
Building Permit Process

The City of Campbell River has prepared this package to assist you in understanding the City's Building Permit and Inspection Process. Legal requirements for these applications are specified in the *Local Government Act* and various administrative bylaws of the City of Campbell River. This document is for general guidance only and it does not replace bylaws or other legal documents.

The primary purpose for the issuance of a Building Permit is to ensure that all buildings comply with safety, health, building and zoning requirements of the City of Campbell River and the Province of British Columbia.

Prior to applying for a building permit, an applicant may require a Development Permit, or need to enter into a Works and Services agreement, or may otherwise be subject to other approval processes. Please see the Land Use Services Department for more details.

Do I Need a Permit?

A Building Permit is required for:

- new construction;
- construction of an ancillary building larger than 10 square meters (107 square feet);
- enlarging windows and/or door sizes;
- change of use for the building;
- making structural changes (renovations) to the interior or exterior of the building;
- changing the occupancy use; or
- changing the "footprint" of a building.

A Building Permit must be obtained prior to commencement or continuation of any construction, alteration, placement, reconstruction, demolition, removal, relocation or change to the occupancy of any building or structure, or other work related to construction. Approval to occupy a newly constructed building will not be issued until all inspections have been completed and the work complies with the applicable codes, regulations and bylaws.

A Plumbing Permit is required when adding plumbing fixtures.

A Storm Sewer Permit is required when connecting to the storm sewer system.

A Sanitary Sewer Permit is required when connecting to the sanitary sewer system.

A Property Access Permit is required when adding a new or additional access to your property.

A Culvert Permit is required if extending access to your property (in areas with open ditches only).

A Relocation of a Building Permit is required before moving a building or structure.

A Demolition Permit is required to demolish a building.

A Soil Deposition Permit is required when moving soil to or from another property location.

Land Use Services Department

301 St. Ann's Road, Campbell River, B.C. V9W 4C7
Telephone: 250.286.5725; Fax: 250.286.5761

www.campbellriver.ca

Application Process

Step 1 - Submitting the Application Package

Prior to submitting an application it is recommended an appointment to meet with a Building Inspector be made to ensure all requirements have been satisfied in order to avoid delay in processing. If it is determined that a Zoning Bylaw Amendment, Development Permit, Works and Services Agreement, Development Variance Permit or a Board of Variance is required, this process must be completed prior to submission of the Building Permit application

At the time of application, a staff member conducts a brief review of the documentation submitted, to determine if the application is complete and to advise of any additional requirements. A plan review fee will be charged at the time of submission of your application. The plan review fee is not refundable and is credited against the building permit fee when the building permit is issued. See City of Campbell River Bylaw 3060, 2010 Sec. 12.0 Fees and Charges for a complete explanation.

If all information and documentation has been supplied, staff will begin processing your application.

Step 2 - Issuance of Permit

The Building Official will review the application form and all information submitted. If the information provided meets the requirements, the Building Official will prepare the Building Permit and approve the set of drawings submitted. Once the Building Permit is approved, the applicant will be contacted to pick up and pay for the permit package. The building permit fee is based upon the value of construction of the project. The value of construction is the actual value of the proposed construction less the value of the land. The City of Campbell River Building Official uses the "Marshall & Swift Capital Estimator" program to determine the value of construction. Fees for service connections, vehicle crossings, damage deposits, development cost charges, works and services, bonding, etc., will also be charged at this time.

If, during the course of construction, there are any changes made to the plumbing, electrical, interior or exterior walls, it is the responsibility of the applicant to submit the proposed changes to the City of Campbell River Land Use Services Department for an amendment prior to the changes being made to the structure. If unapproved changes appear to have the effect of a change in use or any structural questionability, then an amended plan, stamped by a professional engineer, will need to be submitted for review and approval.

Step 3 - Inspections

As the construction project proceeds through the various stages, inspections are conducted by the Engineer or Coordinating Professional or by the Building Official as outlined in City of Campbell River Bylaw 3060, 2010 Section 17.

Inspections will not be done if the civic address is not posted and clearly visible on the property.

Step 4 - Final Approval

Final approval is conditional on the completion of all:

- Development permit conditions;
- Required Works and Services;
- Inspection items; and
- Coordinating Professional's Schedules as per City of Campbell River Bylaw 3060, 2010.

See City of Campbell River Bylaw 3060, 2010, Section 9 - Complex (Part 3) Buildings; and Section 10 - Standard Buildings.

Once the project is complete, the Building Official will issue final approval and your applicable deposits will be refunded.

Permit Fees

Bylaw 3060, 2010 Schedule A – Building Permit Fees

All Construction

Prior to issuing a permit, a Building Official may require an applicant to provide the City with an appraisal of the value of the proposed construction, at the applicant's expense. In such case, the building permit fee must be based on the appraised value of the construction in accordance with the following fee schedules.

