

Building Bulletin

Pre-Manufactured Steel Structures

This bulletin only applies to **permanent** year-round use buildings (as opposed to seasonal shelters without a foundation). When purchasing a pre-engineered structure, it is important to not only discuss what you will be receiving from the manufacturer but also contact the City regarding building and planning regulations. As part of the purchase, the most common components provided from the manufacturer are the shelter itself and the sealed design drawings that *may* include a foundation design.

When applying for a building permit, the following information will be required as part of the permit application:

- The design drawings must be sealed by a Registered Professional and state the climatic and seismic data for the location of the building according to the current BC Building Code.
- The Registered Professional who designed and sealed the building drawings must provide Letters of Assurance for the design of the building and be registered to practice in British Columbia.
- A separate foundation design sealed by a Registered Professional with Letters of Assurance if not provided as part of the manufactured building design drawings.
- If the Registered Professional that designed the building is not supervising the construction of the building including the foundation, a second Registered Professional is required to supervise the construction of the building and provide Letters of Assurance.



Get more information

- Building code and bylaw: building@courtenay.ca
- Zoning and land use: planning@courtenay.ca
- Business licence: businesslicence@courtenay.ca



**City of
Courtenay**

City of Courtenay Building Division

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