



Permitting Guide

Industrial Projects

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Executive Summary

Prince George’s 2025 Official Community Plan strategically refines industrial land-use to support a diversified and resilient economy. The OCP clearly designates zones for **future industrial growth** and ensures municipal bylaws—such as the Zoning and Subdivision Servicing Bylaws—are aligned with these industrial directions. This approach sets a stable framework to accommodate evolving industrial needs, promotes efficient infrastructure, and supports economic development in line with Prince George’s vision for sustainable urban growth.

Prince George’s industrial permitting process ensures that development aligns with municipal zoning, environmental regulations, and provincial building codes. This document provides background on influential community bylaws affecting land use—both current and future—along with zoning classifications, permit triggers, and the associated processes, costs, and timelines. Key permits include building permits, development permits for designated industrial zones, and environmental authorizations for emissions or

waste discharge. Early consultation with the City is encouraged to streamline applications and clarify requirements.

The intent of this document is to foster a shared understanding between proponents and the City of Prince George, reinforcing transparency, stability, and confidence in investing locally. With multimodal transportation access and proximity to resource sectors, Prince George offers strategic advantages for industrial growth. The permitting process emphasizes environmental stewardship, Indigenous engagement, and public consultation, ensuring developments are both economically viable and community aligned.

This document has involved consultation of many functions within the City of Prince George, including Planning, Building Inspection, Fire Inspection, Engineering, Utilities, and GIS. It gives a background to the relevant and influential bylaws of the community that will affect land use, both current and future, the different zones within the community, the permits required based on different triggers, the processes involved, as well as the costs and timelines with each process and permit. It is the intent of the document to support an understanding between proponents and municipalities and show stability and confidence in investing in British Columbia.

Case Study Clarifications

Throughout this document, we have added simulated examples of projects to further clarify the regulatory framework and processes. By giving “real world” examples, the goal is to show the interpretation of things like rezoning processes, permit fees, and internal referrals so proponents can better understand each layer to the municipal regulations. The BC Regulatory Mapping Study runs each proxy project through all regulatory layers, but as there are too many variables within the municipal context, the same method would not be useful to proponents.

Provincial Context

In British Columbia, industrial operations are regulated primarily under the Environmental Management Act, which requires permits for air and waste discharges, while construction and site development must comply with the Building Act and provincial codes through municipal permitting. Worker accommodations are governed by the Industrial Camps Regulation under the Public Health Act, ensuring standards for health and safety. Transporting heavy or oversized industrial equipment requires permits under the Commercial Transport Act, and waste management follows strict guidelines for pollutant control and industry-specific practices. These frameworks collectively ensure environmental protection, public health, and compliance with safety and infrastructure standards.

Environmental Management Act

Industrial Emissions

Building Act & Provincial Codes

Construction & Building

Public Health Act

Industrial Camps Regulation Compliance

Commercial Transport Act

Heavy & Oversized Industrial Equipment

Case Study Clarification: BC vs Municipal

Two different projects (Project A and Project B) are proposed for sites within Prince George's boundary. Both have the same space requirements, and both require rezoning.

Project A is an Industrial Warehouse located within 300m of a Provincial Highway (subject to Provincial and Municipal laws). The site requires rezoning from Rural Residential (AR1) to Light Industrial (M1).

Project B is an expansion of an existing industrial facility. The facility requires an additional 3.3 ha; therefore, the site requires a zoning change from Greenbelt (AG) and Special Institutional (P6) to General Industrial (M2) and Agriculture and Forestry (AF) to Greenbelt (AG). The site is not close to a Provincial Highway or Crown Land; therefore, it is only subject to Municipal laws.

| Feature | Municipal Project | Provincial-Regulated Project |
|-------------------------------|---------------------------|---|
| Project Name | Project A - Expansion | Project B - Industrial Warehouse |
| Location | Prince George boundary | Within 300m Hwy 97 |
| Rezoning Required | AG/P6 to M2/AG | AR1 to M1 |
| Jurisdiction | City of Prince George | Province & Municipality |
| OCP Amendment | Yes | Yes |
| Provincial Involvement | No | Ministry of Transportation |
| Highway Use Permit | N/A | Required via eDAS |
| Traffic Impact Study | Required by City | Required by MoTT |
| Public Hearing | Required | Required |
| Estimated Fees | ~\$7,925 (10,000 m2 site) | Similar municipal fees + any Provincial costs |



Municipal Framework Bylaws

Bylaws are the main source of guidance, purpose, and regulatory power the local governments have. With respect to industrial projects, the foundational bylaws that first influence development include the Official Community Plan (OCP), Zoning, and Subdivision and Development bylaws. Depending on various site-specific details, bylaws like the Clean Air and Sanitary Use bylaws may affect the site, and other bylaws like the Development Cost Charges (DCC) and the Fees and Charges bylaws will determine the cost for permitting, developing, and servicing the site.

In certain key areas of community development, master plans like the Water Master Plan and Sanitary Sewer Services Master Plan further define how bylaws will be implemented and services will be carried out. The following bylaws contain influential factors in the permitting process.

Table 1. Regulatory Framework - Bylaws, Influential Factors, and Triggers

| Bylaw | Influential Factors | Trigger |
|---------------------------------------|--|---|
| OCP | Future land use | Inconsistency with policy and objectives of the OCP triggers OCP amendment application |
| Zoning | Current land use | Non-permitted use requires rezoning application |
| Subdivision and Development Servicing | Subdividing land Works and services and infrastructure requirements and standards | Dependent on location of site within a designated area (Downtown, Urban, Semi-Urban, Rural) |
| Fees and Charges | Costs associated with applications and licenses | <p>Dependent on applications required:</p> <ul style="list-style-type: none"> • Building, demo, moving, plumbing; • Business license; • Land use application; • Development permit; • Highways; • Sanitary sewer; • Soil removal and deposit; • Storm sewer; • Subdivision control; • Water regulation and rates Refer to Schedule A for fee calculations. |
| DCCs | Cost to support new development | Dependent on location within DCC area (Areas A-D) |
| Sanitary Sewer Use | Connection to and use of sanitary sewer system | Level and type of byproduct discharge to sewer system Septage hauling |
| Storm Sewer | Connection to and use of storm sewer system | Permitted storm sewer connections and prohibited discharges |
| Clean Air | Requirements to control dust | Dust control needed during construction and operation |
| Highways | Activity and traffic on municipal rights-of-way | Potential for mud tracking to City roads Work on roads Traffic control needs or disruptions |
| Business License | Required to operate a business within the city (e.g. construction, contractor of if the building will be used for commercial purposes) | If you are building for resale or as part of a business activity you must obtain a business license from the City |

Official Community Plan Bylaw

The Official Community Plan (OCP) may be the most influential guidance document for a municipal government. The OCP is built on extensive community engagement and input from residents, research and statistical analysis on economic, population, and social trends in the region and community, and it sets long-term, visionary goals for the municipality.

OCPs can set high-level goals for service levels, infrastructure management, economic development, and emissions targets, and they lead to more in depth strategies for each goal to lay out the short- and mid-term steps to achieve the long-term goals. Generally, it can be reviewed and considered for revision every five years.

Although the OCP does not commit or authorize the City of Prince George to proceed with any project specified in the plan and does not have an immediate effect on property rights (e.g. existing zoning regulations will continue to apply), the OCP can have consequences that may increase or decrease the regulatory burden of developing a property (e.g. designation of development permit areas).

The foundational regulatory influence on industrial project development within the municipal framework is land use. If a use is not permitted on the proposed site, the project will not progress; if it is, other layers of regulation will then be activated. The current permitted primary and secondary land uses are defined in the Zoning bylaw, and encouraged use of the land is set out in the Future Land Use Plan schedule of the OCP bylaw.

Proponents are encouraged to seek existing sites already properly zoned for their industrial development. Should a site's proposed use be within the current Zoning bylaw, the proponent can move to permitting and other due processes; if not, a bylaw amendment process is required.

Where the planned industrial facility is proposed outside of the designated zone, a Land Use Application will be required to facilitate a use change. Where the City's Official Community Plan (OCP) designates a property as "Medium Industrial or "Heavy Industrial" in Schedule 12: Future Land Use Plan, OCP Policy may support an "Industry, Special Heavy" use. Per the City's Development Procedures Bylaw No. 9423, 2023, where the Authorized Person has determined that a Zoning Bylaw Amendment application is consistent with the Official Community Plan; a public hearing is not required.

Any other OCP designations in Schedule 12: Future Land Use Plan will require an OCP amendment to facilitate a Zoning Bylaw Amendment application for a "Industry, Special Heavy" use. Where an OCP amendment is required, a Medium Industrial designation in Schedule 12: Future Land Use Plan would be the most suitable designation for a Land Use Application. Per the City's Development Procedures Bylaw No. 9423, 2023, where an OCP amendment is required, both a public consultation and a public hearing will be required to provide opportunities for appropriate consultation with persons, organizations and authorities that may be affected by an amendment.