Value of Construction	Fee
Not exceeding \$5,000.00	\$50.00
Over \$5,000.00 but less than \$100,000.00	\$50.00 for the first \$5,000.00 Plus \$8.00 for each additional \$1,000.00
Over \$100,000.00 but less than \$400,000.00	\$50.00 for the first \$5,000.00 Plus \$8.00 for each additional \$1,000.00 up to \$100,000.00 Plus \$7.00 for each additional \$1,000.00 up to \$400,000.00
Over \$400,000.00	\$50.00 for the first \$5,000.00 Plus \$8.00 for each additional \$1,000.00 up to \$100,000.00 Plus \$7.00 for each additional \$1,000.00 up to \$400,000.00 \$6.00 for each additional \$1,000.00 for more than \$400,000.00

Other Fees:

Plan review	
• ancillary building	\$50.00
• less than 4 self-contained dwelling units	\$100.00
• Multifamily	\$150.00
• commercial	\$150.00
• industrial	\$150.00
Demolition	\$50.00
Permit to move a building	5 % of fees for new construction
Construction without a valid permit	Double Fee
Re-inspection	\$50.00
Building Permit refund if no inspection done	70%
Building Permit for existing float home	\$50.00
Building Permit for new float home	\$0.25 per sq. ft. of gross area
Building file review	\$50.00

Plumbing Fees:

1 or 2 plumbing fixtures	\$50.00 (base fee)
3 or more plumbing fixtures	\$6.00 per fixture plus base fee of \$50.00.
Inspection of water or sewer lines on private property	\$10.00
Inspection of fire sprinkler system	\$0.60 per sprinkler head
Inspection of residential or commercial lawn sprinkler	\$25.00 per zone
Inspection of commercial irrigation system	\$100.00 per diameter inch of supply
Inspection of fire protection system	\$25.00 per standpipe hydrant or hose connection

Inspection of connection to, or alteration of, sanitary or storm sewer	\$30.00
Inspection of septic tank after connection to sewer or demolition	\$20.00 (pump out receipt required)
Inspection of maintenance holes, interceptors and catch basins	\$30.00
Inspection of pump station	\$30.00
Construction without a valid permit	Double Fee
Callback inspection	\$50.00

Bylaw 3060, 2010 Schedule B – Building Permit Fees

BONDING AGAINST DAMAGE TO CITY STREETS DURING THE COURSE OF CONSTRUCTION ON OTHER THAN THE HIGHWAY ITSELF

(A)	Cash, Certified Cheque or Approved Irrevocable Letter of Credit to be deposited with the City prior to the issuance of any building permit in the amount of \$10.00/frontage foot minimum fee \$750.00	
(B)	Fee for necessary additional inspections - subsequent to final inspection by a Building Official, in order to ensure that the provisions of this Bylaw have been complied with.....	\$50.00
(C)	Fee to be retained from Building Bond for Sweeping of Streets Per occurrence as directed by Superintendent of Public Works or Building Officials.	\$125.00 per hour for a minimum of one hour.

Development Cost Charges

Development Cost Charges are applicable in accordance with the current Development Cost Charges Bylaw and may be subject to change. Please see applicable bylaw for rates.

Development Permits

Development Permits identify the requirements for developing within the City of Campbell River. Development guidelines can be found in the Official Community Plan Bylaw 3150, 2005.

A Major Development Permit is required for:

- All commercial and industrial development greater than 92.9 square metres (1000 sq ft) floor area.
- All development permits involving a variance.
- All phased development applications where the total development is in excess of requirements for a minor development permit.

A Minor Development Permit is required for:

- Commercial and industrial applications for less than or equal to 92.9 square metres (1000 sq ft) floor area.
- Any development in proximity to a ditch or stream subject to the Riparian Area Regulation.



Works & Services

Applicants must first ensure that the lot is fully serviced to City of Campbell River standards and specifications and any required works and services are provided.

Requirements for a Works and Services are identified in the City of Campbell River Subdivision and Development Servicing Bylaw No. 3419, 2010. If an applicant wishes to receive a building permit **prior** to satisfactory completion of these works, the applicant must enter into a Works and Services agreement and post security in accordance with Sec. 5.1(h) of the City of Campbell River Subdivision and Development Servicing Bylaw No. 3419, 2010. This will require an approved design for site servicing by a qualified Professional Engineer complete with certified cost estimates used to establish security.

Upon satisfactory completion of the works the City of Campbell River will return securities for completed works. Some works may require a certificate of completion and a 1 year maintenance agreement with the City of Campbell River, in accordance with Sec. 5.1(e) (ii) and Sec. 5.1(e) (iii) (b) of the City of Campbell River Subdivision and Development Servicing Bylaw No. 3419, 2010

General Information

▪ EXPIRY OF A BUILDING PERMIT

A Building Permit will expire and the rights of the owner under the permit shall terminate if:

- the work authorized by the permit is not commenced within 6 months from the date of issuance of the permit;
- work is discontinued for a period of more than 1 year; or
- the exterior finish of the building is not completed within 18 months from the date of issuance of the permit.

▪ WATER REGULATIONS

The owner of a parcel supplied with water must:

1. Install a property box with a backflow preventer and meter no deeper than 24", at the curb stop as part of the water service connection to that parcel; and
2. Ensure that the property box is inspected and approved by the Building Official.
3. Ensure that the property box conforms to the engineering specifications and standards, as per City of Campbell River Bylaw 3216, 2006.

▪ RIPARIAN ASSESSMENT AREA/FLOODPLAIN

If a stream or ravine runs through or is close to your property, there is a setback requirement under the City of Campbell River Zoning Bylaw 3250, 2006, which may affect your Building Permit application. If your property is located within the Floodplain Area, as identified on the Floodplain map, restrictions may apply to height and setbacks of the foundation. Please review with the Building Official.

▪ RETAINING WALLS/STRUCTURES

City of Campbell River Bylaw 3060, 2010 Section 19.1 requires that a registered professional shall undertake the design and conduct field reviews of the construction of a retaining structure greater than 1.5 meters in height. Sealed copies of the design plan and field review reports prepared by the registered professional for all retaining structures greater than 1.5 meters in height shall be submitted to a Building Official prior to acceptance of the works by the Building Official. The registered professional shall ensure that any drainage changes resulting from the structure shall not adversely impact adjacent and downstream properties or municipal infrastructure or right of ways.

