

Please complete this form carefully. See reverse!
 Insufficient information will delay the processing of this application.
 ALL SUPPORTING DOCUMENTS ARE REQUIRED AT TIME OF APPLICATION.

Property Information

House Number if Assigned	Road Name	Water Service Area or indicate "Well"	Roll No 771-
Legal Description (this information can be found on your property tax notice)			PID

Owner Applicant Constructor Primary Project Contact

Owner Name	Telephone	Cell
Current Mailing Address	E-mail	

Agent Primary Project Contact

Contact Name	Telephone	Cell	E-mail
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Constructor Agent/Applicant Primary Project Contact

Company	Contact Name	Telephone	Cell
Mailing Address	E-mail		

Scope of Work (please include a detailed scope of work with your construction plans)

<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Move <input type="checkbox"/> Repair <input type="checkbox"/> Decommission <input type="checkbox"/> Demolition Building Use <input type="checkbox"/> Dwelling <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Accessory <input type="checkbox"/> Farm <input type="checkbox"/> Commercial <input type="checkbox"/> Other	<p>Project includes the following:</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Electrical</td> <td><input type="checkbox"/> Finished Basement*</td> </tr> <tr> <td><input type="checkbox"/> Plumbing</td> <td><input type="checkbox"/> Unfinished Basement*</td> </tr> <tr> <td><input type="checkbox"/> Heating</td> <td><input type="checkbox"/> Crawlspace*</td> </tr> <tr> <td><input type="checkbox"/> Woodstove*</td> <td><input type="checkbox"/> Slab*</td> </tr> <tr> <td><input type="checkbox"/> Wood Fireplace*</td> <td><input type="checkbox"/> Decks*</td> </tr> <tr> <td><input type="checkbox"/> Factory Chimney*</td> <td><input type="checkbox"/> Verandahs*</td> </tr> <tr> <td><input type="checkbox"/> Masonry Chimney*</td> <td><input type="checkbox"/> Not Applicable</td> </tr> <tr> <td><input type="checkbox"/> Gas Fireplace*</td> <td>* must be shown on construction plans</td> </tr> <tr> <td><input type="checkbox"/> Gas Appliances*</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Not Applicable</td> <td></td> </tr> </table> <p>Demolition, addition/alteration of a structure built prior to 1990? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Has or will fill be placed on the building site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<input type="checkbox"/> Electrical	<input type="checkbox"/> Finished Basement*	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Unfinished Basement*	<input type="checkbox"/> Heating	<input type="checkbox"/> Crawlspace*	<input type="checkbox"/> Woodstove*	<input type="checkbox"/> Slab*	<input type="checkbox"/> Wood Fireplace*	<input type="checkbox"/> Decks*	<input type="checkbox"/> Factory Chimney*	<input type="checkbox"/> Verandahs*	<input type="checkbox"/> Masonry Chimney*	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Gas Fireplace*	* must be shown on construction plans	<input type="checkbox"/> Gas Appliances*		<input type="checkbox"/> Not Applicable		<p>Details of Work</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Height to Peak of Roof (metres)</td> <td rowspan="4" style="width: 50%; vertical-align: top;"> Property is adjacent to and/or contains: <input type="checkbox"/> Sea, Lake, River, Stream, Ditch <input type="checkbox"/> Cliff, Bank, Ravine, Escarpment <input type="checkbox"/> Eagle or Heron Nest <input type="checkbox"/> Highway 19/19A <input type="checkbox"/> Agricultural Land Reserve (ALR) <input type="checkbox"/> Not Applicable Property has existing structures: <input type="checkbox"/> Yes (must be shown on site plan) <input type="checkbox"/> No Manufactured Home Certification CSA Standard and Serial Number <input type="checkbox"/> Z240 <input type="checkbox"/> A277 <input type="checkbox"/> Z241 <input style="width: 100px; height: 15px;" type="text"/> </td> </tr> <tr> <td>Number of Stories</td> </tr> <tr> <td>Building Area (Square Feet)</td> </tr> <tr> <td>Number of Bedrooms</td> </tr> </table> <p>Type of Heat</p> <input type="checkbox"/> Electric Baseboard <input type="checkbox"/> Heat Pump <input type="checkbox"/> Forced Air <input type="checkbox"/> In-floor Radiant <input type="checkbox"/> None	Height to Peak of Roof (metres)	Property is adjacent to and/or contains: <input type="checkbox"/> Sea, Lake, River, Stream, Ditch <input type="checkbox"/> Cliff, Bank, Ravine, Escarpment <input type="checkbox"/> Eagle or Heron Nest <input type="checkbox"/> Highway 19/19A <input type="checkbox"/> Agricultural Land Reserve (ALR) <input type="checkbox"/> Not Applicable Property has existing structures: <input type="checkbox"/> Yes (must be shown on site plan) <input type="checkbox"/> No Manufactured Home Certification CSA Standard and Serial Number <input type="checkbox"/> Z240 <input type="checkbox"/> A277 <input type="checkbox"/> Z241 <input style="width: 100px; height: 15px;" type="text"/>	Number of Stories	Building Area (Square Feet)	Number of Bedrooms
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Estimated value of construction:																											