Future Land Use - Light Industrial

The Light Industrial designation in Schedule 12: Future Land Use Plan of the OCP (see Appendix A) is intended to accommodate light industrial uses which have low noise and air emissions based on Provincial Offsetting Guidelines. This may include, but is not limited to manufacturing, processing, household repair, research, broadcasting studio, building & garden supply, minor truck or rail terminal, distribution, indoor minor recreation, warehousing, scientific & technical consulting, storage and distribution, and similar uses. This designation supports a diverse employment base by facilitating industrial conversion areas offering a mix of business, office, and light industrial uses. There are many existing Light Industrial zoned areas including the Global Logistics Park.

Future Land Use – Medium Industrial

The Medium Industrial designation in Schedule 12: Future Land Use Plan of the OCP is intended to accommodate medium uses that have low to moderate noise and air emissions based on Provincial Offsetting Guidelines. Medium Industrial uses may have an impact beyond site boundaries and can include, but are not limited to hydrogen production, cement processing, manufacturing, major truck or rail terminals, and wrecking yards. OCP Policy encourages locating Medium Industrial uses away from other non-industrial designations to minimize disturbances related to light, noise, traffic, dust and air emissions. Medium Industrial lands currently exist between First Avenue and River Road, and some areas within the BCR and Danson Industrial subdivision. New or expanded Medium Industrial uses are encouraged to locate away from the Downtown and Neighbourhood Centres and Corridor areas.

Future Land Use - Heavy Industrial

The Heavy Industrial designation in Schedule 12: Future Land Use Plan of the OCP is intended to accommodate high impact, large scale industrial uses with a high level of noise and air emissions based on Provincial Offsetting Guidelines. Heavy Industrial uses may include mining and extraction uses, primary metal manufacturing, petroleum refineries, asphalt and roofing material production, pulp mills, and extensive manufacturing. Areas within the City include for example the pulp mill lands. OCP Policy encourages new industrial operations with significant noise and other impacts, such as pulp mills, large processing and manufacturing plants, and ancillary uses outside the Prince George air shed.





Development Permit Areas

Industrial Form & Character

Properties within the Carter Light Industrial area, Queensway East, Airport Light Industrial area, and any Industrial designated or zoned lands within 50 m of a Major Road (including Highways) shown on Schedule 5: Road Network of the OCP are designated an Industrial Development Permit Area. Exemptions to this designation are those industrial designated or zoned properties within 50 m of the following Major Roads: Industrial Way, Northwood Pulpmill Road, PG Pulpmill Road, Sintich Road, and Willow Cale Road. An approved Development Permit is required to obtain a Building Permit. Through the Development Permit process, the City may consider the following criteria to determine proposed land use suitability: location; lot size; site access; the volume of site usage and traffic; parking; landscaping and screening; development size, massing, and quality of design.

Groundwater Protection

The lands identified for groundwater protection, as shown on Schedule 11: Development Permit Areas are designated as groundwater protection development permit areas (see Appendix A). Boundary lines depicting groundwater protection development areas are approximate, and further analysis may refine their location. The City wishes to protect well heads and aquifers from incompatible development that may lead to contamination of the City's potable water supply. By regulating development within capture zones, the City may reduce the potential risk of contamination. Development including the alteration of land, or construction of, addition to, or alteration of buildings or structures for any use that involve the manufacture, processing, sale, storage, or distribution of wood waste, agricultural waste, petroleum products, allied petroleum products, and waste or effluent as defined under the Environmental Management Act, or snow storage, waste management, wrecking yard, composting or burial of livestock, poultry or aquaculture products requires a Groundwater Protection Development Permit Area. An approved Development Permit is required to obtain a Building Permit.

Riparian Protection

The lands identified for riparian protection, as shown on Schedule 11: Development Permit Areas are designated as riparian protection development permit areas. Riparian areas are areas of land and vegetation adjacent to watercourses that provide a range of important functions, including fish and wildlife habitat, erosion and sediment control, flood protection, and overall stream bank stability. Riparian areas need to remain in an undisturbed state to provide these functions. Water courses and water bodies shall have a 30.0 m leave strip from the top of bank for industrial developments, except 50.0 m leave strips are required from the Fraser and Nechako Rivers where the leave strip area is devoid of trees and there is evidence of active bank erosion. A lesser leave strip shall be considered where the setback is determined by a qualified professional in respect of a development proposal. An approved Development Permit is required to obtain a Building Permit.

Wildfire Hazard

The land subject to wildfire hazards, as shown on Schedule 11: Development Permit Areas are designated as wildfire hazard development permit areas. Wildfire Hazard Areas are areas of land identified as having a high risk of interface wildfire. By following the appropriate guidelines, landowners may reduce the risk of being negatively impacted by wildfire.

A qualified professional in fire protection shall be required to undertake an assessment of a proposed development site to determine the fire hazard and determine appropriate requirements (e.g., fire rated materials and clearing of debris) to reduce the risk of being negatively impacted by wildfire. The scope of the site assessment shall be determined by the Authorized Person. An approved Development Permit is required to obtain a Building Permit.

Flood Hazard

The lands subject to Flooding, as shown on Schedule 11: Development Permit Areas are designated as the flood hazard development permit areas. The objectives for establishing the flood hazard development permit area are to promote settlement patterns that minimize the risk associated with hazardous flood conditions. These areas are regulated by the Flood Plain Bylaw No. 8285, 2010.

The Flood Plain Bylaw establishes the Flood Construction Levels (FCLs) and setbacks for development within the flood plain. An exemption to the FCL and setbacks shall be considered where the construction level and setback is determined by a qualified professional in respect of a development proposal. If the minimum setback and FCL is not met, an approved Development Permit is required to obtain a Building Permit.

Significant Slopes

The lands with significant slopes as shown on Schedule 11: Development Permit Areas are designated within a significant slopes development permit area. The objectives for establishing the slope development area are to minimize the risk to people and property from natural hazards; manage development and construction practices in natural hazard areas to protect structures from damage; provide stable and accessible building sites; and encourage tree retention.

OCP Policy requires development in these areas to follow geotechnical and hazard assessments and that development be setback from the top of ridgelines, cliffs and ravines to minimize the impact on environment and risk to development as determined by a qualified professional (OCP 20.3.3.c).

Zoning

Zoning Bylaw defines the permitted use of land in the City. Proponents will often find some parcels with mixed zoning, and this can mean there was a previous zoning amendment (rezoning) application approved to change the permitted use of part of the site, or there is an existing section of the parcel that requires a different zoning. The former happens quite often as part of the City’s development approval processes and a rezoning application could happen to fit the use for the site; the latter may include sites with a riparian buffer, significant slopes, or overhead utility, and this would likely remain. The City’s Zoning Bylaw No. 7850, 2007, designates Industrial Zones as the following:

Table 2 Industrial Zones Based on City's Zoning Bylaw No. 7850, 2007

| Section | Zone | Section Name |
|---------|---------|--------------------------|
| 12.1 | M1, M1n | Light Industrial |
| 12.2 | M2, M2n | General Industrial |
| 12.3 | M3, M3n | Business Industrial |
| 12.4 | M4 | Transition Industrial |
| 12.5 | M5, M5n | Heavy Industrial |
| 12.6 | M6 | Special Heavy Industrial |
| 12.7 | M7 | Concrete & Asphalt |

If a business wishes to build a facility in a location not currently zoned for such use, a Land Use Application must be submitted and approved. All proponents have the right to submit a Zoning Bylaw Amendment application to change the zoning of any parcel, provided they are the landowner or landowner's agent. Staff could outline potential risks if an application does not receive staff support, including the possibility that Council may decline approval based on policy, priorities, or community sentiment. Staff may also recommend tactics to mitigate risks, like open houses to educate the community of the project.

Subdivision and Development Servicing

Where a proposed subdivision meets the zoning regulations, an application for subdivision can be submitted to the City of Prince George's Approving Officer.

The following developments will require an application:

- Adjusting or realigning an existing boundary between parcels (no new parcels created).
- Creating new lots from one or more parcels.
- Creating a phased Strata development.
- Creating lots in a bare land Strata development
- Converting a Strata.
- Subdividing air space parcels.

Depending on the scope and complexity of the development, the costs to consider when planning for a new subdivision including are as follows:

- Application Fees.
- Servicing costs for connections or extensions of water, sanitary sewer & storm sewer, & off-site works requirements.
- Legal and survey costs.
- Development Permit application fees.
- Development cost charges.
- Consulting fees (may include any qualified professionals).
- Parkland provision requirements

When developing a new subdivision, some factors to consider include:

- Off-site works
- Civic addressing
- Fill requests
- Access to properties
- Lot grading & drainage
- Soil removal & deposit permits
- Road right-of-way

Fees and Charges

Table 2. Industrial Zones Based on City's Bylaw No. 7850, 2007

The fees and charges bylaw is updated periodically and as needed to set the cost of the fees and charges throughout City operations, from cemetery use to garbage pickup. Relevant fees and charges to an industrial project include, but are not limited to building, demo, moving, plumbing permits, business licenses, and other fees and charges. Many are detailed in this document; however, the bylaw is a good reference for all potential fees and charges related to industrial projects.

