

Complete applications (only) to be submitted in PDF format to [Building@campbellriver.ca](mailto:Building@campbellriver.ca)

### APPLICATION PROCESS:

No person shall remove, deposit, or cause to be removed, or deposited, from one legally described parcel to another legally described parcel, any soil without firstly obtaining a permit from the City of Campbell River Building Department.

#### STEP 1: Consult

Consult with the Development Officer to review your proposal if you have any questions.

#### STEP 2: Required Application Information

Complete this application form and attach the following:

- Completed application form, signed by the registered owner(s) of all soil deposition properties.
- If applicable, written authority for an agent to act on behalf of the registered owner(s) of subject property.
- Land Title dated no more than **10** days prior to application date **for each** property involved.
- Copy of restrictive covenants registered against the title, if any.
- Written description of current and proposed use of the subject site.
- Approximate soil deposition area. [Link to City Web Map Launch page.](#)

#### STEP 3: Submit complete application

Applications are received in digital format by emailing to [Building@campbellriver.ca](mailto:Building@campbellriver.ca) The application documents must be received in PDF format, with each document separate and clearly labeled.

#### STEP 4: Review

The Development Officer will review the application, confirming with the Chief Building Official whether any additional requirements must be met. (i.e. cut and fill drawing, erosion and sediment control plan, or other as required) The Development Officer will inform the Applicant/Agent should anything further be required.

#### STEP 5: Payment and issue

When the application has completed the review process and been approved, the Applicant/Agent will be contacted by email. The email will include the invoice, payment options, and a request to set an appointment to attend the Development Services Department for pick up/payment/signing.

**SUBJECT PROPERTY INFORMATION:** (List all civic/legal descriptions of all properties affected.)

SOIL REMOVAL	
1) Civic Address:	
Legal Description:	
Volume of Material:	
2) Civic Address:	
Legal Description:	
Volume of Material:	

SOIL DEPOSITION	
1) Civic Address:	
Legal Description:	
Volume of Material:	
2) Civic Address:	
Legal Description:	
Volume of Material:	

OWNER OF SOIL REMOVAL PROPERTY: If more space needed for owner names please provide on additional page.			
1)First Name:	Last Name:	Company:	
2)First Name:	Last Name:	Company:	
Mailing Address:		City:	Prov:      PC:
Phone:		Email:	

**OWNER OF SOIL DEPOSITION PROPERTY:** If more space needed for owner names please provide on additional page.

1) First Name:	Last Name:	Company:		
2) First Name:	Last Name:	Company:		
Mailing Address:		City:	Prov:	PC:
Phone:		Email:		

**AGENT/APPLICANT ACTING ON BEHALF OF OWNER**

First Name:	Last Name:	Company:		
Mailing Address:		City:	Prov:	PC:
Phone:		Email:		

**DESCRIPTION OF CURRENT USE AND PROPOSED USE OF SUBJECT PROPERTY:**

\_\_\_\_\_  
 Owner Signature (Subject Property) Print Name  
 Date: \_\_\_\_\_

OR

\_\_\_\_\_  
 Agent Signature Print Name  
 Date: \_\_\_\_\_

### 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, water meters, 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 downstream 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 Development 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 Development 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 Development Services Department. Damage to individual utilities such as BC Hydro, Telus, Shaw or Fortis BC should be reported immediately to the respective utility company as well as Development Services.

After reviewing the above notes, please indicate one of the following:

- 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;

\_\_\_\_\_  
(Please Print Address)

and do acknowledge 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 \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

### Owner's Acknowledgement of Responsibility

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 of Campbell River 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 regard 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:

Mailing Address:

Phone/Cell No.:

Date Signed:

Signature of Agent:

Mailing Address:

Phone/Cell No.:

Date Signed: