



# COMPLEX BUILDING PERMIT APPLICATION

**\*\*Incomplete Applications Will Not Be Accepted\*\***

Please provide clear, legible, and precise information.

\$150.00 Deposit



To be filled by applicant

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

Registered Owner(s): \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Civic Address: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ DL: \_\_\_\_\_ Plan: \_\_\_\_\_

## Intended Use of Building:

☐ Residential ☐ Commercial ☐ Industrial ☐ Institutional ☐ Foundation Only ☐ Addition ☐ Alteration/ Renovation

Other: \_\_\_\_\_ Value of Construction \$: \_\_\_\_\_

Zoning: \_\_\_\_\_

Description of Project (please be specific): \_\_\_\_\_

Builder / Contractor (name & company): \_\_\_\_\_

All contractors must have a valid DOS Business License or Inter-community license

Business Address \_\_\_\_\_ Phone # \_\_\_\_\_

Business License # \_\_\_\_\_ Email: \_\_\_\_\_

Coordinating Professional (name & company): \_\_\_\_\_

Has/is the building been/being strata titled? ☐ Yes ☐ No

Are there any other buildings/structures on the property? ☐ Yes ☐ No

If yes, state use **(please be specific)** \_\_\_\_\_

I hereby apply under the provisions of Zoning 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 remodelling, removing 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.

X

Registered Owner or Authorized Agent

Information on drawings shall be clear and legible and shall contain sufficient details to demonstrate conformance with the BC Building Code 2024.

## COMPLEX BUILDING PERMIT CHECKLIST

Please provide clear, legible, and precise information. If incomplete applications are submitted, the permit process will not be expedited in a timely manner.

Please note, zoning specifies regulations and permitted uses for properties within those designations.

All Builders / Contractors to have a current Summerland Business License or Intercommunity Mobile license.

**Alternative Solution request form is required for each proposed Alternative Solution.**

|  |   | Submitted | Accepted |
|--|---|-----------|----------|
| <b>Completed and signed Building Permit Application</b>                | Include completed Alternative Solution request form for each proposed Alternative Solution. Additional application fees of \$215.00 will apply per Alternative Solution request form.   |           |          |
| <b>Owner's Acknowledgments, Release, and Indemnification</b>           | Acknowledgment of owners and contractor's responsibilities and District indemnifications through the construction process.  |           |          |
| <b>Agent Authorization form</b>  | If a third party is representing the owner of the property for building permits, a signed and completed Authorization form is required.   |           |          |
| <b>Development Permit (DP) or Development Variance (DVP) approvals</b> | Please confirm that your application complies with Zoning and does not require a DP, or any variances. If Planning applications are required, these must be completed prior to Building Permit application.                           |           |          |
| <b>Title Search</b>  | A recent title search is required with every building permit application. This includes copies of all easements, rights of way, and restrictive covenants registered against title. Search made within 30 days of permit application. |           |          |
| <b>BC Housing &amp; Consumer Services Registration</b>                 | Proof of registration from BC Housing Licensing & Consumer Services or BCH rental exemption letter.   |           |          |
| <b>Fire Safety Plan</b>  | Letter of Intent & Site Map   |           |          |
| <b>Hazardous Material Assessment report</b>                            | All permits where proposed works include alterations or renovations within and existing structure that was constructed prior to 1990.   |           |          |
| <b>Contaminated Site Declaration</b>                                   | If the site had previously been used for any industrial or commercial uses described in Schedule 2 of the Contaminated Sites Regulation, a Site Disclosure Statement is required.   |           |          |
| <b>Outside Agency Approvals</b>  | Include copies of approvals required under any enactment including but not limited to sewage disposal permits, highway access permits, and Ministry of Health approvals.  |           |          |

|   |   |  |  |
|---|---|--|--|
| <b>Construction Fire Safety Plan, Material Staging Area &amp; Truck Route Plan.</b> | Construction Fire Safety Plan per section 5.6 of the BCFC 2024, including a building diagram (11"x17"), a material staging area and truck route plan. |  |  |
| <b>Development Cost Charges Fee</b>   | New Complex residential, commercial, multi family, industrial, or institutional buildings, to be paid at BP issuance.                                 |  |  |