Development Cost Charges

Development cost charges may be imposed to assist the City in paying the capital cost of new developments that increase demands such as added sewage, water, drainage, roads, and associated costs. Depending on which area the development is in (Areas A through D), there is a cost to industrial developments calculated by hectare of gross developed area.

Sanitary Sewer Use

This bylaw requires and regulates the use of the City of Prince George sanitary sewer system and regulates the source, type, quantity, and quality of wastes discharged, either directly or indirectly, into the sanitary sewer system. Proponents' waste discharge is regulated by this bylaw, including septage hauling, contaminants that are prohibited or restricted by concentration, as well as storage and containment, spill response plans, and other related mitigations.

Clean Air

Prince George has made a commitment to air quality for its residents through the Clean Air Bylaw which includes regulations for open burning and dust control. Open burning is not permitted within City boundaries, and dust must be controlled regarding site or street sweeping, sand and gravel pits, demolition sites, construction sites, and road maintenance.

Highways

The term "highways" in this case pertains to City roads (not Provincial arterial highways), and the bylaw regulates works and events in the road dedication and overweight and/or oversize vehicles driving on City roadways and sets out when permits are required.

Storm Sewer

The City of Prince George has a Storm Sewer Bylaw (No. 2656, 1974), which regulates the extension of and connection to the city's storm sewer system. It also addresses the use of the system, prohibited discharges, and requirements for oil and grit separators. Specifically, it prohibits the discharge of certain substances into the storm sewer system, including sewage, industrial waste (with exceptions), high-temperature liquids, and materials containing fats, oils, or grease.

Business License

The City of Prince George Business License Bylaw requires all businesses – commercial, home-based, and temporary – to hold a valid license. Contractors such as builders, plumbers, and engineers must maintain a business license in good standing to operate in the city.

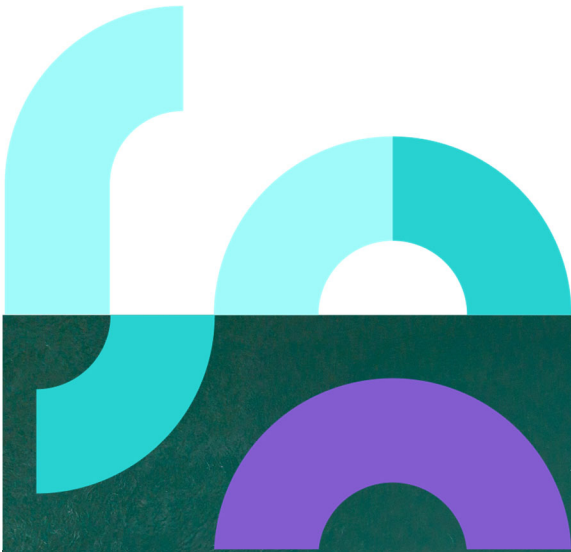


Permits and Other Requirements:

Steps, Timelines and Costs

The end goal of the proponent in the permitting process is to have a building permit approved and to gain occupancy of that building. The local government has a duty to ensure that the community's safety and collective decisions around land use are given due consideration.

Therefore, there are three main checkpoints involved with the permitting process: alignment with the OCP and future land use, alignment with permitted use in the zone, and meeting requirements of the development and/or building permits.



Professional Reliance Building Permit

To build any building (outside of some exceptions), a Building Permit (BP) is required. This allows the City to ensure the building conforms to the BC Building Code and other best practice engineering and construction. If the proposed project site falls within the correct zoning, the Zoning Amendment and/or OCP Bylaw Amendment processes are not necessary.

The City regulates industrial buildings (Part 3) under the Professional Reliance Building Permit. This is the acceptance and reliance on information provided by qualified professionals who accept responsibility for a project. This application stream has a coordinating registered professional (CRP) that facilitates all aspects of the development project. The City will rely solely on the information provided by the CRP and qualified professionals and does not require any inspections by City officials. For reference, an application checklist can be found in Appendix E. The stages of the building application process are detailed below.

Table 3. Building Permit Stages and Detailed Submission Requirements

| Building Permitting Stage | Required Elements | Details |
|-------------------------------|--|--|
| Permit Application Submission | Civil Design Drawings Issued for Building Permit | Must be sealed by the Engineer of Record Drawings should include, but not limited to: <ul style="list-style-type: none"> • Existing Site Plan, • Overall Site Plan, • Grading Plan, • Servicing Plan. • A water tie-in detail must be included if the project requires a new or upgraded water service connection. |
| | Civil Design Brief for the Project | Address <ul style="list-style-type: none"> • Water supply: Will require water modelling from City & Process for Water Modelling and Submission Criteria document attached. • Fire flow design, • Sewer collection, including downstream capacities of the sanitary main, • Stormwater management, including recharge chamber design (if applicable), • The locations and sizing of existing and proposed connections, • Traffic considerations (Trip generation and/or traffic impact study) and • Street signage |
| | Geotechnical Report | Contains: <ul style="list-style-type: none"> • Site investigation, • Subsurface conditions, • Slope Stability, Recommendations for: <ul style="list-style-type: none"> • Site preparation, |

| | | |
|---|---|---|
| | | <ul style="list-style-type: none"> • Foundation type, • On-site drainage, • Pavement Structures. |
| | Street Lighting Analysis | <p>Street lighting analysis for fronting roads:</p> <ul style="list-style-type: none"> • By electrical engineer, • Analysis should be holistic (analyzing the entire street), • The applicant would only be required to upgrade streetlights in front of the property. <p>If analysis determines that street lighting upgrades are required, a Street Lighting Design and cost estimate should also be provided.</p> |
| | Engineers Cost Estimate for Offsite Works | <p>Must be sealed by Civil Engineer, Must include all works outside of the property line, 20% contingency is required.</p> <p>Offsite Works are determined by the servicing designation of the property and Table 1 (as per Subdivision and Development Servicing Bylaw No.8618 schedule B and page 11)</p> |
| | Erosion and Sediment Control Plan | <p>Sealed by qualified professional, Comprehensive site plan and maps, Best management practices.</p> |
| During Construction | Water Service | <ul style="list-style-type: none"> • Water Meter • Photos |
| | Sewer Service | <ul style="list-style-type: none"> • Dye Test • CCT • Photos |
| Prior to Building Permit Issuance (if required) | Form B Works and Services Agreement for offsite infrastructure improvements | <p>Scope of offsite infrastructure improvements to be determined through City consultation and Subdivision Bylaw No. 8618.</p> <p>The security deposit will be equal to the engineer's offsite works cost estimate (120% of estimated construction costs) and must be made in the form of a cash deposit or irrevocable line of credit.</p> <p>The agreement will also require a 2% inspection fee and a \$100 administration fee.</p> |
| | Form C Works and Services Agreement for City scope of work for water service tie-in | <p>Only required if a water service installation or upgrade is required for development.</p> <p>Deposit is from cost estimate from City personnel.</p> <p>Agreement stipulates that the developer will be invoiced for overruns and returned underruns.</p> <p>The agreement will also require a \$100 administration fee.</p> |
| | Business License | <p>Required for any listed contracted professional by the applicant.</p> |

| | | |
|--|--|--|
| | Builder and Plumber Information | Prior to permit issuance, both the builder and the plumber must be identified and hold valid business licenses with the City of Prince George. |
| Requirements at Construction Closeout | Letters of Assurance Schedule CA, Schedule CB, Architectural, Structural, Mechanical, Plumbing, Electrical, Site Servicing and Civil, Fire Suppression, Geotechnical (as determined by the CRP) | Must be sealed by the Registered Professional The same Registered Professional who sealed the Schedule A or B must also provide the sealed Schedule CA or CB. If a registered Professional has changed, a new Schedule B must be provided for the new Registered Professional, along with a sealed letter from the CRP documenting the change. All Schedule CBs must be initialed by the CRP All engineering Letters of Assurance must have the EGBC Permit to Practice number. |
| | Signed and sealed Civil Engineers Construction Completion Certificate | A sealed letter stating that the offsite works have been installed to the standards and specifications set out in the Subdivision and Development Servicing Bylaw No.8618, 2014. |
| | Record Drawings | Sealed Record Drawings must be provided for all corresponding drawings provided for permit issuance. <ul style="list-style-type: none"> The same Registered Professional who sealed the Schedule and project application drawings must also provide the sealed Record Drawings. |
| | Field Review Reporting | All Registered Professionals are required to submit their field review reports and any records of corrective action taken as a result of the field review. <ul style="list-style-type: none"> The concerned Registered Professional must seal field review reports. |
| | Applicable offsite material testing results | May include: <ul style="list-style-type: none"> Compaction testing, Concrete testing, Asphalt testing. Water Pipe testing. |
| | Updated Lot History Card | Lot History Card instructions and template provided. |
| | Exported CAD Base at UTM Zone 10 | |

The overall process takes the City approximately 4 weeks, excluding 3rd party timelines and delays.

