelling Units (ADUs)

Can you rent your ADU?

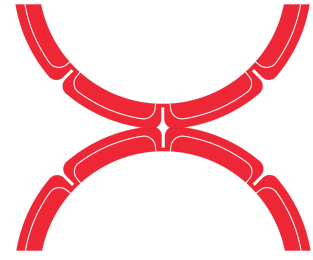
Once approved, your ADU can be rented out. Remember:

- You must comply with the Residential Tenancy Act.
- Short-term rentals may have additional restrictions.
- The ADU must remain in compliance with zoning, fire safety, and building standards.

What are the benefits of a legal ADU?

- Creates safe, affordable housing in Prince Rupert
- Adds value to your property
- Provides long-term rental income
- Increases housing choice for residents





Fact Sheet 9:

Contaminated Sites

What is the Contaminated Sites Regulation?

The CSR is a provincial regulation under BC's Environmental Management Act that sets out requirements for identifying and managing contaminated land. It outlines when environmental site investigations are needed, how contamination is assessed, and what steps must be taken before land can be redeveloped or sold.

Why does this matter in Prince Rupert?

Like many coastal communities with an industrial history, Prince Rupert has properties that may have been used for uses such as fuel storage, sawmills, fishing operations, or shipping. These activities can leave behind soil or groundwater contamination that needs to be assessed before the land is reused or redeveloped.

When do the CSR requirements apply?

You may need to follow CSR processes if you are:

- Redeveloping property for a new use (e.g., changing from industrial to residential).
- Applying for certain permits from the City, such as subdivision, rezoning, or building permits.
- Selling property that may be contaminated.
- Applying for municipal or provincial approvals listed as "triggering instruments" under the CSR.

What is a Site Disclosure Statement?

A Site Disclosure Statement is a standard provincial form that provides information on the past and present uses of a property. Municipalities like Prince Rupert are required to collect a Site Disclosure Statement at the time of applications if the site has a potentially contaminating history. Subdivision, rezoning, development, and building permits all trigger a Site Disclosure Statement.

Can development proceed while investigations are underway?

In most cases, development approvals are paused until the Ministry issues an approval, called a "Certificate of Compliance," "Approval in Principle," or other determination under the CSR. This ensures that the property is safe for its intended use.

Who pays for site investigations or cleanup?

The property owner or applicant is generally responsible for investigation and remediation costs. This is a "polluter pays" system, meaning current or past owners/operators associated with contamination may also be held responsible.

How does this protect the community?

The CSR ensures that contaminated land is safely identified, cleaned up, and managed before redevelopment. This protects:

- Public health and drinking water sources
- The natural environment (soil, groundwater, marine areas)
- Long-term community livability and land value

Contact Us

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424 3rd Avenue West,
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