

Building Permit Application Form

Property Information

House Number	Street Name	PID
Electoral Area	Legal Land Description	

Owner Information

Name(s)	Phone
Current Mailing Address	Email

Agent Information

Contact Name	Phone	Email
--------------	-------	-------

Contractor Information

Company Name	Contact Name	Phone
Mailing Address	Email	

Scope of Work

Project Description:	Land Use Permit File No: (DP, DVP or NOI)																																																																																																							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Check one:</td> <td style="width: 15%;">Check one:</td> <td style="width: 15%;">Check applicable:</td> <td style="width: 15%;">Water Service:</td> <td style="width: 15%;">Sewer Service:</td> <td style="width: 20%;">Estimated Value of Construction:</td> </tr> <tr> <td><input type="checkbox"/> New</td> <td><input type="checkbox"/> Dwelling</td> <td><input type="checkbox"/> Crawlspace*</td> <td><input type="checkbox"/> Well*</td> <td><input type="checkbox"/> Septic System*</td> <td rowspan="2">Number of Stories:</td> </tr> <tr> <td><input type="checkbox"/> Addition</td> <td><input type="checkbox"/> Accessory Building</td> <td><input type="checkbox"/> Decks*</td> <td><input type="checkbox"/> CVRD Water</td> <td><input type="checkbox"/> CVRD Sewer</td> </tr> <tr> <td><input type="checkbox"/> Alteration/ Renovation</td> <td><input type="checkbox"/> Detached Suite</td> <td><input type="checkbox"/> Electrical</td> <td><input type="checkbox"/> Private Water*</td> <td><input type="checkbox"/> Private Sewer*</td> <td rowspan="2">Building Area (ft²):</td> </tr> <tr> <td><input type="checkbox"/> Tenant Improvement</td> <td><input type="checkbox"/> Attached Suite</td> <td><input type="checkbox"/> Factory Chimney*</td> <td><input type="checkbox"/> Other*</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Move</td> <td><input type="checkbox"/> Manufactured Home</td> <td><input type="checkbox"/> Finished Basement*</td> <td colspan="2" style="font-size: small;">* Approval required prior to Building Permit issuance</td> <td rowspan="2">Number of Bedrooms:</td> </tr> <tr> <td><input type="checkbox"/> Decommission</td> <td><input type="checkbox"/> Farm/Agricultural</td> <td><input type="checkbox"/> Gas Appliances*</td> <td>Type of Heat:</td> <td>Type of Framing:</td> </tr> <tr> <td><input type="checkbox"/> Demolition</td> <td><input type="checkbox"/> Commercial</td> <td><input type="checkbox"/> Gas Fireplace*</td> <td><input type="checkbox"/> Heat Pump</td> <td><input type="checkbox"/> Wood</td> <td rowspan="2">Manufactured/Modular Homes ONLY:</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Industrial</td> <td><input type="checkbox"/> Heating</td> <td><input type="checkbox"/> Forced Air</td> <td><input type="checkbox"/> Structural Steel</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Institutional</td> <td><input type="checkbox"/> Masonry Chimney*</td> <td><input type="checkbox"/> Electric Baseboard</td> <td><input type="checkbox"/> Masonry/ICF/ Concrete</td> <td rowspan="2">Serial Number:</td> </tr> <tr> <td><input type="checkbox"/> Plumbing Permit*</td> <td><input type="checkbox"/> Multi-Residential</td> <td><input type="checkbox"/> Plumbing</td> <td><input type="checkbox"/> In-floor radiant</td> <td></td> </tr> <tr> <td style="font-size: small;">*supply Plumbing Declaration with Plumbing Permit</td> <td><input type="checkbox"/> Woodstove</td> <td><input type="checkbox"/> Slab*</td> <td></td> <td></td> <td><input type="checkbox"/> Z240</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Swimming Pool</td> <td><input type="checkbox"/> Unfinished Basement*</td> <td></td> <td></td> <td><input type="checkbox"/> A277</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Retaining Wall</td> <td><input type="checkbox"/> Verandahs*</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/> Portable Container</td> <td><input type="checkbox"/> Wood Fireplace*</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/> Other</td> <td><input type="checkbox"/> Woodstove*</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/> N/A</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td style="font-size: small;">*Must be shown on plans</td> <td></td> <td></td> <td></td> </tr> </table>	Check one:	Check one:	Check applicable:	Water Service:	Sewer Service:	Estimated Value of Construction:	<input type="checkbox"/> New	<input type="checkbox"/> Dwelling	<input type="checkbox"/> Crawlspace*	<input type="checkbox"/> Well*	<input type="checkbox"/> Septic System*	Number of Stories:	<input type="checkbox"/> Addition	<input type="checkbox"/> Accessory Building	<input type="checkbox"/> Decks*	<input type="checkbox"/> CVRD Water	<input type="checkbox"/> CVRD Sewer	<input type="checkbox"/> Alteration/ Renovation	<input type="checkbox"/> Detached Suite	<input type="checkbox"/> Electrical	<input type="checkbox"/> Private Water*	<input type="checkbox"/> Private Sewer*	Building Area (ft²):	<input type="checkbox"/> Tenant Improvement	<input type="checkbox"/> Attached Suite	<input type="checkbox"/> Factory Chimney*	<input type="checkbox"/> Other*		<input type="checkbox"/> Move	<input type="checkbox"/> Manufactured Home	<input type="checkbox"/> Finished Basement*	* Approval required prior to Building Permit issuance		Number of Bedrooms:	<input type="checkbox"/> Decommission	<input type="checkbox"/> Farm/Agricultural	<input type="checkbox"/> Gas Appliances*	Type of Heat:	