### Professional Documents and Drawings

|   |   |  |  |
|---|---|--|--|
| <b>Building Code Compliance Summary</b>   | Include the applicable edition of the BC Building Code, conformation if the building is a part 3 or part 9 building, major occupancy classification(s), building area, building height, number of streets the building faces, accessible entrances, work areas, washrooms, firewalls, and facilities.   |  |  |
| <b>Site Survey</b>  | Survey plan prepared by British Columbia Land Surveyor.   |  |  |
| <b>Energy Modeling Report</b>   | Pre-construction energy modeling report for buildings for the purpose of meeting the minimum requirements of the BC Energy Step Code.   |  |  |
| <b>Fire Flow Calculations</b>   | To confirm adequate water supply for firefighting, prepared by a registered professional.   |  |  |
| <b>Alternative Solutions</b>  | 2 paper copies & 1 PDF copy of Alternative Solutions Report for each Alternative Solution (if required).  |  |  |
| <b>Schedule A</b>   | Signed by the Coordinating Registered Professional and owner or signing officer.  |  |  |
| <b>Letters of Assurance</b><br><br><b>All Letters of Assurance also require a Certificate of Insurance from each professional</b> | <p>Schedule B – Architectural</p> <p>Schedule B – Structural</p> <p>Schedule B – Mechanical</p> <p>Schedule B – Plumbing</p> <p>Schedule B – Fire Suppression Systems</p> <p>Schedule B – Electrical</p> <p>Schedule B – Geotechnical</p>   | <p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p> <p><input type="radio"/></p> |  |
| <b>Drawings</b>   | <ul style="list-style-type: none"> <li>One (1) digital copy.</li> <li>Two (2) complete paper copies.</li> <li>Include north arrow for all plan views.</li> <li>Include civic and legal address.</li> <li>Include the name, phone number, address, and email of the designer.</li> <li>See 14.2 of the DoS Building Bylaw No 2022-002 for requirements of drawings.</li> </ul> |  |  |

|                               |   |  |  |  |
|-------------------------------|---|--|--|--|
| <b>Site Plan</b>              | <p>Include any of the following:</p> <ul style="list-style-type: none"> <li>• Covenants, easements, and rights-of-ways.</li> <li>• Landscape features such as retaining walls, pools etc.</li> <li>• Roof and site drainage, roof overhangs, cantilevers etc.</li> <li>• See 14.2 of the DoS Building Bylaw No 2022-002 for requirements of drawings.</li> </ul>  |  |  |  |
| <b>Additional Information</b> | <p>These additional forms may be required:</p> <ul style="list-style-type: none"> <li>• Site servicing and on-site storm water management drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a registered professional, in accordance with the District's bylaws.</li> <li>• A section through the site showing grades, buildings, structures, parking areas and driveways where any slopes on the subject parcel exceed 15%.</li> <li>• Site servicing agreement with District of Summerland Public Works Division.</li> </ul> <p>Please enquire with Development Services if more information on fees is required.</p> |  |  |  |

Applications submitted must be complete to enable plan checking to be concluded. Your application may be rejected, or 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.

X

\_\_\_\_\_  
Registered Owner or Authorized Agent

## 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 & vapour 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 Councillors, 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.

X

\_\_\_\_\_  
Registered Owner or Authorized Agent

## AGENT AUTHORIZATION FORM

| PROPERTY UNDER APPLICATION                |                                      |               |
|---|--------------------------------------|---------------|
| Civic Address:                            |                                      |               |
| REGISTERED PROPERTY OWNER(S) Main Contact |                                      |               |
| NAME(s) ON TITLE:                         | PHONE:                               | ALTERNATE PH: |
| MAILING ADDRESS:                          | EMAIL:                               |               |
| AUTHORIZED AGENT                          |                                      |               |
| NAME OF AUTHORIZED AGENT:                 | AGENT BUSINESS NAME (IF APPLICABLE): |               |
| MAILING ADDRESS (and postal code):        | PHONE:                               |               |
| CITY:                                     | EMAIL:                               |               |
| AGENT SIGNATURE:                          | DATE:                                |               |

| PROPERTY OWNERS'S AGREEMENT – All Owners on Title to Sign   |            |       |
|---|------------|-------|
| As owner(s) of the land described in this application, I/we hereby consent to the submission of this municipal application, and hereby authorize the following person to act in regard to this application: |            |       |
|   |            |       |
| NAME (PRINT):   | SIGNATURE: | DATE: |
|   |            |       |
| NAME (PRINT):   | SIGNATURE: | DATE: |
|   |            |       |
| NAME (PRINT):   | SIGNATURE: | DATE: |
|   |            |       |
| NAME (PRINT):   | SIGNATURE: | DATE: |

**Proof of Signing Authority required for Commercial or Numbered Companies**