▪ **DRIVEWAY ACCESS - Property Access Permit**

A property access (driveway) permit application can be submitted at the same time as an application for a building permit. The following is reviewed in relation to the 2010 Design Standards when granting a property access permit:

- Road classification (arterial road, collector or local road);
- Number of accesses per lot;
- Proximity to corner;
- Any obstructions to access (median islands, curb bulges etc).

Not all property access permits are approved. If there is an issue with the proposed property access, the City will be in contact to propose alternate solutions.

▪ **APPROVALS REQUIRED TO WORK ON CITY AND CROWN LANDS**

Any construction or maintenance on City land requires that a "Permit to Work on City Lands" be issued by Land Use Services Department and if on any Provincial Highway from the Ministry of Transportation and Highways.

▪ **SERVICE CONNECTIONS**

Arrangements for connections are to be made directly with the City of Campbell River, BC Hydro, Telus, and if required, Terasen Gas and Shaw, prior to starting any construction.

▪ **BUILDING BONDS**

Building Bonds will be used to rectify damage caused to City of Campbell River infrastructure. The roadway, sidewalks, curbs, service boxes, manholes and catch basins, street light standards, etc., on or adjacent to the subject property should be inspected prior to applying for a building permit. This shall include photographic documentation. In the event a problem is identified it should be documented with the Land Use Services Department in writing. Any damage found by City Officials after commencement will be deemed to be the responsibility of the permit holder. Please provide photos of the area.

▪ **CONSTRUCTION DEBRIS**

All adjacent properties are to be kept clean and not used as a storage or dumpsite. Control measures must be taken to ensure that **NO** soil or construction debris is deposited on the roadway. **Substances deleterious to aquatic life; including exposed aggregate concrete wash down, paints, and drywall fillers, must not be permitted to enter into any water course or storm drain system.**

▪ **ONSITE SOIL REMOVAL OR DEPOSITION**

A permit is required if existing ground elevations are changed more than 0.6 of a metre. If neighbourhood drainage is affected, corrective measures are required and a storm water management plan is required to be submitted to the Land Use Services Department.

▪ **REMEMBER TO "CALL BEFORE YOU DIG":** It is dangerous and costly if utilities are damaged.

- **BC One:** 1-800-474-6886 This includes: City of Campbell River, Terasen Gas, Telus.
- **BC Hydro:** 250-286-8740
- **Shaw:** 250-923-8899

Damage to individual utilities should be reported immediately to the respective utility company.

INFORMATION REQUIRED

At time of Application Submission:

- Development Permit and Works & Services Agreement** (*where applicable*). See Land Use Services Department for requirements before submitting your Building Permit application.
- Owner's Acknowledgement of Responsibility** (*form attached*).
- City Repair Agreement** (*form attached*).
- Sub- Contractors List** (*form attached*).
*** It will remain the responsibility of the General Contractor and/or Owner of the property to ensure all sub trades are in possession of a current business license.
- Fire Department Checklist** (*form attached*).
- Water Meter Installation** (*form attached*).
- Backflow Preventer** (*form attached*).
- Current State of Title** - within 14 days of date of application. (*Obtainable through Service BC, with a legal description or a PID #*).
- Ownership Transfer papers** (*if lot recently purchased*).
- Copies of Registered Covenants.**
- Copies of Statutory Rights-of-Way.**
- Proposed Site Plan** prepared by a registered BC Land Surveyor (BCLS) and is to include (*where required*):
 - Location of Proposed Dwelling;
 - Bounding streets and setbacks;
 - Percentage of Lot covered by Buildings;
 - Location of any existing structures;
 - Location of driveway access;
 - Lot Area;
 - Area of Building Footprint;
 - Building Height; means the vertical distance measured from the original average grade (subdivision developed grade) adjoining a building or structure to: in the case of a flat roof, the highest point of the roof surface; and, in the case of a gable, hip, gambrel or mansard roof, the height between the top plates of the exterior wall and the ridge.

Note: In accordance with Sec. 10.1.4.4 (Standard Buildings) of City of Campbell River Bylaw 3060, 2010 the Building Official may accept a non-BCLS prepared site plan for properties over 4047 sq m (one acre) in size or buildings shown on a proposed site plan as being at least 1.5 m (5 ft) away from all required setbacks if the Building Official believes the site plan is not necessary to ensure compliance with setbacks and the lot lines are not irregular and if ground elevation data is not needed;

In accordance with Sec. 9.1.4.8 (Complex Buildings) of Building 3060, the Building Official may waive the requirements for a site plan, in whole or in part, where the permit sought is for the repair or alteration of an existing building or structure or addition, or for properties over 4047 sq m (one acre) in size. In accordance with Sec. 10.1.4.8 (Standard Buildings) of City of Campbell River

Bylaw 3060, 2010 the Building Official may waive the requirements for a site plan, in whole or in part, where the permit sought is for the repair or alteration of an existing building or structure.

Decisions made by the Building Officials with regards to waiving this requirement are final. An actual site plan prepared by a BC Land Surveyor is required at time of framing.

- Property Access Permit** (for driveway access): A copy of your Proposed Site Plan, with the driveway access noted on it is sufficient for this permit. This permit is obtained from the Land Use Services Department and you can apply for it at the time you submit your application for a Building Permit.

- | | |
|--|--|
| Engineered Drawings to include: <ul style="list-style-type: none">➤ Two (2) sets➤ Construction Details.➤ Copy of Engineer's Insurance.➤ Applicable Schedules.➤ Method of Heating.➤ Fire Resistance Rating of Suite Separation. | Architectural Drawings to include: <ul style="list-style-type: none">➤ Two (2) sets.➤ Code Analysis. |
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- Photos** may be required of the site in order to assist in evaluating requirements for the permit.

