

SITE ALTERATION PERMIT APPLICATION GUIDE

A Site Alteration Permit is required prior to any site works in advance of a building permit. You will need a Site Alteration Permit if you have a bare lot and want to prepare the site in advance of construction of a home or other building and do not have a building permit in place. If the soil removal or deposit is under 10 cubic meters, an application is **not** required.

A Site Alteration Permit will allow you to complete the following work:

- Exploratory site grubbing works: to clear the site within your building envelope to determine how you will build on the site.
- Establishment of a driveway: to create access to continue building on the site.
- Tree removal of any kind

Please note that structural works are specifically not permitted under a Site Alteration Permit. Please contact the Building and Planning Clerk at nsegovia@pemberton.ca if you are uncertain if the site work you plan can be completed under a Site Alteration Permit.

A Site Alteration Permit is not intended to be a means to expedite the building process. As per Site Alteration Bylaw No. 822, 2017 (attached), before the permit is issued, the applicant shall first have obtained all necessary permits (i.e., Development Permit, Development Variance Permit, Temporary Uses Permit and any other required permit) and permissions for development of the site.

Application Steps:

1. Obtain all necessary permits and permissions prior to applying for the Site Alteration Permit. Please contact our Development Services Department for help with this process.
2. Complete the application form and gather the required documents. Development Services Department staff will be pleased to answer any questions you may have.
3. Submit the application forms and supporting documents in person or by email to nsegovia@pemberton.ca
4. Once the application has been approved you will receive an invoice which must be paid upon pickup of the permit. You must wait for a letter of approval and pay all fees and deposits before beginning any site work. Fees will be determined by staff and can be found in Schedule P of the [Fees and Charges Bylaw No 905, 2021](#)

Contact our Development Services Department when the work has been completed to request the return of your deposit. You may be asked to submit drawings or photos or schedule an inspection prior to return of the deposit.