



Building Permit Application

BP _____
(for internal purposes only)

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

Note: Approval is required from shíshálh Nation Government District (sNGD) for properties located within its jurisdiction

LEGAL DESCRIPTION

Lot	Block	District Lot	Plan	PID	Folio
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CIVIC ADDRESS (if already assigned)

House Number	Unit	Street
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OWNER Primary Contact ☐

Name(s)		
Mailing Address	City, Province	Postal Code
Tel	Cell	Email

AGENT Primary Contact ☐

Agents Authorization Letter Completed ☐

Name(s)		
Mailing Address	City, Province	Postal Code
Tel	Cell	Email

CONSTRUCTOR Primary Contact ☐

Name(s)		
Mailing Address	City, Province	Postal Code
Tel	Cell	Email

PROPOSED CONSTRUCTION DETAILS

Dwelling ☐	Foundation ☐	Auxiliary Building ☐	Agricultural Building ☐	Retaining Wall ☐	Moved on Building ☐	Demolition ☐
Sprinklers ☐	Commercial Building ☐	Tenant Improvement ☐	Plumbing ☐	Completion of Expired Permit ☐	Swimming Pool ☐	Special Inspection ☐
Scope of Work:						
Estimated Value of Construction:						
Number of Stories:		Number of Existing Bedrooms:		Number of New Bedrooms:		

HAVE YOU PROVIDED THE FOLLOWING?

REQUIRED DOCUMENTS FOR ALL PERMITS		
Site Plan – 2 sets printed & 1 digital PDF, complete with all buildings, measurements & setbacks	Yes ☐	No ☐
Construction Plans – 2 sets of printed architectural plans (<i>sealed by a P. Eng. if applicable, or 2 separate sealed copies</i>), & 1 digital PDF copy of architectural plans	Yes ☐	No ☐
Owner's Acknowledgement of Responsibility and Undertaking form (<i>sNGD – Owner's Acknowledgement of Responsibility and Undertaking form</i>)	Yes ☐	No ☐
Certificate of Title dated within 30 days of application, & copies of registered covenants, easements & right of ways	Yes ☐	No ☐
Zoning and Land Use Declaration form (<i>for properties subject to SCRD zoning & land use regulations</i>)	Yes ☐	No ☐
ADDITIONAL DOCUMENTS AS APPLICABLE		
Agents Authorization letter	Yes ☐	No ☐
Site Disclosure Statement form	Yes ☐	No ☐
BC Building Code Letters of Assurance (Schedule B), complete with Confirmation of Professional Liability Insurance from Professional Engineer(s) (<i>sNGD – Confirmation of Professional Liability Insurance form</i>)	Yes ☐	No ☐
Proof of Sewerage Filing or registered practitioner's (ROWP) report	Yes ☐	No ☐
Pre-Construction BC Energy Compliance Report	Yes ☐	No ☐
BC Housing "New Home Registration Form" (<i>for new or substantially re-constructed dwellings</i>)	Yes ☐	No ☐
Highways access approval (<i>for properties accessing a numbered highway & commercial properties</i>)	Yes ☐	No ☐
Riparian Declaration Form (<i>for those located within the Islands Trust jurisdiction</i>)	Yes ☐	No ☐
Manufacturer's specification sheet & certification number (<i>for mobile or modular home</i>)	Yes ☐	No ☐
Certification number of manufactured building:	CSA Z240 – MH (Mobile):	CSA A277 (Modular):

ADDITIONAL BUILDING INFORMATION

Does or will this building contain a secondary suite?	Yes ☐	No ☐
Does or will the building contain any wood burning appliances?	Yes ☐	No ☐
Type of mechanical ventilation system(s) proposed or installed in the building:		
Types of heating and cooling systems proposed or installed in the building:	Heating system:	Cooling system:

SERVICING INFORMATION

Is the property in a water service area?	Yes ☐	No ☐	Is the property in a wastewater service area?	Yes ☐	No ☐
If yes, please indicate which area:			If yes, please indicate which area:		

The personal information you provide on this form is collected under the authority of the Local Government Act and SCRD Building Bylaw No. 779 or shíshálh Nation Self-Government Act and shíshálh Nation Government District Building Bylaw. Your personal information will only be used for the purpose of evaluating this building permit application. Please note that your application will be treated as public information. If you have any questions about the collection of this information, please contact the Information and Privacy Coordinator, 1975 Field Road, Sechelt, BC, V7Z 0A8, 604.885.6800.

Property Owner(s)/Agent Signature(s):	Print Name:	Date:
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