- Calculations** to be included on the drawings:
 - Floor Areas – separate calculations for each floor level, garage, decks and/or suites.
 - **If Side Yard Setback is less than 3 m** – provide area of exposed building face and total area of unprotected openings (windows & doors with glass).

- Coordination Registered Professional:** If you have more than one professional engineer working on a project, then you must provide the name and address of the Coordinating Registered Professional.

- Geo-Technical Report:** Areas identified as risk slope areas are required to submit a Geo Tech Report in conjunction with the Building Permit application. Please see the Official Community Plan Bylaw 3150, Schedule A, Chapter 9, Sec. 9.5.3.2, Item 4, for more detailed explanation.

- Sub- Contractors List** (form attached).
*** It will remain the responsibility of the General Contractor and/or Owner of the property to ensure all sub trades are in possession of a current City of Campbell River Business License.

- Mechanical Ventilation Checklist**

- Schedule C-B/ Field Report-** prepared by Engineer

- Electrical Final from Safety Authority of BC**

- Fire Alarm Verification** (if required by Permit)

- Safety Authority Gas Permit**

- Parking Requirements:** see Zoning Bylaw 3250, 2006.

PERMIT SPECIFIC INFORMATION

Commercial:

- Identify the Occupancy Classification adjacent to the commercial location for confirmation of fire separation.
- Works and Services agreements (where applicable).
- May require a Development Permit – see Land Use Services Department.

Multi-Family (3 or more units), Industrial, Institutional:

- Work on City Lands Permit – if doing any kind of work on city property.
- See City of Campbell River Bylaw 3060, 2010 Sec. 9 for a list of requirements for each building type.
 - Part 3 – Complex Buildings are defined by size and use and require a Coordinating Registered Professional who is required to provide all information according to Section 9 of City of Campbell River Bylaw 3060, 2010.
 - Part 9 – Standard Buildings are also defined by size and use and may require a Coordinating Registered Professional. Please see Section 10 of City of Campbell River Bylaw 3060, 2010.

Leasehold Improvements:

- Parking as per zoning requirements.
- Estimated value of renovation.
- Hazard Assessment (e.g.: type of insulation, electrical hazards, road closure, lead paint, etc.)
- Identify the Occupancy Classification adjacent to the leasehold location for confirmation of fire separation.
- Type of Construction should be noted on the plans.

Demolition:

- Hazard Assessment (e.g. type of insulation, electrical hazards, road closure, lead paint)
 - Work on City Lands Permit – if doing any kind of work on city property.
 - City of Campbell River services must be deactivated and left identified. Contact Land Use Services Department.
 - Individual utility companies must also be contacted for location and deactivation of their services.
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- **Modular/Mobile Homes:** See Modular Homes - City of Campbell River Bylaw 3060, 2010 Sec. 22.0
 - **Relocation of a Building:** See Moving Buildings - City of Campbell River Bylaw 3060, 2010, Sec. 25.0



Building Permit Application

*Multi-Family, Commercial,
 Industrial, Institutional, Modular/Mobile Home, Demolition*

TYPE OF APPLICATION:

	<input type="checkbox"/> Plan Review Fee (see City of Campbell River Bylaw 3060, 2010, Schedule A- Building Permit Fees).
Please check off the type of application.	Information Required for Submission with the completed Building Application:
<input type="checkbox"/> Commercial <input type="checkbox"/> Renovation/ Addition <input type="checkbox"/> Conversion <input type="checkbox"/> Foundation Only <input type="checkbox"/> Multi-Family <input type="checkbox"/> Renovation/Addition <input type="checkbox"/> Conversion <input type="checkbox"/> Foundation Only <input type="checkbox"/> Industrial <input type="checkbox"/> Renovation/Addition <input type="checkbox"/> Conversion <input type="checkbox"/> Foundation Only <input type="checkbox"/> Institutional <input type="checkbox"/> Renovation/Addition <input type="checkbox"/> Conversion <input type="checkbox"/> Foundation Only	<input type="checkbox"/> Owner's Acknowledgement of Responsibility (form attached). <input type="checkbox"/> City Repair Agreement (form attached). <input type="checkbox"/> Sub- Contractors List (form attached). <input type="checkbox"/> Current State of Title (within 14 days of date of application). <input type="checkbox"/> Ownership Transfer Papers (if lot recently purchased). <input type="checkbox"/> Copies of Registered Covenants. <input type="checkbox"/> Copies of any Statutory Rights-of-Way. <input type="checkbox"/> Engineered Drawings (including copy of Engineer's Insurance and applicable Schedules) – 2 sets. <input type="checkbox"/> Geo-Technical Report – suitable for foundation support. <input type="checkbox"/> Proposed Site Plan, prepared by a BC Land Surveyor. <input type="checkbox"/> Property Access Permit (Driveway). <input type="checkbox"/> Fire Department Checklist. <input type="checkbox"/> New Water Meter Installation <input type="checkbox"/> Backflow Preventer <input type="checkbox"/> Photos of site area <input type="checkbox"/> Development Permit (if applicable). <input type="checkbox"/> Works & Services agreement (if applicable).
<input type="checkbox"/> Leasehold (Tenant) Improvements	<input type="checkbox"/> Owner's Acknowledgement of Responsibility (form attached). <input type="checkbox"/> Sub- Contractors List (form attached). <input type="checkbox"/> Engineered Drawings (including copy of Engineer's Insurance and applicable Schedules) – 2 sets.
<input type="checkbox"/> Modular/Mobile Homes: <ul style="list-style-type: none"> • Locate (e.g. locating a modular building on a school site.) • Renovation • Foundation Only 	<input type="checkbox"/> Owner's Acknowledgement of Responsibility (form attached). <input type="checkbox"/> City Repair Agreement (form attached). <input type="checkbox"/> Copy of CSA 2240 or CSA A277 certification. <input type="checkbox"/> Current State of Title (within 14 days of date of application). <input type="checkbox"/> Engineered Drawings (including copy of Engineer's Insurance and applicable Schedules) – 2 sets. <input type="checkbox"/> Geo-Technical Report – suitable for foundation support. <input type="checkbox"/> Proposed Site Plan, prepared by a BC Land Surveyor. <input type="checkbox"/> Fire Department Checklist.
<input type="checkbox"/> Demolition <ul style="list-style-type: none"> • Demolition of an existing building. 	<input type="checkbox"/> Owner's Acknowledgement of Responsibility (form attached). <input type="checkbox"/> City Repair Agreement (form attached). <input type="checkbox"/> Hazard Assessment <input type="checkbox"/> Current State of Title (within 14 days of date of application). <input type="checkbox"/> Service locations identified on property.