Development Permit Application

Local governments have the authority to designate development permit areas. These areas identify locations that need special treatment for certain purposes including the protection of development from hazards, establishing objectives for form and character in specified circumstances, or revitalization of a commercial use area.

Depending on site location, the types of development permits required may include:

- Industrial form and character
- Environmental or Hazardous Conditions Development Permits
 - Flood Hazard
 - Significant Slopes
 - Groundwater Protection
 - Riparian Protection
 - Wildfire Hazard

This both allows the City to prevent a project from developing on a site unfit for the use, as well as mitigate any known risks to the project or community.

The issuance of a Development Permit, if required, requires that all Zoning and OCP alignment is confirmed beforehand, and is necessary before issuing a Building Permit (Figure 1). In some instances, the City and proponent may be able to start the building permitting process at or near the same time as the development permitting process, but approvals must occur in order.

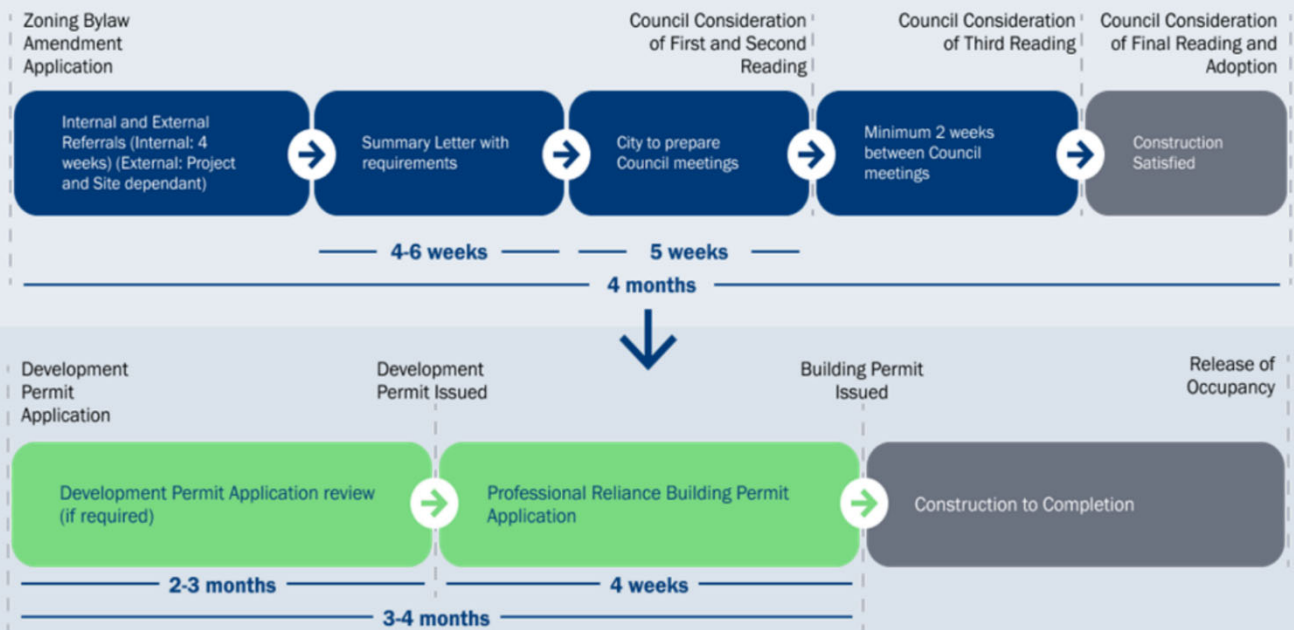
The Development Permit process, if required, takes approximately 2-3 months in addition to building permitting timelines, exclusive of 3rd party timelines and delays.



The rezoning process includes a referral stage, which involves referring to internal divisions, like Engineering, Roads and Transportation, Utilities, and others, and external agencies, like Provincial ministries (e.g. Ministry of Transportation and Transit), utility providers (e.g. BC Hydro, FortisBC, Telus, etc.), and health authorities (e.g. Northern Health). Referrals allow for a high-level screening of the site to ensure safety and servicing requirements for the site can be met. Internal referrals typically take 4 weeks to complete. The timeframes for external referrals range greatly as they are specific to the proposed site and may impact the priorities of various agencies; the referral may be quick and have limited feedback if the change is simple in nature or may involve requests for more information, adding time to the process.

If the site and zoning is aligned with Future Land Use Plan outlined in the OCP Bylaw, the process will not include a public hearing. The Zoning Bylaw Amendment application process, provided the site is aligned with Future Land Use, will typically take 8 months inclusive of Development and Building permit timelines and exclusive of 3rd party timelines.

Figure 2. Zoning Bylaw Amendment application process.



Case Study Clarification: Zoning Bylaw Amendment ("Rezoning")

The proponent is proposing the use of the site for a broader range of industrial activities such as warehousing, fabrication and contractor yards, which may require additional servicing and environmental review for the current Business Industrial M3 zoning.

In this case, because the intended use matched the existing OCP designation, the rezoning could proceed without amending the OCP, streamlining the approval process and avoiding a public hearing. The site can be rezoned to M2 General Industrial. Future land use is Light Industrial.

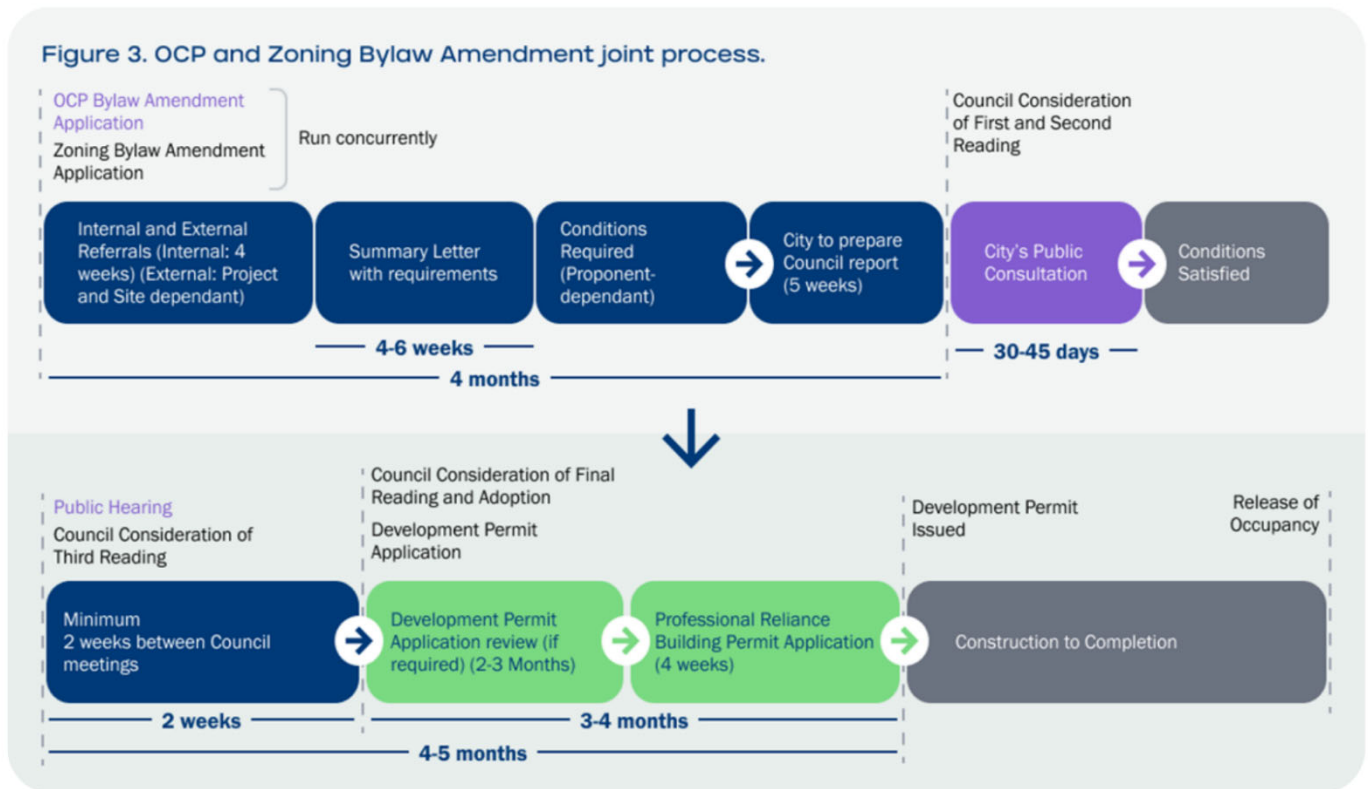


OCP Amendment

Should the proposed site not have appropriate zoning and is not aligned with Future Land Use Plan, an amendment to the OCP will be required. This will concurrently amend the future land use of the site to an aligned use (Light, Medium or Heavy Industrial), while rezoning the land to facilitate next steps for the project (Development Permit and/or Building Permit).

