



# Complex Building Permit Application

## Checklist

BP#: \_\_\_\_\_

**Civic Address:** \_\_\_\_\_

### Type of Construction – **Check all that apply:**

- Group A – Assembly Occupancies
- Group B – Care Occupancies
- Group C – Residential Occupancies
- Group D – Business and Personal Services Occupancies
- Group E – Mercantile Occupancies
- Group F – Industrial Occupancies
- Farm Building

### Required for all applications:

- Certificate of Title dated within 14 days - BC Online title search fee: \$10**
- Copies of any Easements, Covenants and Rights of Way- BC Online covenant search fee: \$50 for each document**
- Siting and servicing plan and site survey**
- 2 Full Sets of Construction Drawings**
- Building Permit Application**
- Owner's acknowledgement of responsibilities**
- Agent authorization form**

### Special Requirements:

- Modelling report and confirmation of design compliance with the Energy Step Code**
- Plumbing Permit Application**
- Highway Access Approval
- Sewerage Filing or registered practitioner's report
- Pre-1990 Hazmat Assessment
- Development Permit, Environmentally Sensitive Area Development Permit or flood plain relief
- Rezoning or variance
- Site servicing drawings
- Sections through the site showing grades, buildings, structures, parking and driveways

### Engineering Documents as Required:

- Geotechnical Report and Schedule B
- Details requiring a Register Professional
- Schedule A from Coordinating Registered Professional
- Sealed structural drawings
- Schedule B from all professionals
- Letters of assurance from all professionals
- Proof of insurance from all professionals



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BP#: \_\_\_\_\_

<input type="checkbox"/> <b>Group A – Assembly Occupancies</b> <input type="checkbox"/> <b>Group B – Care Occupancies</b> <input type="checkbox"/> <b>Group C – Residential Occupancies</b> <input type="checkbox"/> <b>Group D – Business and Personal Services Occupancies</b> <input type="checkbox"/> <b>Group E – Mercantile Occupancies</b> <input type="checkbox"/> <b>Group F – Industrial Occupancies</b> <input type="checkbox"/> <b>Farm Building</b>			<input type="checkbox"/> <b>New</b> <input type="checkbox"/> <b>Addition</b> <input type="checkbox"/> <b>Alteration</b> <input type="checkbox"/> <b>Repair</b> <input type="checkbox"/> <b>Demolition</b> <input type="checkbox"/> <b>Change of Use or Occupancy</b> <input type="checkbox"/> <b>Tenant Improvements</b>		
<b>Value of Construction:</b>					
<b>Legal Description :</b>					
<b>PID:</b>			<b>Folio:</b>		
<b>Civic Address:</b>					
<b>Owner(s):</b>					
<b>Mailing Address:</b>					
<b>City:</b>			<b>Prov:</b>	<b>Postal Code:</b>	
<b>Tel:</b>		<b>Business Tel:</b>		<b>Fax:</b>	
<b>Cell:</b>			<b>Email:</b>		
<b>Agent:</b>					
<b>Mailing Address:</b>					
<b>City:</b>			<b>Prov:</b>	<b>Postal Code:</b>	
<b>Tel:</b>		<b>Business Tel:</b>		<b>Fax:</b>	
<b>Cell:</b>			<b>Email:</b>		
<b>Constructor:</b>					
<b>Mailing Address:</b>					
<b>City:</b>			<b>Prov:</b>	<b>Postal Code:</b>	
<b>Tel:</b>		<b>Business Tel:</b>		<b>Fax:</b>	
<b>Cell:</b>			<b>Email:</b>		



## Complex Building Permit Application

<b>Designer:</b>	<b>BP#:</b> _____
<b>Architect:</b>	<b>Tel:</b>
<b>Structural:</b>	<b>Tel:</b>
<b>Mechanical:</b>	<b>Tel:</b>
<b>Electrical:</b>	<b>Tel:</b>
<b>Sprinkler:</b>	<b>Tel:</b>
<b>Plumbing Engineer:</b>	<b>Tel:</b>
<b>Geotechnical:</b>	<b>Tel:</b>
<b>Signature of Owner or Authorized Agent:</b>	<b>Date:</b>
<b>Date Rec'd:</b>	<b>Rec'd by:</b>



# Plumbing Permit Application

BP#: \_\_\_\_\_

<b>Legal Description :</b>			
<b>PID:</b>		<b>Folio:</b>	
<b>Civic Address:</b>			
<b>Owner Name(s):</b>			
Mailing Address:			
City:		Prov:	Postal Code:
Tel:	Business Tel:		Fax:
Cell:		Email:	
<b>Plumber:</b>			
Mailing Address:			
City:		Prov:	Postal Code:
Tel:	Business Tel:		Fax:
Cell:		Email:	

**Proposed Work with Number of Fixtures:**

Is the proposed construction		New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/>	
Water Closets	Bidets	Bath/Shower	Urinals
Sprinkler Heads	Kitchen Sinks	Other Sinks	Dishwashers
Automatic Washing Machines		Stand Pipe	Hot Water Tank
Water Softeners	Interceptors	Floor Drains	Sumps
Roof Drain	Backflow Preventers	Water Meter	Other

*Schematic Drawing is attached:*    Yes     No

<b>Signature of Owner or Authorized Agent:</b>		<b>Date:</b>
<b>Date Rec'd:</b>	<b>Rec'd by:</b>	



**Owner's Acknowledgement of Responsibility and Undertakings**

**BP#:** \_\_\_\_\_

To: The Building Official

Date: \_\_\_\_\_

Strathcona Regional District  
990 Cedar Street  
Campbell River, BC V9W 7Z8

Re: \_\_\_\_\_

Name of Project (Print)

\_\_\_\_\_

Address of Project (Print)

\_\_\_\_\_

Legal Description of Project (Print)

The undersigned hereby acknowledges that:

- a) 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.
- b) 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.
- c) The regional district will rely solely on *field reviews* undertaken by the *registered professionals* and the letters of assurance submitted pursuant 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 the building bylaw.



**Owner's Acknowledgement of Responsibility and Undertakings**

**BP#:** \_\_\_\_\_

I certify that I am the *owner* as defined in the British Columbia Building Code.

\_\_\_\_\_

Name (Print)

\_\_\_\_\_

Signed

\_\_\_\_\_

Date

(If the *owner* is a firm or corporation, complete the following.)

I am an Authorized Signatory of this firm or corporation and am signing on their behalf.

\_\_\_\_\_

Name of Firm or Corporation (Print)

\_\_\_\_\_

Title of Signing Officer (Print)

(Affix CORPORATE SEAL here)



## Authorization to Act as Representative

BP#: \_\_\_\_\_

The undersigned registered owner of land within the Strathcona Regional District legally described as:

\_\_\_\_\_

and having a civic address of \_\_\_\_\_

hereby authorize \_\_\_\_\_ to:

1. Apply for and obtain, as my agent, a permit in respect of the land from the Strathcona Regional District under the provisions of the applicable bylaw for such an application.
2. Provide to the Regional District, as my agent, all information and documents required by the bylaw for such an application.
3. To view and obtain copies of all plans and permits.

\_\_\_\_\_

Name of Registered Owner (please print)

\_\_\_\_\_

Signature of Registered Owner or

\_\_\_\_\_

Date of Authorization

\_\_\_\_\_

Authorized Signatory of Corporate Owner

\_\_\_\_\_

Title of Authorized Signatory