Type of Framing:	<input type="checkbox"/> Demolition	<input type="checkbox"/> Commercial	<input type="checkbox"/> Gas Fireplace*	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Wood	Manufactured/Modular Homes ONLY:		<input type="checkbox"/> Industrial	<input type="checkbox"/> Heating	<input type="checkbox"/> Forced Air	<input type="checkbox"/> Structural Steel		<input type="checkbox"/> Institutional	<input type="checkbox"/> Masonry Chimney*	<input type="checkbox"/> Electric Baseboard	<input type="checkbox"/> Masonry/ICF/ Concrete	Serial Number:	<input type="checkbox"/> Plumbing Permit*	<input type="checkbox"/> Multi-Residential	<input type="checkbox"/> Plumbing	<input type="checkbox"/> In-floor radiant		*supply Plumbing Declaration with Plumbing Permit	<input type="checkbox"/> Woodstove	<input type="checkbox"/> Slab*			<input type="checkbox"/> Z240		<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Unfinished Basement*			<input type="checkbox"/> A277		<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Verandahs*					<input type="checkbox"/> Portable Container	<input type="checkbox"/> Wood Fireplace*					<input type="checkbox"/> Other	<input type="checkbox"/> Woodstove*						<input type="checkbox"/> N/A						*Must be shown on plans				
Check one:	Check one:	Check applicable:	Water Service:	Sewer Service:	Estimated Value of Construction:																																																																																																			
<input type="checkbox"/> New	<input type="checkbox"/> Dwelling	<input type="checkbox"/> Crawlspace*	<input type="checkbox"/> Well*	<input type="checkbox"/> Septic System*	Number of Stories:																																																																																																			
<input type="checkbox"/> Addition	<input type="checkbox"/> Accessory Building	<input type="checkbox"/> Decks*	<input type="checkbox"/> CVRD Water	<input type="checkbox"/> CVRD Sewer																																																																																																				
<input type="checkbox"/> Alteration/ Renovation	<input type="checkbox"/> Detached Suite	<input type="checkbox"/> Electrical	<input type="checkbox"/> Private Water*	<input type="checkbox"/> Private Sewer*	Building Area (ft²):																																																																																																			
<input type="checkbox"/> Tenant Improvement	<input type="checkbox"/> Attached Suite	<input type="checkbox"/> Factory Chimney*	<input type="checkbox"/> Other*																																																																																																					
<input type="checkbox"/> Move	<input type="checkbox"/> Manufactured Home	<input type="checkbox"/> Finished Basement*	* Approval required prior to Building Permit issuance		Number of Bedrooms:																																																																																																			
<input type="checkbox"/> Decommission	<input type="checkbox"/> Farm/Agricultural	<input type="checkbox"/> Gas Appliances*	Type of Heat:	Type of Framing:																																																																																																				
<input type="checkbox"/> Demolition	<input type="checkbox"/> Commercial	<input type="checkbox"/> Gas Fireplace*	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Wood	Manufactured/Modular Homes ONLY:																																																																																																			
	<input type="checkbox"/> Industrial	<input type="checkbox"/> Heating	<input type="checkbox"/> Forced Air	<input type="checkbox"/> Structural Steel																																																																																																				
	<input type="checkbox"/> Institutional	<input type="checkbox"/> Masonry Chimney*	<input type="checkbox"/> Electric Baseboard	<input type="checkbox"/> Masonry/ICF/ Concrete	Serial Number:																																																																																																			
<input type="checkbox"/> Plumbing Permit*	<input type="checkbox"/> Multi-Residential	<input type="checkbox"/> Plumbing	<input type="checkbox"/> In-floor radiant																																																																																																					
supply Plumbing Declaration with Plumbing Permit	<input type="checkbox"/> Woodstove	<input type="checkbox"/> Slab			<input type="checkbox"/> Z240																																																																																																			
	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Unfinished Basement*			<input type="checkbox"/> A277																																																																																																			
	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Verandahs*																																																																																																						
	<input type="checkbox"/> Portable Container	<input type="checkbox"/> Wood Fireplace*																																																																																																						
	<input type="checkbox"/> Other	<input type="checkbox"/> Woodstove*																																																																																																						
		<input type="checkbox"/> N/A																																																																																																						
		*Must be shown on plans																																																																																																						