This process is quite similar to the rezoning process above. The main difference is the requirement to engage with the public – the OCP was created with extensive public consultation and therefore requires adequate consultation to alter it. The City will run a public engagement process for 30-45 days after Council approves the first and second readings of the amendment. This will garner feedback and input from the community that informs Council of concerns or support for the project.

Following this, the proponent will satisfy the requirements set out in the Summary Letter, a Public Hearing will be scheduled for the next available Council Meeting. After the public hearing, no new public information can affect Council's decision.



Case Study Clarifications

The proponent is proposing to upgrade an existing commercial greenhouse site to an industrial warehouse including tenants, outdoor displays and full industrial use. The existing site is 2 hectares and currently zoned for Z16 (Commercial/Industrial).

In this case, the land and facility will have to be rezoned to M2 (General Industrial) to accommodate the number of industrial tenants. An OCP Amendment is also required to shift designation from mixed-use to full industrial. The applicant would also need to submit a Conceptual Site Plan, Traffic Impact Letter and Servicing Brief.

Costs and Timeframes

Below are the costs for the most typical applications associated with industrial projects, effective January 1, 2024, as a result of a bylaw amendment to the Fees and Charges bylaw, and the following table outlines what triggers each permit, the cost, and the associated timeline.

Table 4 Relevant permits, Costs and Timelines

| Permit | Trigger | Cost | Timeline |
|--|---|--|--|
| OCP Amendment Application | Project is not within zoning/permitted use of the site nor aligned with Future Land Use | \$2,100 + \$50/100m ² area (max \$6,000) + Notification costs | 6-8 months (inclusive of Rezoning, Development Permits, Building Permits) |
| Rezoning (Zoning Bylaw) Application | Project is not within zoning/permitted use of the site | \$2,100 + \$50/100m ² area (max \$5,000)+ Notification costs | 4-6 months (inclusive of Development Permit and Building Permit) |
| Development Permit | Site located in a development permit area | \$150 processing fee + fees indicated in Development Permit Area, Subdivision, or other related fees | 2-3 months (Included in Development Permit Application Process) Included within overall Development Permit Application |
| Environmental or Hazardous Condition Development Permit | Site located within: <ul style="list-style-type: none"> Riparian Protection development permit area Groundwater Protection development permit area Flood Protection development permit area Wildfire development permit area | \$1000 (for any applicable permits; not a per-DPA cost) + Associated costs from Qualified Professional | |

| | | | |
|---------------------------------------|--|--|--|
| Industrial Form and Character | Site is not within 50m of Industrial Way, Northwood Pulpmill Road, PG Pulpmill Road, Sintich road, or Willow Cale Road | \$1,400 + \$50/100m2 additional or altered gross floor area (GFA) (max \$5,000) + Notification costs | |
| Subdivision | Subdivision of parcel | \$100 processing fee + \$950 (2024) \$1150 (2025) \$1350 (2026) \$1550 (2027) +2% construction value for Subdivision inspection fee | |
| Business License | Any registered professional appointed or contracted by the applicant to build, plumb, engineer, consult, etc. | \$125 application fee \$300 licensing fee/year (could vary depending on business type) | 4 weeks |
| Building Permit | When constructing a building, accessory building, retaining wall, or relocating or demolishing an existing building | Calculated based on value of construction: \$100 + \$200 if under \$10,000 construction value OR \$100 + \$6.50/\$1,000 if the construction value exceeds \$10,000 | 4 Weeks |
| Completion Permit | When building is substantially complete | Greater of \$500 or 10% of original permit (max \$1,000) Subtract 2.5% if using Professional Reliance Building Permit process | Minimal |
| Access Permit | New development needing access via new or widened driveway. | \$50 | Reviewed in conjunction with Building Permit |
| Waste Discharge Permit | Discharge from site | \$100+\$1,000/year/permit | |
| Highway Right-of-Way Occupancy | Works that occupy the road dedication. | \$50 + variable security deposit | Minimal: online payment and staff review of application and plans. Requires Traffic Management Plan |

| | | | |
|--|--|--|--|
| Work on Highway Right-of-Way | Works involving excavation or infrastructure changes within road dedication. | \$250 + variable security deposit | Minimal: online payment and staff review of application and plans. Requires Traffic Management Plan |
| Extraordinary Vehicle | Driving an oversize and/or overweight vehicle on City roadways | Greater of: \$50 or \$0.10/km to a max of \$200 (year) | Minimal: online payment |
| Plumbing | Building requires plumbing | \$170 + \$8/plumbing fixture+\$70 (external storm, sanitary sewer and water service – install, alter, or repair) | Reviewed in conjunction with Building Permit |
| Moving | Moving a building | \$175 | Minimal |
| Demolition | Demolishing a building | \$175 + \$2,000 security | Minimal |
| Public Notice or Notice of Public Hearing | OCP or Bylaw Amendment process | \$850 (2024) \$900 (2025) \$950 (2026) \$1000 (2027) | Minimal |

Case Study Clarification: Fees and Timelines

An example of the fees a proponent may be required to pay is as follows:

The site is 10 acres in size, currently zoned M2, it requires 5 acres to be rezoned to M6, it is aligned with Future Land Use Plan (Medium Industrial), it is within 50m of Sintich Road, and it falls within the Riparian and Groundwater Protection development permit areas. The construction value of the site will be \$30M.

The fees to pay are as follows:

- Rezoning Application: \$6,500
- Industrial Development Permit: \$6,500
- Groundwater Protection and Riparian Protection Development Permits: \$1,150
- Building Permit: \$195,100
- Completion Permit: \$1,000

The process will take a total of approximately 8 months and cost \$211,200.

Considerations

These are some things that, although not required, are highly recommended to proponents seeking a thoroughly planned process for smooth advancement between stages.





Early, Informal Indigenous Engagement

The BC Regulatory Mapping Study includes a section referring to various regulatory bodies (Environmental Assessment, BC Energy Regulator) that require proponents to consult with indigenous groups prior to and throughout the permitting process. Indigenous groups are also residents of municipalities; this means their concerns, input, and feedback are also included during the municipal permitting process. The City of Prince George also has a Memorandum of Understanding on Cooperation and Communication with the Lheidli T'enneh, which includes several statements of agreement around communication, information sharing, and decision-making collaboration. Therefore, although not a required step of the municipal permitting process, the City recommends early engagement with the Lheidli T'enneh and any other relevant indigenous groups because the City greatly values their input.

Some practices for proponents to consider is to engage with the local indigenous group(s) before decisions have been made on the site, and project details, let alone before a project description has been submitted to any provincial or municipal regulator. Establishing trust and understanding with the local indigenous group early on can be a way for both parties to retain their relationship through any negotiations or discussions around project concerns that may arise. Proponents should also do this in good faith – just “going through the motions” is not a substitute for a genuine intent to develop the project in partnership with local indigenous communities.

Pre-Application Meeting

This document makes a concerted effort to address what the City will investigate as part of the due diligence performed throughout the OCP amendment, Zoning amendment, development permitting, and building permitting processes. What it cannot do, as stated in the Executive Summary, is fully vet all potential avenues based on all the variable details of each project – this is where scheduling a preapplication meeting with the City can help. For a fee of \$250/hour, the proponent can gather the relevant divisions that review applications at various stages, and these staff members will be able to address many proponent questions and clarifications and raise any of the City's initial concerns in another method to add predictability and understanding of the process. This will also give City staff a preliminary understanding of the proposed project early on, adding to their familiarity of the overall project when they are referred at applications.

Concurrent Applications

The processes listed in this document are the most common pathway to a successful result and therefore predictable timelines for proponents of emerging technologies. There does exist potential to reduce timelines past the posted times in the figures of this document by running applications concurrently. Although there is a requirement for certain applications be approved/ permitted in a particular order, the initiation of an application process doesn't need to follow that same order. In addition to the OCP Amendment and Bylaw Amendment application processes that are done together as part of City policy, a combination of the Zoning Bylaw Amendment, Development Permit, and Building Permit can be run at the same time in a "hurry up and wait" fashion to have each process substantially complete in anticipation of required approvals.