Owner's Acknowledgement of Responsibility and Undertakings

Note: In this form the words in *italics* have the same meaning as in the British Columbia Building Code.

The undersigned hereby acknowledges that:

- Neither the issuance of a permit under the building bylaw, the review and acceptance of the design, drawings, plans or specifications, nor inspections made by or on behalf of the regional district, shall constitute a representation or warranty that the building code or the building bylaw have been complied with or the *building* or *structure* meets any standard of materials or workmanship, and no person shall rely on any of those acts as establishing compliance with the building code, the building bylaw or other applicable enactments respecting safety or any standard of construction.
- The owner (and where the owner is acting through a representative, the representative) has the full and sole responsibility to carry out the work in respect of which the permit was issued in full compliance with the building code, the building bylaw, and or other applicable enactments respecting safety.
- The regional district will rely solely on *field reviews* undertaken by the *registered professionals* and the letters of assurance submitted pursuant to section 18.2 of the building bylaw as assurance that the construction substantially conforms to the design and that the construction substantially complies with the building code, the building bylaw, and other applicable enactments respecting safety in circumstances where letters of assurance have been required in accordance with sections 9.(5)(f), 9.(5)(g), 10.(8)(e), 12.(2)(b), 14.(4)(a) and 24.(1) of the building bylaw.
- I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a permit by the regional district and in respect of the execution of this acknowledgement.

Are you constructing to a BC Energy Step Code Level for new home construction? Yes (see reverse) No

I certify that I am the owner, or the owner's authorized agent/representative.

BPAPP 03/20

Signature of Owner or Authorized Agent	Application Date	Received by	Reviewed by
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Notice of Collection of Personal Information: The personal information on this form is collected under the authority of Section 26(C) of the Freedom of Information and Protection of Privacy Act (FIPPA), Local Government Act and CVRD bylaws and will be used solely for the administration, enforcement and processing of this application. All documentation, drawings, plans and information submitted in support of this application can be made available for public inspection pursuant to FIPPA. For questions about the collection of personal information, please contact the corporate legislative officer at 770 Harmston Ave, Courtenay, BC V9N 0G8 or at 250-334-6000.

When is a building permit application required?

CVRD Building Permit Bylaw No. 142 states that, unless the work is exempted under section 5(2) of the bylaw, a building permit is required for:

- a structure greater in area than 10 m² (approximately 107 ft²)
- decks (attached or detached) that are greater than 60 cm to the deck surface and/or covered by a roof
- constructing, repairing or altering a building or structure
- constructing, extending, altering or repairing a plumbing system or fire sprinkler system
- demolishing a building or structure
- construction of a new masonry fireplace or chimney and/or the installation of an unused solid fuel-burning appliance, factory-built chimney or fireplace and equipment unless the works are encompassed by a valid building permit
- placement of a mobile home on a property
- constructing a retaining wall 1.5 metres or greater in height
- constructing a swimming pool
- placement of a moved-on structure on a property
- constructing a shoreline protection device

Permit application processing fees are payable at time of application and are calculated as follows:

Up to \$50,000 value:	\$75
\$50,000 to \$200,000 value:	\$125
\$200,000 to \$500,000 value:	\$275
Over \$500,000 value:	\$525

Permit application fees are non-refundable and will be credited against the permit fee. The building permit fee is calculated as follows:

\$75 plus (the appraised value x .75%) less application fee

The permit fee is payable at the time the permit is issued.

