



Building Department Permit Application.

PLEASE PRINT AND COMPLETE THIS FORM CAREFULLY. INSUFFICIENT INFORMATION WILL DELAY THE PROCESSING OF THIS APPLICATION.

LEGAL DESCRIPTION:	
House Number: (If assigned)	Road Name:

OWNER Primary contact <input type="checkbox"/>	Name(s):		
Mailing Address:		City/Prov:	Postal Code:
Tel:	Cell:	email:	

AGENT Primary contact <input type="checkbox"/>	Name(s):		
Mailing Address:		City/Prov:	Postal Code:
Tel:	Cell:	email:	

CONSTRUCTOR Primary contact <input type="checkbox"/>	Name(s):		
Company name:			
Mailing Address:		City/Prov:	Postal Code:
Tel:	Cell:	email:	

HAVE YOU PROVIDED THE FOLLOWING:

Certificate of Title (dated within 2 days of application, including copies of registered covenants, easements and right of ways) <i>(C of T can be obtained by SCRD for a fee of \$20.00, covenants, easements and r/w's for a fee of \$50.00 each)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Sewerage Filing or registered practitioner's (ROWP) report, as applicable.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Highways access approval (for properties accessing a numbered highway and all commercial properties)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Owner's Acknowledgement of Responsibility and Undertakings form (copy attached)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
BC Building Code Letters of Assurance complete with proof of liability insurance from Professional Engineer(s).	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Residential builder "HPO Registration Form" or owner builder "New Home Registration Form" (for new dwellings)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Construction plans – 3 sets of drawings (sealed by P Eng if applicable), including truss layout c/w concentrated loads 4 sets of drawings are required for applications within the Island Trust area.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Site Plan, complete with all buildings, measurements & setbacks	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Manufacturer's specification sheet, for mobile or modular home	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If mobile or modular home: Provide #	CSA Z240	CSA A277	CSA Z241



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Proposed construction:

New <input type="checkbox"/>	Addition <input type="checkbox"/>	Alteration <input type="checkbox"/>	Repair <input type="checkbox"/>	Demolition <input type="checkbox"/>	Move <input type="checkbox"/>
DWELLING <input type="checkbox"/>	MANUFACTURED HOME <input type="checkbox"/>	MOBILE HOME <input type="checkbox"/>	ACCESSORY BLDG <input type="checkbox"/>	COMMERCIAL BLDG <input type="checkbox"/>	OTHER <input type="checkbox"/>
Describe the scope of work:					
Number of stories:	Estimated value of construction:	Type of Heating system:			
Number of bedrooms: Existing:		New:		Total:	

Project Details (*must be shown on plans)

<input type="checkbox"/> Woodstove *	<input type="checkbox"/> Electrical	<input type="checkbox"/> Garage *	<input type="checkbox"/> Slab *
<input type="checkbox"/> Factory fireplace *	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Carport *	<input type="checkbox"/> Crawl space *
<input type="checkbox"/> Masonry fireplace *	<input type="checkbox"/> Gas	<input type="checkbox"/> Verandahs *	<input type="checkbox"/> Finished Basement *
<input type="checkbox"/> Gas fireplaces *	<input type="checkbox"/> Heating	<input type="checkbox"/> Decks *	<input type="checkbox"/> Unfinished Basement *
<input type="checkbox"/> Gas appliances *	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Other *
<input type="checkbox"/> Masonry chimney *			<input type="checkbox"/> Not applicable
<input type="checkbox"/> Factory Built chimney *			
<input type="checkbox"/> Not applicable			
Demolition, Addition, Alteration or Repair of a structure built prior to 1990? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Has or will fill be placed on site? Yes <input type="checkbox"/> No <input type="checkbox"/>			

PLEASE ANSWER THE FOLLOWING:

Is the property in a water service area? Which area? _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the property adjacent to and/or contain: the sea, a lake, river, stream, creek, cliff, bank, ravine, or escarpment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there any existing structures on the property? (If yes, must be indicated on site drawing)	Yes <input type="checkbox"/> No <input type="checkbox"/>

SITE INFORMATION: Notes: Where 2 lot lines adjoin a public road the front is deemed to be the shortest line adjoining a road.
Height is measured from the average natural grade of the building footprint to the highest part of the roof surface.