This commits funds, human resources, and time towards additional steps that must be followed in order and be decided upon by Council (OCP, Zoning Bylaw) or approving staff (subdivision, DPs, etc.). To reduce risk, the above considerations (a pre- application meeting with staff, engagement with local indigenous groups) and any other ways to provide education to and/or perform a temperature check of the community for the site and proposed project could indicate the probability of approvals, although not guaranteed.

Engaging and Educating Interest Groups

Many communities have non-profit organizations and ad hoc groups that represent the residents concerned with various elements of the community, such as the environment, specific neighborhoods, and other priorities. In some communities there may be groups that act as antagonists to projects of various types, and some that are quite collaborative in nature.

For example, the City of Prince George collaborates with the Prince George Air Improvement Roundtable (PGAIR) to monitor and improve air quality in the community. A new industrial project could raise questions of air quality and particulate matter, as well as safety and it's recommended that proponents seek to fill gaps in understanding of these groups and the community so that community feedback (e.g. in the case of a public hearing) can be more informed.

Title Search

Although not required, we recommend an early-stage title search done by the proponent during the site-selection process. The City will perform a title search as part of the permitting process, but depending on the type of process the proponent will follow for their permits, information discovered as a result of the title search may impact the feasibility of the project on the site.



Appendices

[Appendix A – Maps](#)

[Appendix B – Bylaws, Permits & Applications](#)

[Appendix C – Regulatory Process](#)

[Appendix D – Timeframes](#)

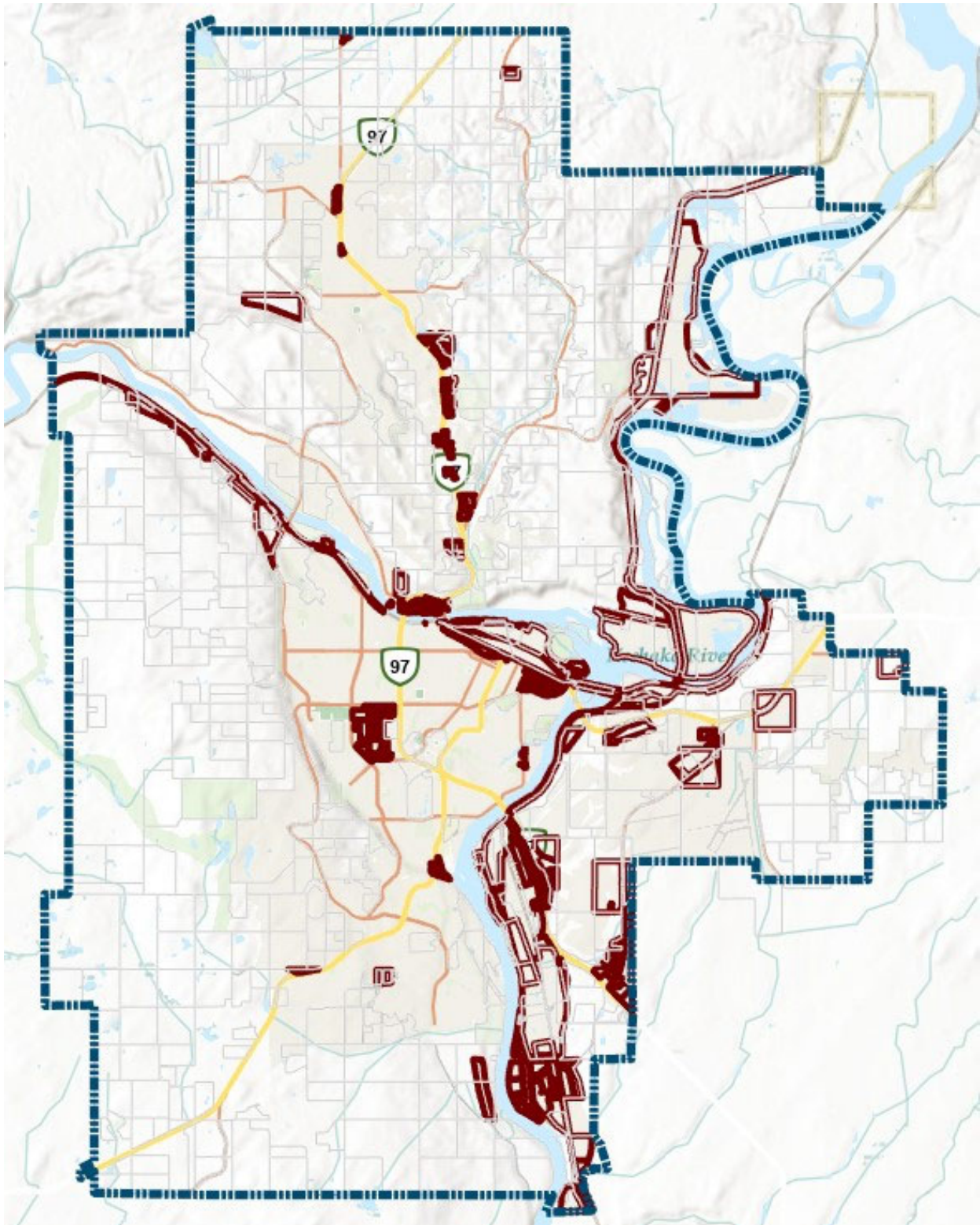
[Appendix E – Professional Reliance Building Permit](#)

[Appendix F – Lot Service Sketch Guidelines](#)