(Continued on next page)

<i>Please check off the type of application.</i>	Information Required for Submission with the Application:
<p><input type="checkbox"/> Relocation of a Building:</p> <ul style="list-style-type: none"> • Moving a building onto a property. <p>Additional information required for the building site itself.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Owner's Acknowledgement of Responsibility (<i>form attached</i>). <input type="checkbox"/> Sub- Contractors List (<i>form attached</i>). <input type="checkbox"/> City Repair Agreement (<i>form attached</i>). <input type="checkbox"/> Road Closure Permit (<i>obtainable from the City of Campbell River</i>). <input type="checkbox"/> Copy of Insurance from the moving company. <input type="checkbox"/> Certification from Structural Engineer that the building is safe to move. <input type="checkbox"/> Route Approval from City of Campbell Transportation Department. <input type="checkbox"/> Engineered Drawings (<i>including copy of Engineer's Insurance and applicable Schedules</i>) – 2 sets. <hr/> <ul style="list-style-type: none"> <input type="checkbox"/> Current State of Title (<i>within 14 days of date of application</i>). <input type="checkbox"/> Ownership Transfer Papers (<i>if lot recently purchased</i>). <input type="checkbox"/> Copies of Registered Covenants. <input type="checkbox"/> Copies of any Statutory Rights-of-Way. <input type="checkbox"/> Geo-Technical Report – suitable for foundation support. <input type="checkbox"/> Proposed Site Plan, prepared by a BC Land Surveyor. <input type="checkbox"/> Property Access Permit (Driveway). <input type="checkbox"/> Fire Department Checklist. <input type="checkbox"/> New Water Meter Installation <input type="checkbox"/> Backflow Preventer <input type="checkbox"/> Photos of site area <input type="checkbox"/> Development Permit (<i>if applicable</i>). <input type="checkbox"/> Works & Services agreement (<i>if applicable</i>).

TO BE COMPLETED BY APPLICANT: ** this information must be completely legible.

TYPE OF PERMIT APPLICATION:

- | | |
|--|--|
| <input type="checkbox"/> Commercial Building
<input type="checkbox"/> Renovation
<input type="checkbox"/> Addition
<input type="checkbox"/> Conversion
<input type="checkbox"/> Foundation Only
<input type="checkbox"/> Multi-Family Building
<input type="checkbox"/> Renovation
<input type="checkbox"/> Addition
<input type="checkbox"/> Conversion
<input type="checkbox"/> Foundation Only
<input type="checkbox"/> Leasehold (Tenant) Improvement
<input type="checkbox"/> Demolition of a Building
<input type="checkbox"/> Relocation of a Building | <input type="checkbox"/> Industrial Building
<input type="checkbox"/> Renovation
<input type="checkbox"/> Addition
<input type="checkbox"/> Conversion
<input type="checkbox"/> Foundation Only
<input type="checkbox"/> Institutional Building
<input type="checkbox"/> Renovation
<input type="checkbox"/> Addition
<input type="checkbox"/> Conversion
<input type="checkbox"/> Foundation Only
<input type="checkbox"/> Modular/Mobile Home
<input type="checkbox"/> Renovation
<input type="checkbox"/> Addition
<input type="checkbox"/> Foundation Only |
|--|--|

VALUE OF CONSTRUCTION:

AMOUNT:	
<p><i>Please Note: The value of construction is the actual value of the proposed construction less the value of the land. The City of Campbell River Building Officials uses the "Marshall & Swift Capital Estimator" program to determine the value of construction.</i></p>	

SUBJECT PROPERTY INFORMATION:

CIVIC ADDRESS:							
LEGAL DESCRIPTION:					Lot No.:	Plan No.:	
Blk No:		Sec No.:		Twp.		Land District:	
PID No.				Folio No.			
If applying for a Multi-Family Permit, is the property going to be strata titled?						<input type="checkbox"/> Yes	<input type="checkbox"/> No

LEGAL CONCERNS: (must be completed and copies provided)

What is the nature of any restrictive covenants and/or easements registered against this property?

NOTE: The personal information collected on this form is collected for the purpose of an operating program or activity of the City of Campbell River as authorized by Section 26 (c) of the **Freedom of Information and Protection of Privacy Act**. All information collected with this form shall be disclosed to the public upon request. Copies of drawings submitted with this application become part of the local government's records and therefore subject to the **Freedom of Information and Protection of Privacy Act**. If you have any questions about the collection and use of this information, please contact the Deputy City Clerk at (250) 286-5700.

