



Residential Building Permit Application Checklist

BP#: _____

Type of Construction – Check all that apply:

- Single Family Dwelling
- Modular or Manufactured Home
- Duplex Dwelling
- Other Principal Use Building – Description: _____
- Accessory Building 10m² (107sq.ft.) or larger
- New Construction
- Addition
- Renovation
- Demolition

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 plan prepared by a registered BC Land Surveyor**
- 2 Full Sets of Construction Drawings (sealed by P. Eng. If applicable)**
- Sewerage Filing or registered practitioner's report**
- Building Permit Application**
- Owner's acknowledgement of responsibilities**
- Agent authorization form**

Special Requirements:

- Home Warranty Registration – For new dwellings or substantial renovations**
- Energy Compliance Checklist – For new dwellings**
- Highway Access Approval
- Plumbing Permit Application**
- Pre-1990 Hazmat Assessment
- Development Permit, Environmentally Sensitive Area Development Permit or flood plain relief
- Rezoning or variance

Engineering Documents as Required:

- Sealed structural drawings
- Geotechnical Report for areas in proximity to steep slopes
- Details requiring a Registered Professional
- Schedule B
- Letters of assurance
- Proof of insurance



Residential Building Permit Application Form

BP#: _____

LEGAL DESCRIPTION (see your Tax Assessment Notice or Certificate of Indefeasible Title)							
Road Name , and Number if assigned:							
OWNER		Name(s):					
Mailing Address:							
City:				Prov:			Postal Code:
Tel:			Business Tel:			Fax:	
Cell:				Email:			
AGENT		Name(s):					
Mailing Address:							
City:				Prov:			Postal Code:
Tel:			Business Tel:			Fax:	
Cell:				Email:			
CONSTRUCTOR		Name(s):					
Mailing Address:							
City:				Prov:			Postal Code:
Tel:			Business Tel:			Fax:	
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 SRD for a fee of \$10.00, covenants, easements and r/w's for a fee of \$50.00 each</i>)	Yes <input type="checkbox"/> N/R <input type="checkbox"/>
Sewerage Filing or registered practitioner's (ROWP) report, as applicable.	Yes <input type="checkbox"/> N/R <input type="checkbox"/>
Highways access approval (for properties accessing a numbered highway and all commercial properties)	Yes <input type="checkbox"/> N/R <input type="checkbox"/>
Owner's Acknowledgement of Responsibility and Undertakings form (copy attached)	Yes <input type="checkbox"/> N/R <input type="checkbox"/>
BC Building Code Letters of Assurance with proof of liability insurance from Professional Engineer(s).	Yes <input type="checkbox"/> N/R <input type="checkbox"/>
Residential builder "HPO Registration Form" or owner builder "New Home Registration Form"	Yes <input type="checkbox"/> N/R <input type="checkbox"/>
Construction plans – 2 sets of drawings (sealed by P Eng if applicable) (including truss layout c/w concentrated loads)	Yes <input type="checkbox"/> N/R <input type="checkbox"/>
Site Plan, complete with all buildings & measurements	Yes <input type="checkbox"/> N/R <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	

PLEASE ANSWER THE FOLLOWING:

Is the property in a water service area? Which area?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you connected to a water service?	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"/>
Is the property adjacent to and/or contain a heron or eagle nest?	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"/>

PROPOSED WORK

Is the proposed construction	New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> , or <input type="checkbox"/> Demolition ?
Describe the use of the proposed structure	
What is the foundation? Please circle:	Finished Basement Unfinished Basement Slab Crawlspace
Number of stories	
Estimated value of construction	
Number of bedrooms	Existing: <input type="text"/> New: <input type="text"/> Total: <input type="text"/>
Type of heating system is proposed for this structure?	
Are all decks, verandahs, carports or garages shown on plans?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you installing any gas fireplaces or appliances? (If yes, must be indicated on plans)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you installing any wood stove(s)? (If yes, must be indicated on plans)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please circle the type of chimney: Masonry Factory Built	
For detached accessory buildings, please circle applicable	Electrical Plumbing Heating

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	To Rear Lot Line	To Left Side Lot Line	To Right Side Lot Line	Height	Building Separation

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



Owner's Acknowledgement of Responsibility and Undertakings

BP#: _____

To: The Building Official
Strathcona Regional District
990 Cedar Street Campbell
River, BC V9W 7Z8

Date: _____

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.