Important!

- Your project could require additional planning approvals such as a development permit, variance, etc, which could affect the timing of your project.
- New Provincial floodplain guidelines will be applicable to properties near the Strait of Georgia. **Check with Planning & Development staff prior to your building permit application.**
- ALL supporting documents are required at time of application.
- Incomplete applications will not be accepted.
- A separate application is required for each structure.

Items required at time of building permit application:

✓ indicates required * indicates may be required – check with building official

		New Dwelling	Moved on Dwelling	Manufactured Dwelling	Dwelling: Addition/Alteration with increase to size of living space or number of bedrooms	Dwelling: Alteration with NO change to size of living space or number of bedrooms	Accessory Structure with plumbing	Accessory Structure with NO plumbing	Demolition/Moved-off Structure	Commercial Building
1	Construction Plans <u>1 set</u> of drawings (sealed by P.Eng if applicable), including truss layout c/w concentrated loads (must be to scale with floor plan, elevations, foundation, roof details)	✓	✓	✓	✓	✓	✓	✓		✓
2	Proposed Site Plan prepared by a BC Land Surveyor, or as per sample attached if BCLS plan waived by CVRD	✓	✓	✓	✓	*	✓	✓	✓	✓
3	Title Search (dated within 30 days of application, including copies of registered covenants, easements and rights of way) (<i>title search can be obtained by CVRD for a fee of \$20.00; covenants, easements and rights of way at cost plus \$5 each</i>)	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	Sewerage Filing or registered practitioner's (ROWP) report, as applicable. (<i>Note that the CVRD does not receive copies of these documents from Island Health</i>)	✓	✓	✓	✓		✓			✓
5	BC Housing New Home Registration form or Owner-Builder Authorization form	✓	*		*	*				
6	BC Building Code Letters of Assurance complete with proof of liability insurance from Professional Engineer	*	✓	*	*	*	*	*		*
7	Assurance of Structural Compliance for Moved or Relocated Buildings completed by Professional Engineer		✓	*			*	*		
8	CSA Certification Number / Manufacturer's Specification Sheet			✓						
9	Site Declaration Form								✓	✓
10	Highways Access Approval in name of current owner for all commercial/industrial and all properties accessing a numbered highway	*	*	*	*	*	*	*	*	✓
11	Hazardous Materials Declaration Required for any addition, alteration or demolition of structures		*	*	✓	✓	*	*	✓	*
12	BC Energy Step Code Pre-Construction Report (visit www.comoxvalleyrd.ca/rebates and www.energystepcode.ca)	*								