OWNER:

First Name:		Last Name:	
Company Name:			
Address:		City:	
Province:		Postal Code:	
Telephone:		Fax:	Email:

GENERAL CONTRACTOR/BUILDER: (Contact Person)

First Name:		Last Name:	
Company Name:			
Address:		City:	
Province:		Postal Code:	
Telephone:		Fax:	Email:

APPLICANT/AGENT: (WORKING UNDER THE WRITTEN AUTHORITY OF THE OWNER- See Owners Acknowledgement of Responsibility)

First Name:		Last Name:	
Company Name:			
Address:		City:	
Province:		Postal Code:	
Telephone:		Fax:	Email:

LIST OF PROFESSIONALS: (also see attached list)

	Company	Contact Person	Address	Tel/Cell
Plumbing Contractor				
Engineer				
Surveyor				
Coordinating Registered Professional <i>(if applicable)</i>				
Design Architect <i>(if applicable)</i>				
Qualified Environmental Professional <i>(if applicable)</i>				

APPLICATION DETAILS:

SITE INFORMATION:

Zoning: (Please specify)							
Frontage: (m)		Depth: (m)		Area: (sq m)		% Lot Coverage:	
Front Setback: (m)		Left Side Setback: (m)		Right Side Setback: (m)		Rear Setback: (m)	
Other Side Yard Setback: (m) (if req'd)				Bldg Envelope: (sq m)			Parking: (no. of stalls)
Development Permit:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Works & Services Agreement:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Abutting Streets (No.):
Existing Structures on Property: <i>Provide, Sizes, Locations on Site Plan.</i>							
Identify use classifications for adjacent properties/units:							

SPATIAL SEPARATION CALCULATION:

Provide area of exposed building face of each exterior wall with total area of unprotected openings in order to determine spatial separations. (For Building Face Ratio- Building is measured from original average grade to ceiling).

	Left Wall	Right Wall	Front Wall	Rear Wall	Other	Other	Other
Openings: (sq ft)							
Building Face: (sq ft)							
Percentage: (%)							

BUILDING INFORMATION: (where applicable)

Height: (ft)		Width: (ft)		Depth: (ft)		Total Floor Area : (sq ft)	
Storeys:	<input type="checkbox"/> 1	Construction:	<input type="checkbox"/> Block		Fndn Footings:	<input type="checkbox"/> Eng'd Concrete	
	<input type="checkbox"/> 1 1/2		<input type="checkbox"/> Frame			<input type="checkbox"/> Other _____	
	<input type="checkbox"/> 2		<input type="checkbox"/> Other _____			<input type="checkbox"/> Other _____	
	<input type="checkbox"/> 3					<input type="checkbox"/> Hardy Plank	
	<input type="checkbox"/> More __					<input type="checkbox"/> Vinyl	
Fndn Walls:	<input type="checkbox"/> Eng'd Concrete		Exterior Walls:	<input type="checkbox"/> 2 X 4		Exterior Wall Finish:	<input type="checkbox"/> Stucco
	<input type="checkbox"/> Other _____			<input type="checkbox"/> 2 X 6			<input type="checkbox"/> Brick
				<input type="checkbox"/> Other: _____		<input type="checkbox"/> Other _____	
Interior Walls:	<input type="checkbox"/> 2 X 4		Roof Structure:	<input type="checkbox"/> Truss		Roof Finish:	<input type="checkbox"/> Duroid
	<input type="checkbox"/> 2 X 6			<input type="checkbox"/> Hand Frame			<input type="checkbox"/> Tile
	<input type="checkbox"/> Other _____			<input type="checkbox"/> Other _____		<input type="checkbox"/> Shake	
						<input type="checkbox"/> Metal	
						<input type="checkbox"/> Other _____	

OCCUPANCY TYPES:

	Use	Number of Suites	Total Floor Area	Building Code Occupancy Classification
Major:				
Minor:				

PLUMBING INFORMATION:

Water Closets:		Clothes Washers:		Basins:		Floor Drains:	
Bathtubs: <i>(with/without shower head)</i>		Showers:		Kitchen Sinks:		Drink Fountains:	
Dishwashers:		Laundry Sinks:		Hot Water Tanks :		Hose Bibs:	
Other:		Total Fixtures		Irrigation:		Hydraulic Load:	
Total No. of Washrooms:		Accessible Stalls:		Sprinkler Heads:		Interceptors:	

Signature of Applicant: _____ Date: _____

Name: _____
(Please Print)

***The City of Campbell River reserves the right to modify this document at anytime.*

For Office Use Only:

Building Permit No.:		Date Received:	
Entered by:			



Owner's Acknowledgment Of Responsibility

Address of Project: _____

I, _____
(Please Print Name)

solemnly declare that I am the registered owner of the real property legally described as

(Please Print Legal Description)

and that I am registered as such in the Land Registry Office.

I hereby provide authorization for _____
(Please Print Name)

to apply for a building permit on the above-described property.