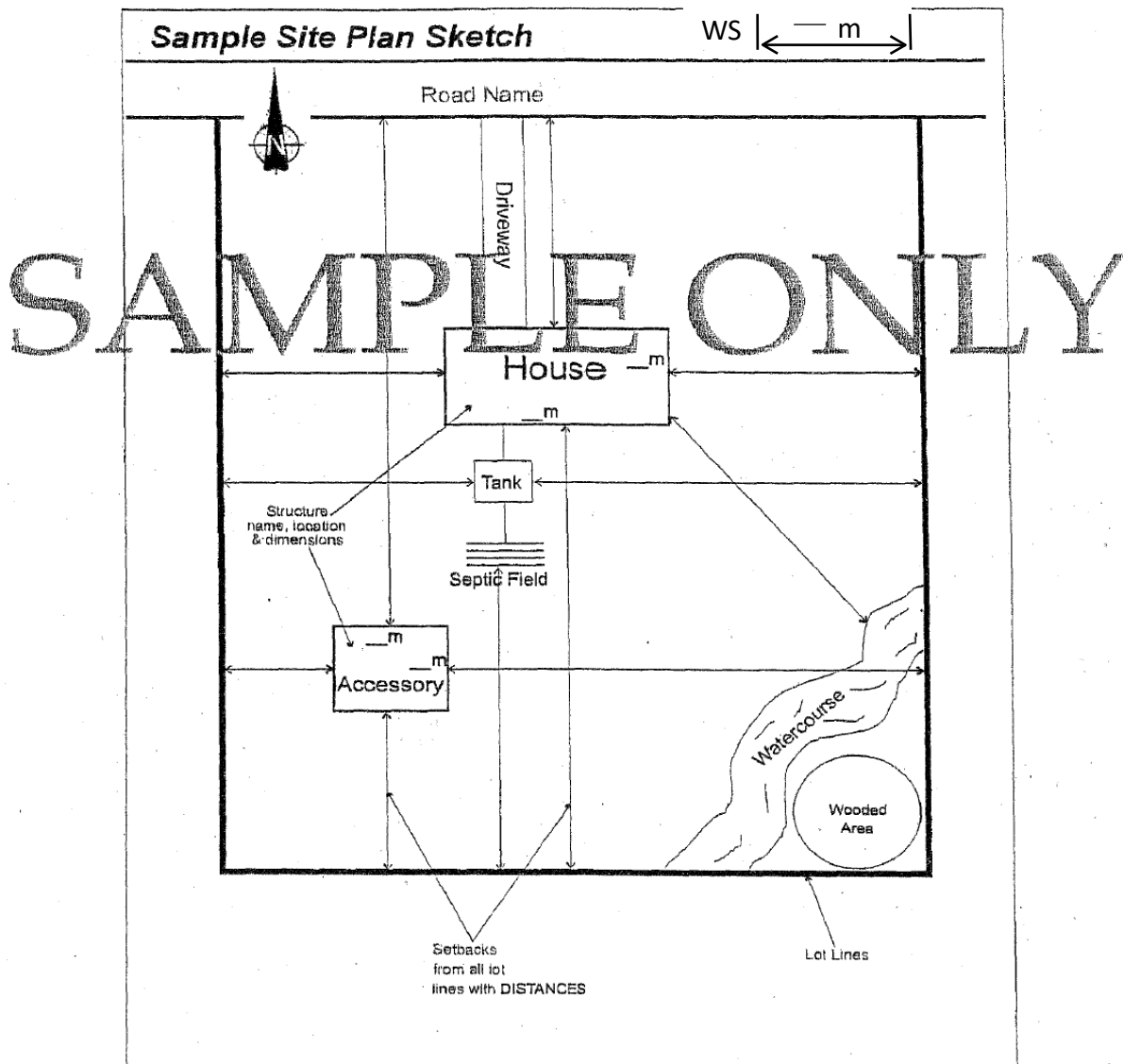
Name of Registered Owner (please print)

Signature of Registered Owner or

Date of Authorization

Authorized Signatory of Corporate Owner

Title of Authorized Signatory



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

- An indication of the orientation of the lot (north arrow).
- The dimensions (footprint) and floor area (if more than one storey) of the proposed construction and all existing building and structures.
- All distances between the proposed construction and all property lines.
- The location/direction of the sea, a lake, river, stream, creek, cliff, bank, ravine, or escarpment and its distance from the proposed construction.
- The location of the driveway access.
- Location of septic field/tank or sewage disposal system noting distances to property lines and proposed construction.
- Location of water service (WS) noting distances to property lines, size and depth.