



Description of Property

Civic Address _____ PID _____

Legal Lot _____ Block _____ Section _____ Range _____ Plan _____

Contacts

Please print clearly.

Applicant

Inspection Report
Manual Copy
E-mail Copy

Name		Company	
Address		City	
E-mail		Postal Code	
Phone	Cell	Fax	

The undersigned owner/authorized agent of the owner makes an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

Applicant's Signature (required)	Date
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Owner *A completed Schedule "C" is also required*

Inspection Report
Manual Copy
E-mail Copy

Name		Company	
Address		City	
E-mail		Postal Code	
Phone	Cell	Fax	

Contractor

Inspection Report
Manual Copy
E-mail Copy

Name		Company	
E-mail:			
Phone	Fax	Business Licence #	

Any personal information provided in this application is collected for the purpose of administering the Local Government Act, and the bylaws of the municipality under the Local Government Act, and under the authority of those enactments. Questions about the collection of the information may be directed to the Freedom of Information Officer.

Building Permit Application Fees

- Application for New SFD - **\$250.00**
- Application for Other Than New SFD (**0.625% of declared value- minimum \$100, maximum \$2000**)
- Application for Sign Permit (**\$10 to \$30 depending on sign type**)
- Demolition Application – **no charge**
- Application fees are credited toward building permit fees**

Forms of payment accepted: **CASH CHEQUE INTERAC**

Development Details

Construction

Type New Addition Renovation Demolition Sign _____

Building Use SFD Acc. Bldg. Multi-Res Commercial Industrial Secondary Suite Guest Cottage

Describe Proposal _____

Current Zoning _____ (If proposed construction not permitted by current Zoning, other approvals may be required.)

Services Septic or Municipal Sewer Storm Drain Connection or Alternative acceptable to the Municipality

Value of Construction \$ _____

Information Required for Submission

Consult with staff to determine non-applicable (N/A) items. Additional information may be requested during application review.

Req'd	Rec'd	Documents
✓		Copy of Certificate of Title Obtained from Land Titles Office
		Covenants, Easements, and Rights-of-way Obtained from Land Titles Office
		Secondary Suite Permit (Bylaw 1244) Obtain s219 Covenant (LTA) from Planning
		Development Permit Area Obtain DP from Planning if identified in OCP.
		Home Protection Office Documents (HPO) For all new house construction
		Health Authority Approval For on- site septic disposal permits
		Pre-Construction Energy Compliance Report For all new construction under 9.36.5 or 9.36.6 BCBC
		Driveway Access Permit For new or widened driveway over boulevard
✓		Schedule C (Building Bylaw)
		Schedule B (Building Code) Letters of assurance for manufactured products such as trusses and I joints
		Schedule A (Building Code) Required if multiple Engineers
		Schedule D (Building Bylaw) Must accompany any required Letters of Assurance
		Hazardous Materials Assessment & Abatement Report For buildings prior to 1990
		Owner's Authorization If applicant is not the owner

Req'd	Rec'd	Plans	Details
✓		2 SETS of PLANS REQUIRED	
	✓	Site Plan metric only at scale of 1:100	North arrow and scale, date, property address, current zoning
			Lot area and dimensions, rights-of-way, easements
			Dimensions & setbacks of proposed & existing buildings & structures and proposed & existing driveways
			Location & dimensions of all vehicle parking.
			For Commercial/Industrial Parking include numbering, disabled persons' parking, vehicle stops & loading
			Natural & finished grades of site, at buildings & retaining walls
			Locate all existing & proposed water lines, wells, septic fields, sanitary sewer & storm drain facilities, including sizes
			Locate high water mark, top of bank, natural boundaries, watercourses & riparian area on or within 30 m of property
			Above ground services. Show location of any heat pumps.
			Storm water management and surface permeability
		Development Summary data box for calculations & setbacks including Floor Area Ratio (FAR) and Lot Coverage (%)	
		Floor Plans min. scale 1:100 or 1/4" = 1 foot	Detailed foundation plan with dimensions
			Uses & dimensions of all floor areas, floor joists, beams & roof
		Elevations min. scale 1:100, 1:50 or 1/4" = 1 foot	Window and door sizes & locations, bedroom window egress
			Smoke alarms, plumbing fixtures, fireplaces, heating
			Building finishes and materials
			For Commercial/Industrial include exterior colours
			Natural and finished grade & floor(s)
		Building Section min. scale 1:100 1:50 or 1/4" = 1 foot	Roof Height Calculation as per Zoning Bylaw #1255
			Roof slopes, finish, chimneys and roof top equipment
			Exterior finishes and details, windows and doors
		Zoning Data	Spatial separation calculations
			Wall section with details of footing, foundation, slab, exterior wall, rain screen details, insulation, floor assemblies and roof construction
			Building section with dimensions and geodetic elevations
			Floor Area Ratio – Site Coverage