As the owner or duly authorized agent I acknowledge that City of Campbell River Building Bylaw 3060, 2010 (the 'Building Bylaw'), notwithstanding any other provision therein, has been enacted for the purpose of regulating construction within the City in the general public interest. **The activities undertaken by or on behalf of the City pursuant to the Building Bylaw are for the sole purpose of providing a limited and interim spot checking function for reason of health, safety and the protection of persons and property.**

It is not contemplated nor intended, nor does the purpose of this Bylaw extend:

- to the protection or indemnification of owners, owner/builders, constructors or future owners from economic loss;
- to the assumption by the City or a Building Official of any responsibility for ensuring the compliance by any owner, his or her representatives or any employees, constructors or designers retained by him or her, with the Building Code, the requirements of the *Building Bylaw* or other applicable enactments respecting safety;
- to providing any person a warranty of design or workmanship with respect to any building or structure for which a building permit or occupancy permit is issued under the *Building Bylaw*;
- to providing a warranty or assurance that construction undertaken pursuant to building permits issued by the City is free from latent, or any defects.
- to providing to any person a warranty that construction is in compliance with the Building Code, the *Building Bylaw* or any other enactment with respect to a building or structure for which a building permit or occupancy permit is issued under the *Building Bylaw*.

I acknowledge that:

- 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 a Building Official, shall constitute a representation or warranty that the Building Code or the *Building Bylaw* have been complied with or that the building or structure meets any standard of materials or workmanship.

- neither the issuance of a permit under the *Building Bylaw*, the review or acceptance of the design, drawings, plans or specifications nor any inspection made by a Building Official is not an assurance, representation, warranty or statement of establishing compliance with the Building Code or this Bylaw or any standard of construction, materials or workmanship.
- I will not rely on the issuance of a permit under the *Building Bylaw*, the review or acceptance of the design, drawings, plans or specifications, or any inspection made by a Building Official as establishing compliance with the Building Code or this Bylaw or any standard of construction, materials or workmanship.
- Where the City requires that a professional architect or engineer certify that the plans submitted in respect of this application comply with the British Columbia Building Code or other enactment, the City will rely on that certification in issuing a building permit and occupancy permit.

I commit that I will:

- ensure that all construction complies with the Building Code, the *Building Bylaw* and other applicable enactments respecting safety;
- post and maintain the permit in a conspicuous place on the property in respect of which the permit was issued;
- keep a copy of the accepted designs, plans and specifications on the property during the course of construction;
- post the civic address on the property in a location visible from any adjoining streets;
- ensure any building is located properly in regards to all setbacks; and
- ensure that any geotechnical site issues are adequately addressed to ensure a proper foundation and that appropriate reports are obtained from a qualified registered professional and that copies of such reports are provided to the City of Campbell River.

Signature of Owner:

Signature of Agent:

Mailing Address:

Mailing Address:

Phone/Cell No.:

Phone/Cel No:

Date Signed:



Damage to City Infrastructure Repair Agreement

Home-owners and Builders are responsible for ensuring that the City of Campbell River infrastructure is not damaged during construction. This includes but is not limited to damage to curbs, sidewalk, water valve risers, and cleanouts. It also includes actively protecting the storm drain system from deleterious materials.

It would be advisable to inspect your property, the adjacent public boulevard and the down stream catch basins for damage prior to taking control of the property or prior to taking out a building permit. In the event you find a problem, you should document it and inform the City of Campbell River Land Use Services Department immediately. Any damage found by city staff after commencement will be deemed to be your responsibility. You will be responsible for actively protecting the City of Campbell River Infrastructure, including but not limited to placing protective materials and barriers around the City of Campbell River Infrastructure and using sediment control.

Should damage occur, contact Land Use Services Department immediately at 286-5725.

Note: Any construction or maintenance on City of Campbell River property requires that a "Permit to Work on City Lands" be issued by Land Use Services Department. Damage to individual utilities such as BC Hydro, Telus, Shaw or Terasen Gas should be reported immediately to the respective utility company as well as Land Use Services.

After reviewing the above notes please indicate one of the following by marking the check box:

- No damages to said City property was found prior to start of construction.
- Damage has been found (Please describe and include photos if possible).

(Use back if required)

I _____ the duly authorized signatory for the person,
(Please Print Name)
company or strata corporation applying for a building permit have inspected all visible city works and services (curb, sidewalk, street lighting, water service caps etc.) in front of or on the property at;

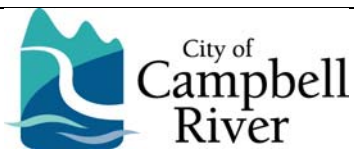
_____ and do acknowledge
(Please Print Address)
and understand that I am responsible for all costs associated with repairing all damage not noted above to the standards established by the City of Campbell River.

Signature of
Owner/Agent/Strata Council Representative: _____

Daytime Phone Number: _____

Mailing Address: _____

Date Signed: _____



List of Professionals

Please list all Professionals and Sub-Contractors to be utilized during construction of this project:

Design	Company Name	Contact Person	Address	Contact Number
Architectural				
Structural				
GeoTechnical				
Electrical				
Mechanical				
Fire Suppression				
Plumbing				
Seismic Bracing				
Building Envelope				
Other				

Sub-Contractors	Address	Contact Number	Scope of Work

Signature of Coordinating Registered Professional/General Contractor

Date

*** It is the responsibility of the Coordinating Registered Professional/General Contractor to ensure all trades are in possession of a current business license prior to receiving a final inspection. A final inspection will not be done until all trades have obtained a current business license with the City of Campbell River*



Fire Department Checklist

Prior to the start of construction, the City of Campbell River Fire Department requests that the coordinating registered professional or appropriate representative contact the Fire Department Inspectors to consult regarding.

Please check and make notations as required:

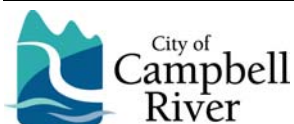
- Construction Fire Safety Plan: _____
- Fire Alarm System Annunciator location: _____
- Location of Fire Hydrants: _____
- Location of Fire Department Connection (FDC): _____
- Access Route Design: _____
- Other Fire safety issues as appropriate: _____

This signed document is part of the Occupancy Permit process and must be returned to the Building Official at City Hall.