Owner(s) Signature(s): _____	Contractor Signature: _____	Date: _____
Agent Signature: _____	Contractor Date: _____	

CVRD OFFICE USE ONLY

Received Date: _____	Receipt Number: _____
----------------------	-----------------------

This information is collected for the administrative and/or operational functions of the CVRD as authorized by the Local Government Act and CVRD Building Bylaw No. 4433. This information has been collected and may be used, and or listed in a Building Permit Register, and forwarded to authorized agencies in accordance with the Freedom of Information and Protection of Privacy Act.

Acknowledgment of responsibility and undertakings
 The undersigned being the owner/agent for the owner of the property herein described hereby makes application for a permit to undertake the work as set forth in this application. I agree to conform to all requirements as may be specified by the CVRD Building Bylaw and any other applicable Bylaw or Regulation in force by the CVRD. Neither the issuance of the Permit nor the approval of the drawings and specifications submitted as part of this application, by the Building Inspection Department or designates thereof, shall, in any way relieve the applicant from the responsibility of ensuring the construction for which this permit issued, is carried out in conformity with the requirements of the Building Bylaw and any other applicable Bylaws and Regulations, nor prevent the Building Official, or their designate from requiring correction of any errors in construction or violation of the Building Bylaw or other applicable Bylaw or regulations. 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.

Building Permit Application Checklist

Legend:
X indicates **required**

* indicates may be required – check with Building Official

	New Dwelling	New Attached Suite	New Detached Suite	Dwelling: Addition - increasing living space or # of bedrooms	Dwelling: Renovation/Alteration with NO change to size	Accessory Building	Farm or Agricultural Building**	Moved on Structure	Manufactured Home	Demolition	Portable Container Siting	Commercial/Industrial/Institutional
Building Permit Application Form signed and completed (page 1)	REQUIRED FOR ALL APPLICATIONS											
Land Title Search dated within 30 days of application, including copies of all registered covenants, easements, and rights-of-way	REQUIRED FOR ALL APPLICATIONS											
Non-Refundable Application Fee Construction Value under \$50,000 = \$100 Construction Value over \$50,000 = \$250	X	X	X	X	X	X	*	X	X	*	*	X
Construction Drawings (see CVRD Building Bylaw No. 4433 for plan requirements)	X	X	X	X	X	X	X	X	X			X
BC Energy Step Code Pre-Construction Report prepared by an Energy Advisor meeting Step Code 3 and Zero Carbon EL-4	X		X	*	*				*			X
Site Plan or Site Survey (survey prepared by a BC Land Surveyor)	X		X	X		X	X	X	X	X	X	X
Sewerage Filing (if on septic system) Record of Sewerage System filing with Island Health by ROWP or Professional Engineers report	X	X	X	X	*	*	*	X	X			*
BC Housing New Home Warranty Registration or Owner-Builder Authorization form (required for all NEW dwellings or substantial alterations)	X		X	*	*							
Structural Engineering if required or provided, <u>sealed</u> drawings, and BC Building Code Letter of Assurance (Schedule B)	*	*	*	*	*	*	*	*	*			*
Assurance of Structural Compliance for Moved or Relocated Buildings completed by Professional Engineer								X				
Preliminary Truss & Beam Layouts including <u>factored loads</u> (required if <u>no</u> Structural Engineer)	X	*	X	X	*	X	*					*
CSA Certification Number & Manufacturer's Specification Sheet (for CSA Z240/A277 homes)									X			
Geotechnical Report and/or Geohazard Assurance Statement	*	*	*	*		*	*	*	*			*
Proof of Water - Community System: Written approval from Improvement District or other private utility	X	X	X					X	X			X
Proof of Water - Natural Source or Well: Written approval from a professional that the source is licensed, free of contaminants and of sufficient volume	X	*	*					X	X			X
Hazardous Materials Report and Risk Assessment - required if there are <u>any</u> changes to structures constructed <u>pre-1991</u>		*		*	*			*		X		*
Mechanical Vent Checklist/Design (not required for permit application, submit prior to insulation inspection)	X	X	X	*	*	*		*				
Attached or Detached Suite Covenant required for a <u>single parcel</u> with 2 dwelling units	*	X	X					*	*			
Development Permit or Variance Permit where project falls within a Development Permit Area (DPA) or does not meet the Zoning setbacks.	*	*	*	*	*	*	*	*	*	*	*	*
ALC Notice of Intent for the removal and import of fill associated with building construction within the ALR	*	*	*	*	*	*		*	*			*