To Front Lot Line (metres)	To Rear Lot Line (metres)	To Left Side Lot Line (metres)	To Right Side Lot Line (metres)	Height (metres)	Building Separation (metres)

Signature of Owner or Authorized Agent:		Date:
Date Rec'd:	Rec'd by:	
PID:	Folio:	



SCHEDULE E

OWNER'S RESPONSIBILITIES

I/we _____(print name)

Being the owner, or the signing authority for the corporate owner of the following property:

Legal Description: _____

Street Address: _____

Building Permit Number: _____

Understand, acknowledge and agree as follows;

(Owner or Signing Authority to **Initial Each Box**)

1. I/We have checked the Certificate of Title for covenants, building schemes, easements, etc. and I/we understand that these matters are not enforced by the Regional District or the local Jurisdiction;

2. I/We recognize that there are areas of 'problem soils' within the Regional District which are widely distributed as to location, I/we hereby acknowledge that it is my/our responsibility as owner of the parcel to identify site conditions generally and 'problem soils' in particular on which the construction cited in my application is to be placed and I/we will take all action required to ensure adequacy of foundation works;

3. I/We hereby acknowledge that if granted a permit pursuant to my/our application, that it is my responsibility to ensure compliance with the Building Code, Building Bylaw and any other applicable enactment, code, regulation or standard relating to the work in respect of which the permit is issued, whether or not said work is undertaken by me/us or by those whom I/we retain or employ to provide design and/or construction services;

4. I/We hereby acknowledge that neither the issuance of a permit; nor the acceptance and review of plans, specifications, drawings, or supporting documents; nor inspections made by or on behalf of the Regional District constitute a representation, warranty, assurance or statement that the Building Code, Building Bylaw or any other applicable enactment, code, regulation or standard has been complied with;

5. I/We understand that Environmental Health Officers will no longer be expected to review referrals for building additions, alterations to buildings, decks, private pools, auxiliary buildings, etc. for the purpose of on-site sewage disposal assessment. I/We further understand it is my/our responsibility to retain an “authorized person” to carry out these assessments.

6. I/We acknowledge that where the Regional District requires that Letter of Assurance be provided by a Registered Professional in accordance with this Building Bylaw, I/We confirm that I/we have been advised in writing by the Regional District that it relied exclusively on the Letters of Assurance in respect of the review of the plans, drawings, specifications and supporting documents submitted for a building permit.

7. I/We further acknowledge that I/We have relied only on the Registered Professional for the adequacy of plans, drawings, specifications and supporting documents submitted in the application for a building permit.

8. I/We acknowledge that I/we have been advised to obtain independent legal advice in respect of the responsibilities I/we am assuming upon granting of a permit by the Regional District pursuant to my/our application and in respect of the execution of this document.

9. I/We am authorized to give these representations, warranties, assurance and indemnities to the Regional District.

10. I/We understand that although the value of construction has been determined at time of permit issuance, the Regional District reserves the right to revise the value at or near the final inspection stage and invoice accordingly for the balance

I have read the above acknowledgement, undertaking, release and indemnity and understand it.

Signature: _____

Date: _____

Company Name: _____

(if owner is a corporation)



Sample Site Plan

Sunshine Coast Regional District

In order to process your permit application, please attach a site plan 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; e.g. retaining walls, rip rap, sea walls, steps, decks and patios.
- All distances between the proposed building and all lot lines in metres
- The location of the ocean, lake, river, stream, creek, cliff, bank, ravine or escarpment and its distance from the proposed building
- The location of the driveway and street(s)
- The location of the septic tank and field
- Any covenanted areas listed on your certificate of title