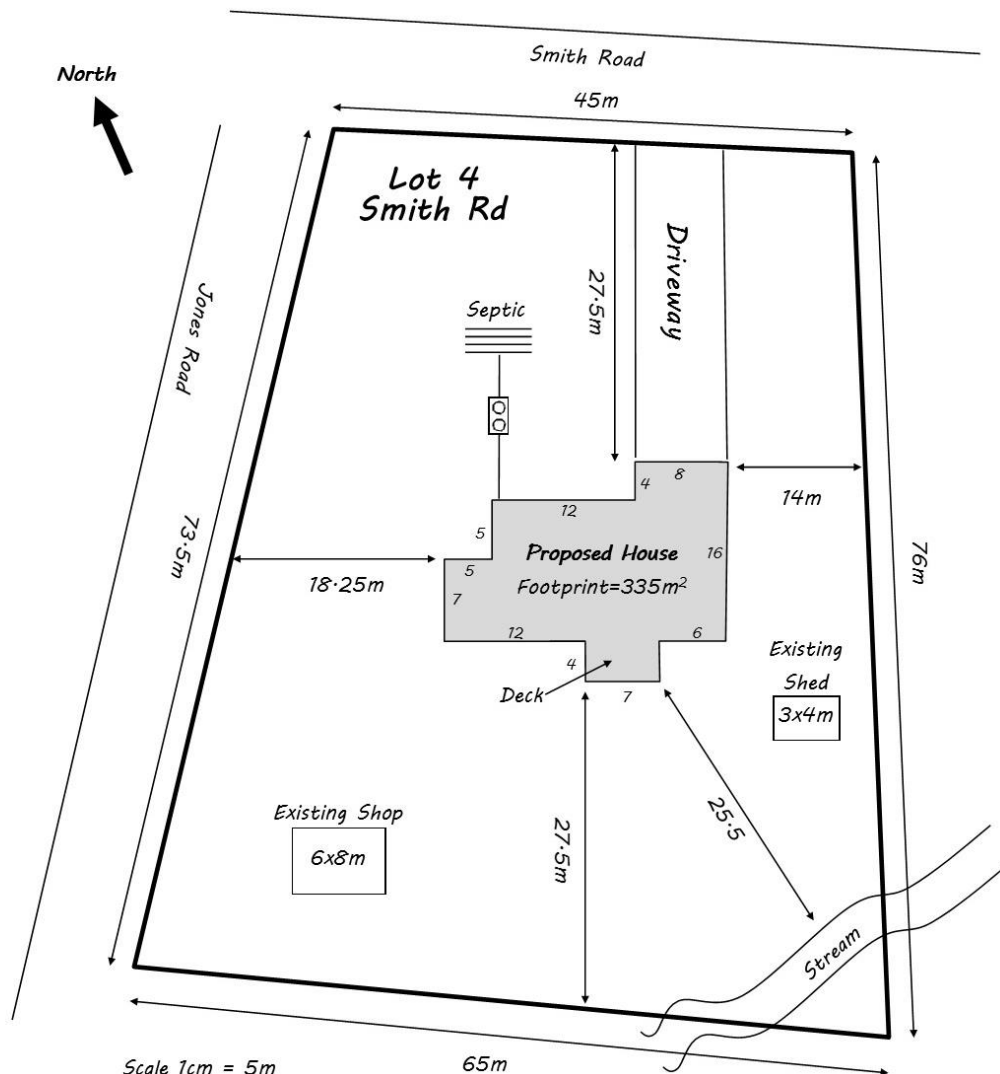
Information provided on this form is for convenience only, refer to CVRD Building Permit Bylaw No. 142.

In order to process your permit application, please attach a site plan (at a reasonable scale) that includes the following:

- The entire lot shape with dimensions of all lot lines in metres
- The dimensions (footprint) and area of the proposed building as well as all existing buildings and structures
- All distances between the proposed building and all lot lines in metres
- The location of the sea, lake, river, stream, creek, cliff, bank, ravine or escarpment and its distance from the proposed building
- The location of the driveways, parking spaces and street(s)
- Location of septic tank and field
- Any covenanted areas listed on your certificate of title

Important!

If any proposed setback distance is not at least 1m greater than the minimum required setback to a lot line, a BCLS prepared site plan is required. (Example: required minimum setback is 7.5m, proposed is 8.2m—BCLS prepared site plan is required)



Septic Systems

More information and the most up-to-date ROWP listings are available on the ASTTBC website at:

<http://bit.ly/cvrdseptic> or scan QR code at right

If any clarification is required as to an individual's certification or registration, please contact ASTTBC at 604-585-2788, local 236.



For information about sewerage system regulation visit:

www.health.gov.bc.ca/protect/lup_index.html

For information about Registered Onsite Wastewater Practitioners (ROWPs) visit:

<http://owrp.asttbc.org/c/regulations.php>

BC Housing registration requirements for new dwellings

www.bchousing.org/licensing-consumer-services

Hazardous Materials Requirements for structures built prior to 1990

<https://www.worksafebc.com/en/resources/health-safety/books-guides/safe-work-practices-for-handling-asbestos>

Climatic and Geological Data

<http://www.comoxvalleyrd.ca/EN/main/departments/building/climatic-and-geological-data.html>

Where no climatic value is prescribed the owner shall submit evidence in writing from Environment Canada

http://www.msc-smc.ec.gc.ca/contents_e.html to establish the climatic values.

Where no seismic value is prescribed the owner shall submit evidence in writing from Natural Resources Canada

<http://www.nrcan.gc.ca/home> to establish the seismic values.

BC Energy Step Code Rebate* Program

www.comoxvalleyrd.ca/rebates

(*note that the CVRD rebate may end without notice)

www.energystepcode.ca