Building Permit Declaration Form

Land Use & Development Permit Areas:

[Have you reviewed the CVRD Development Permit Area Mapping?](#) Yes No

[Have you reviewed the applicable Zoning Bylaw?](#) Yes No

Have you discussed your project with CVRD Development Services? Yes No

Have you been previously issued a Land Use Permit (DP, DVP)? Yes No

If yes, please provide the permit number: _____

Has or will blasting be carried out on the site? Yes No

Is this an addition, alteration, or demolition of a structure built prior to 1990? Yes No

Does the property have existing structures? Yes No

Has or will fill be placed on the site? Yes No

CVRD Development Services can be contacted at ds@cvrd.bc.ca or 250-746-2620

Riparian Areas Protection Regulation Declaration (DPA1):

Please indicate whether the development proposal involves the removal or alteration of any vegetation; soil disturbance; construction of buildings and structures; creation of impervious or semi-impervious surfaces; trails, roads, docks, wharves, bridges and, infrastructure and works of any kind within:

Yes No **30 metres of the high-water mark of any water features***

Yes No **A ravine or within 30 metres of the top of a ravine bank**

**Water features include: a watercourse, whether it usually contains water or not; a pond, lake, river, creek, or brook; a ditch, spring, or wetland that is connected by surface flow to 1 or 2 above.*

Under the [Riparian Areas Protection Act](#), a riparian area assessment report may be required before this application can be processed (see [Riparian Areas Regulation Brochure](#)).

Wildfire Hazard Development Permit Area (DPA5):

For parcels within the Development Permit Area 5 – Wildfire Hazard mapping ONLY (please confirm with [Development Services](#) if this is required for your parcel/project). “High” or “Extreme” scores may trigger the requirement for a Development Permit.

Complete the [Home & Site Hazard Assessment](#) contained within the [BC FireSmart Manual](#)

Agricultural Land Reserve (ALR):

Is your property within the ALR? Yes No

If yes, answer questions below. If no, move on to the next section.

Have you reviewed ALC’s [policies and bulletins](#)? Yes No

Does your project require a Notice of Intent? Yes * No

*Contact the [ALC](#) to submit your Notice of Intent

Environmental Management Act:

Pursuant to the [Environmental Management Act](#), an applicant is required to submit a completed [Schedule 1 – Site Disclosure Statement](#) on properties that are/were used for specified commercial or industrial purposes indicated on [Schedule 2 of the Contaminated Sites Regulations](#).

To determine if a Schedule 1 – Site Disclosure Statement is required, please indicate if:

Yes* No The site is or has been used for commercial or industrial purposes

**Yes above*, refer to Schedule 2 to determine if a Schedule 1 – Site Disclosure Statement is required. Refer to the [Contaminated Sites Regulations](#), Division 3, Part 2 for a list of exemptions.

Yes No A [Schedule 1 - Site Disclosure Statement](#) is required.

Works and Services Bylaw – Proof of Water:

Please indicate how you are servicing your building with potable water:

CVRD Water System:

- It is the responsibility of the applicant to ensure water is available prior to making an application.

Improvement District of Private Water System:

- Include written approval from the external agency with your building permit application.

Private Well or Surface Water:

- Attach a written report from a qualified well driller or professional engineer or professional geoscientist indicating that the water source is properly licensed, free of bacteriological contaminants and available in a volume sufficient to provide domestic water to all buildings and structures that the licensed supply would be serving.

Signature and Declaration:

I am the owner or authorized agent of the subject property and I declare that the information above has been completed to the best of my knowledge and ability:

Registered Owner(s): _____

Agent: _____

Date: _____

Freedom of Information Notice: This information is collected pursuant to Part 14 of the Local Government Act and CVRD Development Application Procedures and Fees Bylaw No. 4483. This information has been collected and may form part of the public record and may be included in a meeting agenda that is posted online when this matter is considered before the Board or a Committee of the Board. I hereby consent that all information, including personal information, contained in this document including all attachments may be made available to the public. Note: For more information on disclosure, contact the CVRD FOI Coordinator at 250.746.2507 or 1.800.665.3955.