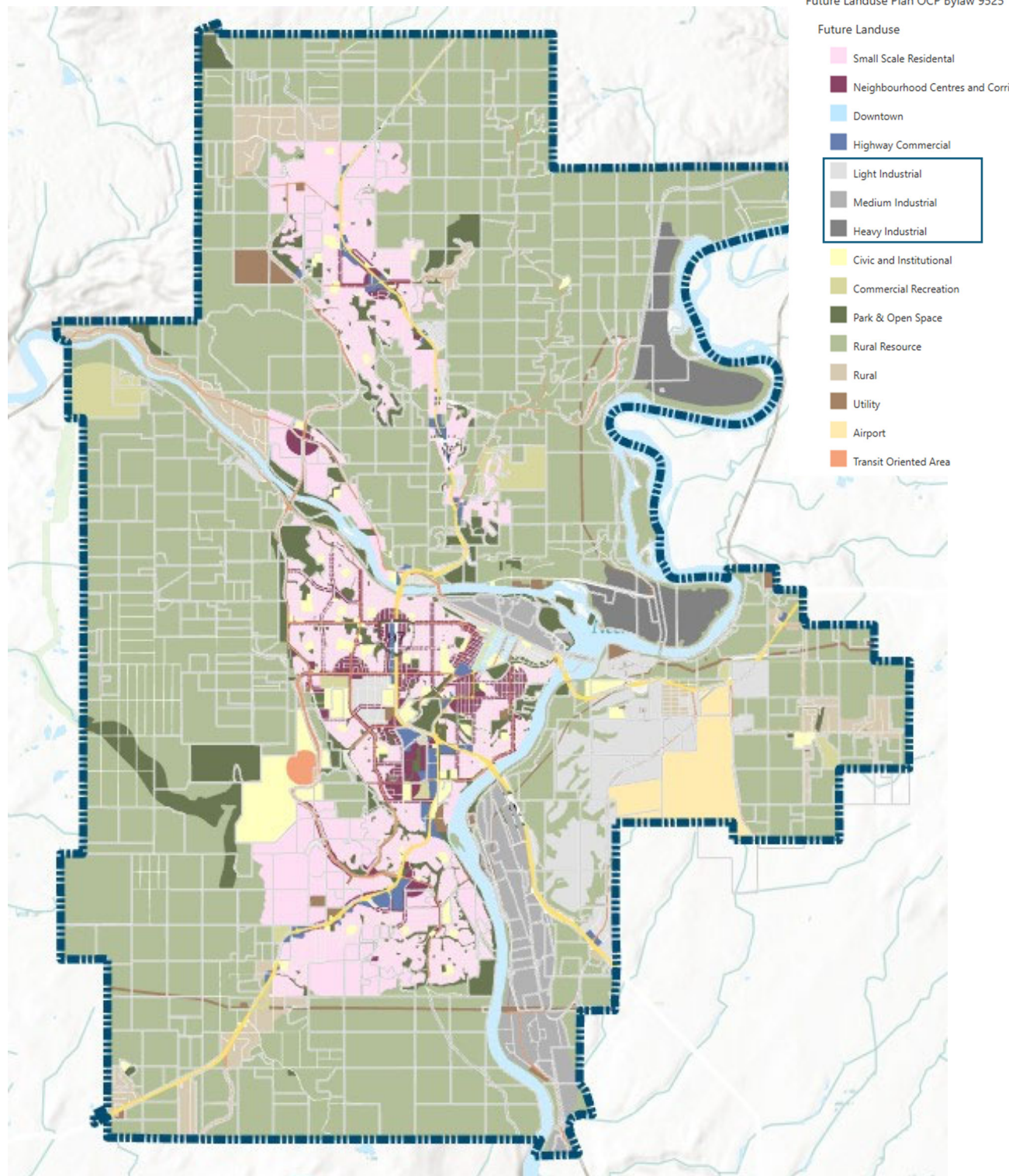


Appendix A: Maps

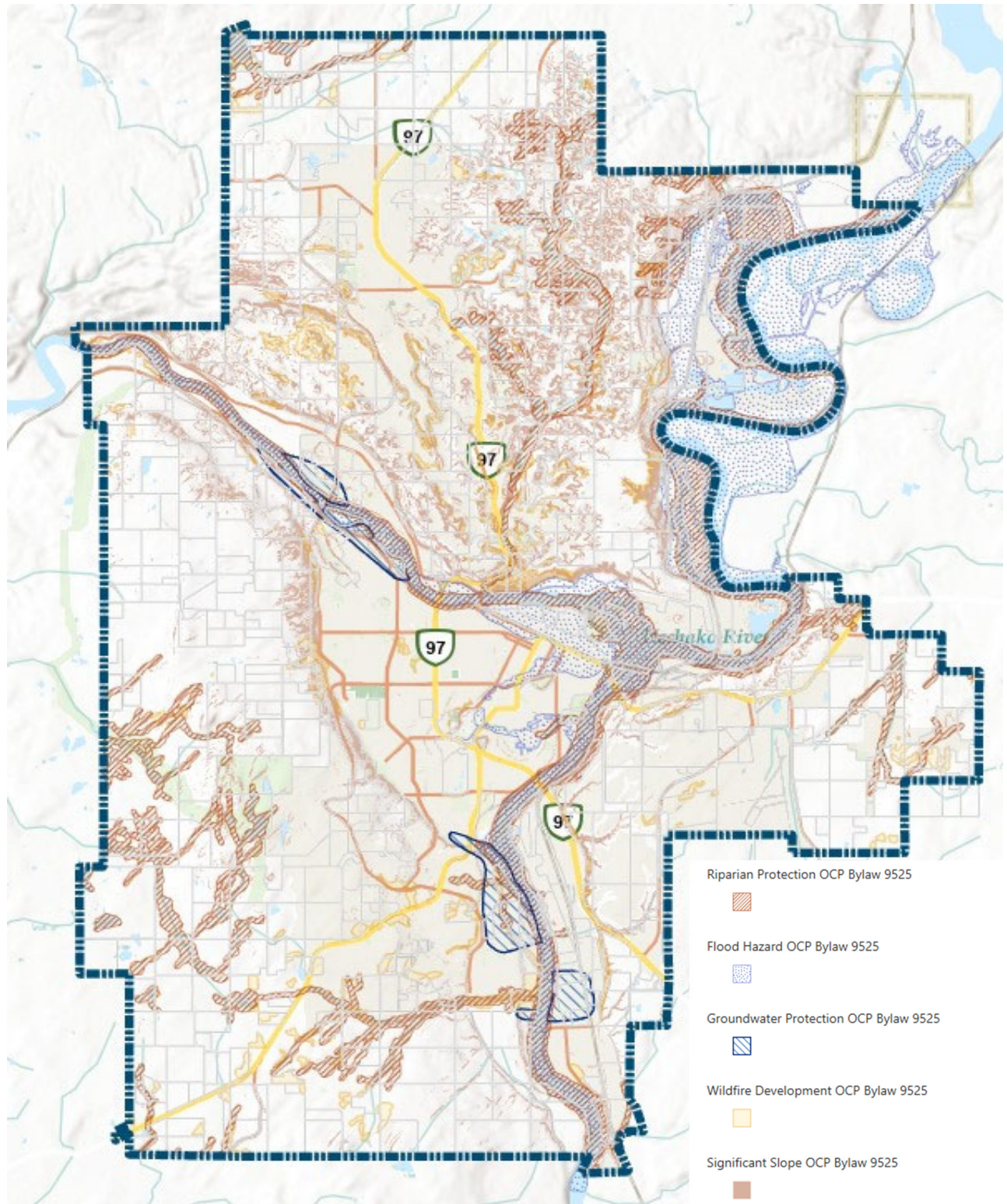
Industrial Zoned Areas



Future Land Use Plan



Development Permit Areas





Appendix B: Bylaws, Application Forms, Permits, Fees, & Charges

Below is the list of various permits, fees, charges, and other documents requested by the City for elements of the permitting process mentioned in this document. The names of the documents are listed and are hyperlinked to online documents available on the City's Permits and Applications webpage. As bylaws and documents are subject to change, should proponents discover a broken link and have a challenge finding the current bylaw, they are encouraged to reach out to the City for support.

Bylaws

[Official Community Plan](#)

[Zoning](#)

[Subdivision and Development Servicing](#)

[Fees and Charges](#)

[District Cost Charge](#)

[Sanitary Use](#)

[Storm Sewer](#)

[Clean Air](#)

[Highways](#)

[Business License](#)

Permits and Applications

[OCP or Zoning Bylaw Amendment](#)

[Subdivision Application Package](#)

[Development Permit Application Package](#)

[Building permit \(Industrial\)](#)

[Professional Reliance Application Submission Information](#)

[Highway Right-of-Way Occupancy Permit](#)

[Work on Highway Right-of-Way Permit](#)

[Noise Permit](#)

[Notice of Traffic Disruption](#)

[Plumbing Permit](#)

[Demolition Permit Application Package](#)

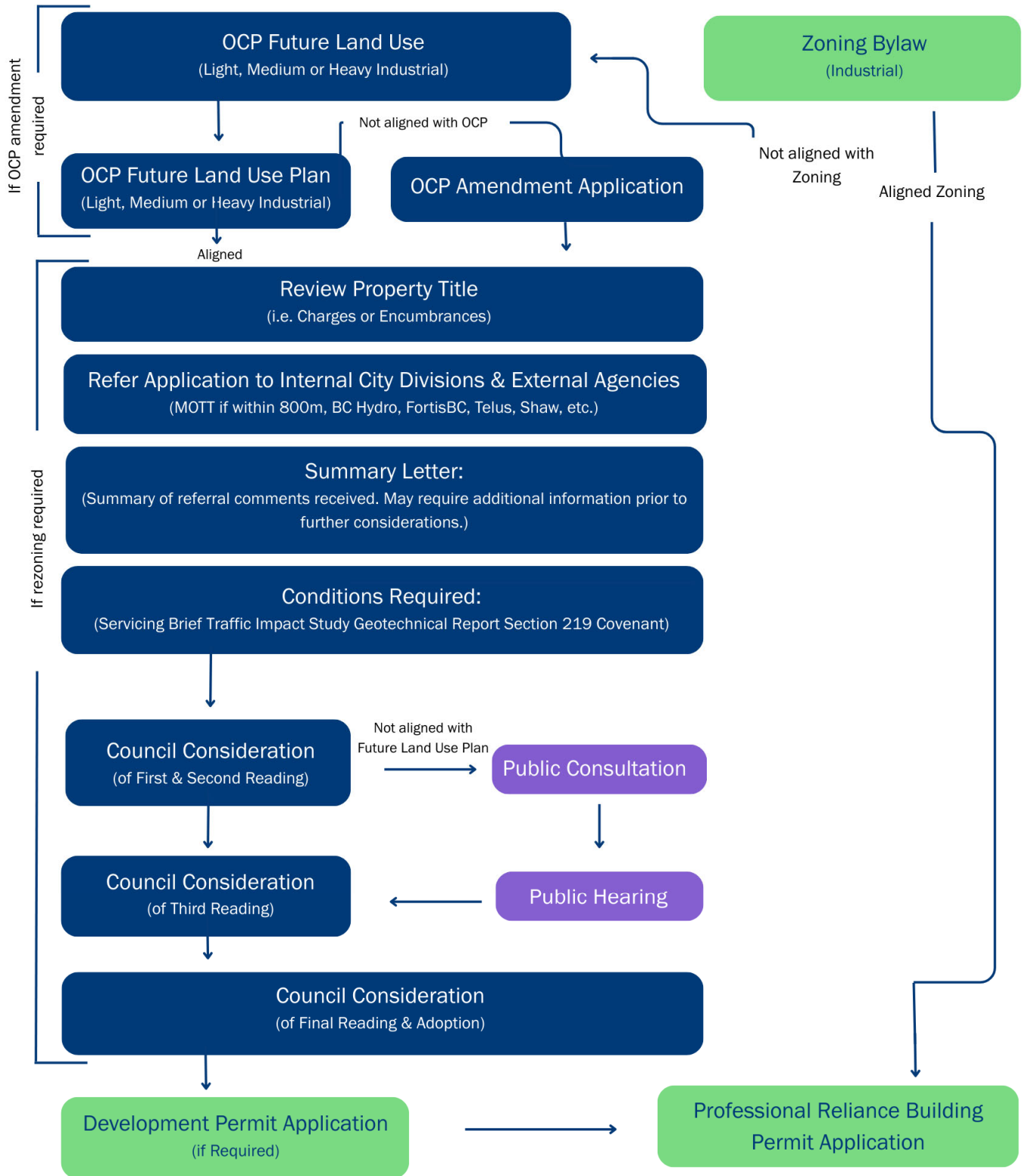
[Fuel Tank Installation](#)

