



Residential Building Permit Application: Renovations/Additions Conversions, Ancillary Buildings

TYPE OF APPLICATION:

✓ <i>Please check off the type of application.</i>	Information Required for Submission with the Application: <i>(To be checked off at the time of Submission).</i>
<p>No HPO required for the following:</p> <p><input type="checkbox"/> Renovation/Addition</p> <p style="padding-left: 20px;"><input type="checkbox"/> Structural changes</p> <p><input type="checkbox"/> Conversion:</p> <p style="padding-left: 20px;"><input type="checkbox"/> Conversion of Carport to Garage</p> <p style="padding-left: 20px;"><input type="checkbox"/> Garage to Living Space</p> <p><input type="checkbox"/> Ancillary Building:</p> <p style="padding-left: 20px;"><input type="checkbox"/> Detached ancillary building</p> <p style="padding-left: 20px;"><input type="checkbox"/> Garage</p> <p style="padding-left: 20px;"><input type="checkbox"/> Ancillary under 500 sq. ft. (Engineering not required).</p>	<p><input type="checkbox"/> Owner's Acknowledgement of Responsibility <i>(form attached).</i></p> <p><input type="checkbox"/> City Repair Agreement <i>(form attached).</i></p> <p><input type="checkbox"/> Current State of Title- within 14 days of date of application <i>Available at City Hall. (Applicant to supply Transfer Papers, Registered Covenants, Statutory Rights of Way if applicable)</i></p> <p><input type="checkbox"/> Driveway Access Permit <i>(On City WEB).</i></p> <p><input type="checkbox"/> Plumbing Permit Application <i>(On City WEB).</i></p> <p><input type="checkbox"/> Proposed Site Survey, prepared by a BC Land Surveyor Graded, pre and post build elevations <i>(if applicable).</i></p> <p><input type="checkbox"/> Engineered Drawings – 2 sets <i>(including copy of Engineer's Insurance and also Truss Layout).</i></p> <p><input type="checkbox"/> Schedule B to include a geo-technical report suitable for foundation support.</p> <p><input type="checkbox"/> Geo-Technical Report – a separate report for all recognized steep slope properties (where applicable).</p> <p><input type="checkbox"/> Copies of approved Development Variance Permits, Board of Variance decisions <i>(if applicable).</i></p> <p><input type="checkbox"/> Pre-1990 build – Hazardous Material Assessment/abatement <i>(if applicable).</i></p> <p><input type="checkbox"/> Heating and Ventilation, Water heater product information.</p>

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

VALUE OF CONSTRUCTION:	
AMOUNT:	
<p>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 Residential Estimator" program to determine the value of construction.</p>	

SUBJECT PROPERTY INFORMATION:	
CIVIC ADDRESS:	
If applying for a Two Family Dwelling (Duplex) Permit, is the property going to be strata titled?	<input type="checkbox"/> Yes <input type="checkbox"/> No

BRIEF DESCRIPTION OF WORK:

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

GENERAL CONTRACTOR/BUILDER:					
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:	

Has the design of this build been modeled? If YES it is not necessary to complete "Building Information" section below.

BUILDING INFORMATION: (See BC Building Code 9.36)			
Campbell River -Climate Zone: 5			
HRV: Yes <input type="checkbox"/> No <input type="checkbox"/>	Make:		Model:
Assemblies:	Required Effective RSI		Actual Effective RSI RSI calculations came be made from The Canadian Wood Council website, please include assembly component sheet.
<input type="checkbox"/> Included on Drawings	W/O HRV	With HRV	
Wall 1: Typical Exterior	3.08	2.97	
Wall 2: Garage/House	2.93	2.82	
Wall 3	3.08	2.97	
Ceiling: Below Attic	8.67	6.91	
Cathedral Ceiling	4.67	4.67	
Crawl/Basement	2.98	2.98	
Heated Slab	2.32	2.32	
Un-Headed Slab	1.96	1.96	
Other			

HEATING/VENTILATION: (See BC Building Code 9.32)-Provide Product Information			
Heat Pump: Required EER=11.5	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Make: Model:
Furnace: Required Seer rating =14.5	Gas <input type="checkbox"/>	Elec <input type="checkbox"/>	Make: Model:
Base Board:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Supply Air: Passive <input type="checkbox"/> Mechanical <input type="checkbox"/>
Radiant:	Boiler:	Gas:	Electrical:
Principal Ventilation Fan:	Make:	Model:	Size:
Water Heater:	Make:	Model:	

LIST OF PROFESSIONALS:

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

Signature of Applicant

Date

Print Name

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

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'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 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.



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 Community Planning & 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 the Community Planning & Development Services Department immediately at 286-5757.

Note: Any construction or maintenance on City of Campbell River property requires that a "Permit to Work on City Lands" be issued by Community Planning & Development Services Department. Damage to individual utilities such as BC Hydro, Telus, Shaw or Fortis BC 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 and
(Please Print Address)
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

Date