Signed: _____

Applicant: _____ Date: _____

Fire Inspector: _____ Date: _____



Water Meter Installation

Date:	
Property Owner(s):	
Property Address:	
Contractor Installing Meter:	

Note: Installed meters must conform to the most recent edition of the City's approved products. This list can be found on the City's website.

Meter Information

Model/Manufacturer _____

Meter Size _____

Meter Serial _____

Date Installed _____

Initial Reading _____

Meter Location _____

Readout Device _____

Size of Service _____

Number Services _____

By signing below you acknowledge that the water meter installation has been completed in accordance with the approved design, AWWA and MMCD & City standards, has insured that the meter is properly functioning and is requesting that the City take ownership of the new meter.

Name (Printed) Signature

Company _____ Position _____

Phone Number _____ Date _____

Address _____

For City Use Only Confirmation of installation and operation by City crews to accept ownership of meter

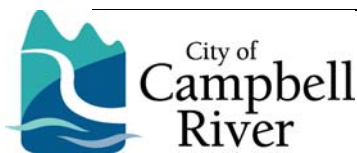
Signature _____ Position _____

Name (Printed) _____ Date _____

Comments: _____

GPS Co-ordinates: X _____ Y _____ Z _____

Date Entered in to Cartgraph _____ Initials _____



Backflow Preventer

ADDRESS LOCATION					POSTAL CODE			
OCCUPANT					TELEPHONE			
OWNER					TELEPHONE			
ADDRESS OF OWNER					POSTAL CODE			
TYPE OF ASSEMBLY <input type="checkbox"/> DCVA <input type="checkbox"/> PVB		MAKE OF ASSEMBLY		MODEL NUMBER		SERIAL NUMBER	SIZE	
INSTALL DATE			LOCATION OF ASSEMBLY					
NAME OF CERTIFIED TESTER				TESTERS CERTIFICATION NUMBER		TELEPHONE		
BUSINESS NAME				BUSINESS ADDRESS		POSTAL CODE		
TYPE OF TEST <input type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL			DATE OF TEST		TEST RESULTS <input type="checkbox"/> PASSED <input type="checkbox"/> FAILED			
LINE PRESSURE AT THE TIME OF TEST _____ Psi _____ kPa								
IF THE ASSEMBLY FAILS THE INITIAL TEST FOR ANY REASON, COMPLETE THIS SECTION & NOTE REPAIR BELOW								
REASON FOR FAILURE (IF APPARENT)								
DATE OF TEST				RE-TEST RESULTS (CHECK ONE) <input type="checkbox"/> PASSED <input type="checkbox"/> FAILED				
DOUBLE CHECK VALVE ASSEMBLY								
CHECK VALVE NO. 1			CHECK VALVE NO. 2		PRESSURE VACUUM BREAKER			
WITH FLOW		AGAINST FLOW		WITH FLOW		AGAINST FLOW	AIRE INLET VALVE	CHECK VALVE
TEST	<input type="checkbox"/> Leaked <input type="checkbox"/> Closed Tight	<input type="checkbox"/> Leaked <input type="checkbox"/> Closed Tight	<input type="checkbox"/> Leaked <input type="checkbox"/> Closed Tight	<input type="checkbox"/> Leaked <input type="checkbox"/> Closed Tight	<input type="checkbox"/> Leaked <input type="checkbox"/> Closed Tight	<input type="checkbox"/> Failed to Open <input type="checkbox"/> Opened	<input type="checkbox"/> Leaked <input type="checkbox"/> Closed Tight	
REPAIRS								
<input type="checkbox"/> Cleaned <input type="checkbox"/> Replaced		<input type="checkbox"/> Cleaned <input type="checkbox"/> Replaced		<input type="checkbox"/> Cleaned <input type="checkbox"/> Replaced				
<input type="checkbox"/> Disc <input type="checkbox"/> Spring <input type="checkbox"/> Guide <input type="checkbox"/> Pin Retainer <input type="checkbox"/> Hinge Pin <input type="checkbox"/> Seat <input type="checkbox"/> Diaphragm <input type="checkbox"/> Other, Describe		<input type="checkbox"/> Disc <input type="checkbox"/> Spring <input type="checkbox"/> Guide <input type="checkbox"/> Pin Retainer <input type="checkbox"/> Hinge Pin <input type="checkbox"/> Seat <input type="checkbox"/> Diaphragm <input type="checkbox"/> Other, Describe		<input type="checkbox"/> Vent Disc <input type="checkbox"/> Vent Spring <input type="checkbox"/> Poppet <input type="checkbox"/> Retainer <input type="checkbox"/> Spring <input type="checkbox"/> Disc <input type="checkbox"/> Guide <input type="checkbox"/> Other, Describe				
RE-TEST	<input type="checkbox"/> Leaked <input type="checkbox"/> Closed Tight	<input type="checkbox"/> Leaked <input type="checkbox"/> Closed Tight	<input type="checkbox"/> Leaked <input type="checkbox"/> Closed Tight	<input type="checkbox"/> Leaked <input type="checkbox"/> Closed Tight	<input type="checkbox"/> Failed to Open <input type="checkbox"/> Opened	<input type="checkbox"/> Failed to Open <input type="checkbox"/> Opened		
REMARKS								
I certify that I have tested the above assembly in accordance to the City of Campbell River, Waterworks Bylaw # 3216, 2006 & Cross Connection Control Manual WC AWWA.								
SIGNATURE CERTIFIED TESTER				DATE				