[Waste Discharge Permit](#)

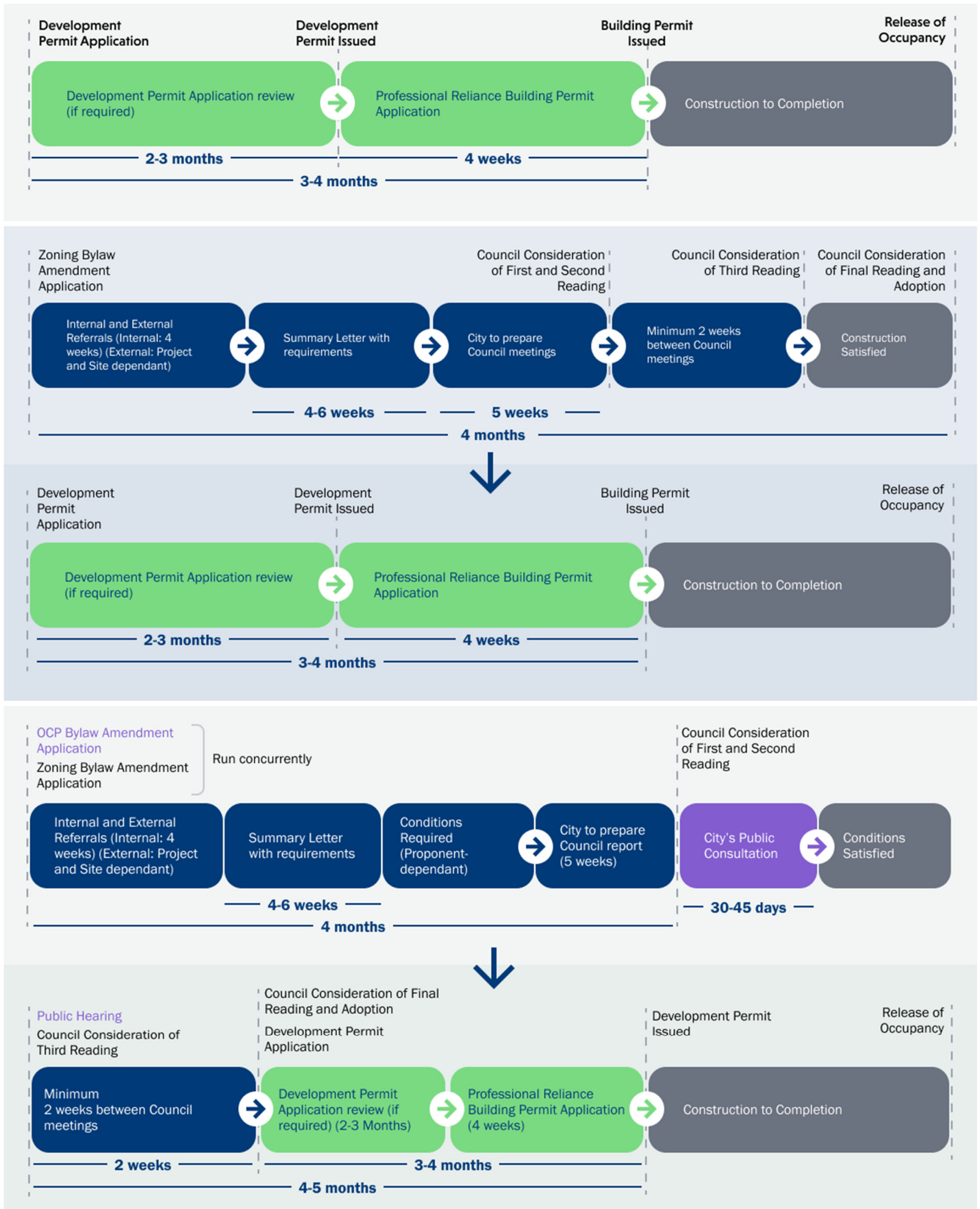
[Access Permit](#)

Appendix C:

Regulatory Process



Appendix D - Timeframes



| Plan or Report | Trigger | Considerations |
|---|--|---|
| <p>Application Information:</p> <ul style="list-style-type: none"> • Application form • Project Directory List • Title Search • BC Corporate Search (if property owner on title is a company) • All Encumbrances/Legal Notations Appointment of Agent Form | <p>Professional Reliance Building Permit Application</p> | <p>\$1000 (for any applicable permits; not a per- DPA cost)</p> |
| <p>Letters of Assurance</p> <ul style="list-style-type: none"> • Schedule A • Schedule B, Alternate Standard, Insurance; • Architectural, Structural, Mechanical, Plumbing, Electrical, Site Servicing and Civil, Fire Suppression, Geotechnical | | <p>Governed by Part 2 of Division C of the BC Building Code</p> |
| <p>Technical Information and Drawings</p> <ul style="list-style-type: none"> • Signed Indemnity Waiver • Building Code Analysis or Checklist • Off Site Works Design and Estimates Water Meter Sizing Calculation • Fire Flow and hydraulic calculations • Archaeological Review • Health Authority Approval and ROWP Design (On-site portable water and sanitary system) • Site Disclosure Statement | | |
| <p>Technical Reports</p> <ul style="list-style-type: none"> • Geotechnical • Traffic Impact Study • Servicing • Erosion and Sediment Control • Protection of Adjacent Building • Construction Fire Safety • Energy Advisor Pre-Construction | | <p>What type of utilities need to be accessed (e.g. water, natural gas, hydro, etc.) Where the water source is How waste will be handled Onsite drainage and supporting geotechnical assessment is strongly recommended Turning radius for larger vehicles for transport Staff and training Emergency procedures Fuel/ combustibles storage Site location Building construction type Distance to adjacent buildings</p> |
| <p>Field Review Reports</p> <ul style="list-style-type: none"> • Architectural • Structural • Mechanical • Plumbing • Electrical • Civil • Fire Suppression and Sprinkler Drawings | | |
| <p>Drawings</p> <ul style="list-style-type: none"> • Site Plan • Architectural • Structural • Mechanical • Plumbing • Electrical • Civil • Fire Suppression and Sprinkler Drawings | | |

Appendix F — Lot Service Sketch Guidelines



Lot Service Sketch Guidelines

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9
p: 250.561.7600 | www.princegeorge.ca

1.0 Purpose

Lot service sketches are prepared to provide service locations for properties within the City of Prince George.

2.0 Bylaw

References made in this document can be found in Bylaw No. 8618, 2014 (Consolidated Version).

- Section 9.0 – Owner’s Responsibility.
- Schedule G – Infrastructure Servicing Drawing Submission Requirements.

3.0 PG Map

- PG Map is utilized for the existing infrastructure base drawing
- Asset IDs are assigned for existing infrastructure that are to be labelled in the updated sketch submission.

4.0 Existing Information Required

- Property / Lot lines & Adjoining lots, Encumbrances, and City Boundary
- Road / Pavement edge
- Location of Sanitary, Storm and Water utility mains (from Property line) (Main pipe size, material, and inverts)
- Location of Sanitary, Storm and Water utility structures (Manholes, Catch Basins, Valves, Fire Hydrants, etc.)
- Location of Sanitary, Storm and Water utility services (including Clean Outs and Curb Stops)

5.0 New Information Required

- Size
- Material
- Depths
- Inverts
- Length
- Location of new connection(s) (offset to iron pins at property corner)

6.0 Label Requirements

- Lot #
- Encumbrance #
- Road Names
- Utility Main – Diameter, Material and Utility
Ex) 200mm Ø PVC Sanitary Main
- Utility Structures – Manholes, Water Valves, Fire Hydrants, Clean Outs, Curb Stops, etc.
Ex) S-MH #1000, D-MH #1000, Hydrant #1000
- Location of new connection(s) (offset to iron pins at property corner)

7.0 Additional Requirements

- An electronic GIS-ready copy of the AutoCAD drawing in UTM Z10 North
- A PDF copy of the Lot Service Sketch with the document named (I-PID)
 - The PID can be found for the lot in question on PG Map
- Drawing prepared in metric units at a scale of 1:500 or better
- 8 ½ x 11 minimum sheet size (11x17) Maximum



City of Prince George – Economic Development
1100 Patricia Blvd. Prince George, BC V2L 3V9
250.561.7633 www.investprincegeorge.ca

