

BUILDING PERMIT APPLICATION

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

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 the regulations and permitted uses for properties within those designations.

To be filled by applicant Date: _____
 Registered Owner(s) _____ Phone # _____
 Email Address(s): _____
 Mailing Address _____

Intended Use of Building:

- Residential Commercial Industrial Institutional
- New Repair Addition Alteration/Renovation Secondary Suite Foundation Fire
- Retaining Wall Swimming Pool Solid Fuel Appliance Accessory Structure

Other: _____ **Value of Construction \$** _____

Civic Address: _____ Lot _____ Block _____ DL _____ Plan _____

Zoning: _____

Brief Description of Project: _____

Builder / Contractor: _____

All contractors must have a valid DOS Business License or inter municipal license

Business Address _____ Phone # _____

Business License # _____

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 _____

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 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.

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:

Y/N	Description	Comment	Notes
	Site Plan	North arrow	
		Property address & Legal description	
		Dimensioned location of every existing & proposed building(s) on the property indicating setbacks 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 system, firewalls, fire separations, fire resistance ratings)	
	Floor Plans	Outside dimensions	
		Inside floor dimensions	
		Beam size & locations	
		Rafter size & locations	
		Truss layout	
		Roof peak elevation	
		Roof pitch	
		Finish detail & exterior material	
		Door & window sizes	
	Elevations / Cross Sections	Roof overhangs on all sides	
		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	
	Construction Details	Footing, including depth and perimeter drainage	
		Foundation, including type & 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 underslab 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 Interior Health Authority if not on Municipal system	
	Structural Drawings	Signed & 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 Archaeological site.	

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.


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