



Building Permit Application

PROPERTY ADDRESS:	
LEGAL DESCRIPTION:	
CURRENT ZONING:	ROLL#:
DATE:	

PROPERTY OWNER	BUILDER/CONTRACTOR
Name:	Name:
Address:	Business Address:
Postal Code:	Postal Code:
Phone:	Phone:
Email:	Business License #:
Signature:	Signature:

INTENDED USE OF BUILDING (select all that apply)
<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional
<input type="checkbox"/> New Repair <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Renovation <input type="checkbox"/> Secondary Suite <input type="checkbox"/> Foundation <input type="checkbox"/> Fire
<input type="checkbox"/> Retaining Wall <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Solid Fuel Appliance <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Other
Are there any other building/structures on the property? If yes, please state use:
Brief Description of Project:
Value of Construction:
Has/is the building been/being strata titled? <input type="checkbox"/> Yes <input type="checkbox"/> No

NEW Site Disclosure Statement (BC's New Contaminated Site Investigation Requirements (please check/initial))	
<input type="checkbox"/>	Attached (if Schedule 2 Uses have occurred on the property in the past)
<input type="checkbox"/>	N/A (if Schedule 2 Uses have not occurred on the property in the past)
<input type="checkbox"/>	Exempt (demolition, or other works where there is no soil disturbance, etc.)

I hereby apply under the provisions of Bylaw 2000-450 and agree to conform to all the requirements of the said Bylaw. I, the undersigned, owner or authorized agent for the above mentioned construction, declare that the above is a true statement of the characteristics of altering, repairing, remodeling, removing, and/or constructing the above building to the best of my knowledge. I have checked the title of this property and verify that there are no encumbrances or restriction against the property that would prevent a building permit being issued.

Applicants are requested to fully complete this form before returning it to The District of Summerland Development Services Department; and ensure that the following pages are enclosed with this application.

Signature: _____



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Information on drawings shall be clear and legible, and shall contain sufficient details to demonstrate conformance with the BC Building Code.

Plans shall be drawn to scale indicating the nature and extent of the work to be completed with the proposed occupancy in sufficient detail. Plans are to include the following:

Yes/No	Description	Specification
	Site Plan (two sets of drawings)	North arrow
		Property address and legal description
		Dimensioned location of every existing and proposed building(s) on the property indicating setback to property lines
		Easements/covenants/ROW on property
		Existing/proposed service locations
		Driveway location and grade, including parking
		Existing and finished ground levels to an established datum at or adjacent to the site
	Fire Protection	Any major components for fire protection (i.e. sprinkler systems, firewalls, fire separations, etc.)
	Floor Plans	Outside dimensions
		Inside floor dimensions
		Beam size and locations
		Rafter size and locations
		Truss layout
		Roof peak elevation
		Roof pitch
		Finish detail and exterior material
		Door and window sizes
		Elevations/Cross Sections
	Projections on all sides	
	Existing grades on all sides	
	Finished grades on all sides	
	Floor elevations of all floors	
	Roof peak elevation	
	Roof pitch	
	Finished detail exterior material	
	Spatial separation calculations for all unprotected openings in exterior walls	

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Yes/No	Construction Details	
		Footing, including depth and perimeter drainage
		Foundation, including type and condition of soil, groundwater conditions, damp proofing, ventilation and insulation
		Dimensions, location and size of all structural members in sufficient detail to enable the design to be checked
		Floor/slab, including under slab preparation
		Ceiling, including insulation
		Roof, including insulation, ventilation and drainage
		Stairs, ramps, handrails and guards (including dimensions and head room)
		Mechanical drawings
		Plumbing, including in floor systems
	Framing Systems	Manufactured beams and lintels
		Manufactured roof trusses
		Manufactured floor systems
		Systems stamped by Professional Engineer (if applicable)
	Title Search	Detailed information regarding easements, rights of way, or restrictive covenants registered against title must accompany search
	Letter of Authorization	If other than the owner
	HPO Forms	Required by the Licensing Branch for new homes to ensure builder will warranty construction
	Septic Field Permit	Authorization form from Interior Health Authority, if not on Municipal system
	Structural Drawings	Signed and stamped by a Professional Engineer. Truss layout included in required information
	Schedules	Structural
		Plumbing
		Geotechnical
		Fire Suppression
		Mechanical
		Architectural
	Archaeological Sites	Please contact Service BC to determine if your property falls within a known Archeological site



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Applications submitted must be complete to enable plan checking to be concluded. Your application may be rejected or have its approval delayed if any of the information is missing or if this form is incomplete.

This checklist outlines requirements to complete an application. Specific requirements are dependent on the nature and complexity of the application. Staff will be glad to provide assistance and information regarding your application.

Signature: _____

Owner's Acknowledgments, Release and Indemnification

The undersigned **acknowledges** the following:

Issuance of a permit pursuant to this application will not relieve me from my primary responsibility for complying with the federal, provincial and municipal regulations governing the work authorized by the permit, including the BC Building Code and the Municipality's bylaw, nor from the responsibility for obtaining information about such regulations, whether the work is undertaken by me or those whom I may retain or employ to provide design or construction services.

Construction must be carried out in accordance with the permit and all applicable laws, and in accordance with good construction practices.

It is my responsibility to establish the legal boundaries of the building lot and, unless the Building Official deems it unnecessary, to provide the Municipality a building survey certificate prepared by a BC Land Surveyor after the building foundations have been constructed.

Issuance of a permit does not entitle me to construct anything on the building lot in contravention of any covenant, easement, right of way, statutory building scheme, or other restriction or charge registered against title to the land, responsibility for the identification and interpretation of which rests wholly with me.

I am responsible for requesting inspections by the Municipalities Building Official at the following stages of construction, unless field reviews are being provided by a registered professional: footings and foundation framework; perimeter drainage and damp proofing before backfilling; water, sewage and storm drainage connections before backfilling; framing; plumbing; insulation & vapor barrier; and final inspection.

I will be liable to the Municipality for the cost of repairing any damage to public works or highways that results from the construction authorized by the permit.

If the project involves any plumbing work, other than the repair or replacement of a valve, faucet, sprinkler, the clearance of a stoppage, or repair of a leak, requiring in each case no change in piping, a separate permit is required.

Neither the issuance of a permit pursuant to this application, nor the review or acceptance of plans, specifications, or drawings or the conduct of inspections by the District of Summerland constitutes a representation, warranty or assurance that the work authorized by the permit complies with the BC Building Code, the Municipalities Building Bylaw, or any other applicable enactment, code or standard, or meets any standard of materials or construction.

In consideration of the granting of a permit pursuant to this application, **I release and indemnify** the District of Summerland, its Councilors, officers and employees from and against any liability, demands, claims, causes of action, suits, judgments, losses, damages, costs and expenses of whatever kind which I or any other person, partnership or corporation or our respective heirs, successors, administrators or assignees may have or incur, in consequences of or incidental to the granting of the permit or any representation, advice, certification, inspection, approval, enforcement or failure to enforce the BC Building Code of the District's Building Bylaw in respect of the work authorized by the permit, and agree that the Municipality owes me no duty of care in respect of these matters.

Signature: _____