

INFORMATION REQUIRED FOR SUBMISSION WITH THE APPLICATION:

Additional Information for SFD applications is in the Residential Building Permit Information

Type of application:	Information Required for Submission of Application
<input type="checkbox"/> New Single Family Dwelling	<input type="checkbox"/> BCBC Compliance Report (<i>from your Energy Advisor</i>)
<input type="checkbox"/> New Single Family Dwelling with a suite	<input type="checkbox"/> Modeled Engineered Drawings (<i>including copy of Engineer's Insurance and Truss Layout</i>) – 2 sets.
<input type="checkbox"/> New Two Family Dwelling (Duplex)	<input type="checkbox"/> Schedule B to include a geo-technical report suitable for foundation support.
<input type="checkbox"/> Carriage Home	<input type="checkbox"/> Proposed Site Survey - <u>Graded</u> site plan, showing pre and post build elevations, building height, % of lot coverage, prepared by a BC Land Surveyor.
<input type="checkbox"/> Excavation and Foundation Approval Builder/General Contractor <u>only</u> may apply for an Excavation and Foundation Permit <ul style="list-style-type: none"> ○ Single Family \$300 ○ Duplex \$450 	<input type="checkbox"/> Driveway Access Permit (<i>form attached</i>). <input type="checkbox"/> Plumbing Permit (<i>form attached</i>). <input type="checkbox"/> Homeowner Protection Office (HPO) Approval. <input type="checkbox"/> Owner's Acknowledgement of Responsibility (<i>form attached</i>). <input type="checkbox"/> City Repair Agreement (<i>form attached</i>). <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> <input type="checkbox"/> List of Coordinating Registered Professionals <input type="checkbox"/> Method of Heating and Ventilation, Water heater product info. <input type="checkbox"/> Copies of approved Development Permits, Variance Permits, Board of Variance Decisions (<i>if applicable</i>). <input type="checkbox"/> Geo-Technical Report – a separate report for all recognized steep slope properties (<i>if applicable</i>). <input type="checkbox"/> Highlight on drawings to show the provisions for future solar hot water system installation

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

SUBJECT PROPERTY INFORMATION:	
CIVIC ADDRESS:	
Is this home being built to meet Step Code requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Excavation and Foundation Approval Request <i>Must be an "Eligible Builder" to apply)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

TYPE OF BUILD AND 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>	

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:	



Please indicate which incentive you are applying for.*

Step	Incentive	Date	Applying For
Step 2	\$500 for all building types/building (covers approximately 50% of Energy Advisor costs)	April 2018 to June 1, 2019	<input type="checkbox"/>
Step 3	\$750 single family homes \$1250 all other housing typologies/building	April 2018 to December 31, 2019	<input type="checkbox"/>
Step 3	Electrically heated homes: Additional \$2,000 incentive for construction using electricity. This is to match the Fortis BC incentive for construction using natural gas, and encourage an energy source that uses lower greenhouse gas emissions.	April 2018 to December 31, 2019	<input type="checkbox"/>
Step 4	Up to 50% building permit fee rebate for all construction types	Ongoing	<input type="checkbox"/>
Step 5	Up to 100% building permit fee rebate for all construction types	Ongoing	<input type="checkbox"/>

*while funds last

HVAC Performance: (See BC Building Code 9.32, 9.33, 9.36))
Include product specifications for each.

Equipment	Fuel Supply	Make	Model	Min. Efficiency Requirement
<i>i.e.- space heating appliance (furnace)</i>	<i>Gas</i>	<i>Lennox</i>	<i>SLP98V</i>	<i>Up to 98.7</i>

LIST OF PROFESSIONALS: Required at application

	<i>Company</i>	<i>Contact Person</i>	<i>Address</i>	<i>Tel/Cell</i>
Energy Advisor				
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.





Plumbing Permit Application Residential

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

SUBJECT PROPERTY INFORMATION

CIVIC ADDRESS:			

<input type="checkbox"/> New Plumbing: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Tenant Improvement	<input type="checkbox"/> Plumbing Renovation: <input type="checkbox"/> Addition, relocation or removal of any plumbing fixtures <input type="checkbox"/> Addition of a bathroom
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REQUIRED DOCUMENTS:

<input type="checkbox"/> Owner's Acknowledgement of Responsibility (<i>form attached</i>).
<input type="checkbox"/> Current State of Title (<i>within 14 days of date of application</i>).
<input type="checkbox"/> Drawings indicating changes.
<input type="checkbox"/> Mechanical Engineered drawings to include Schedule B Assurance (if applicable).

REGISTERED OWNER ON TITLE:

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

PLUMBING CONTRACTOR

Company Name:		Name:	
Address:			
Province:		Postal Code:	
Telephone:		Email:	
TQ #		Business License#	



MECHANICAL ENGINEER: (if applicable)

Name:					
Address:			City:		
Province:			Postal Code:		
Telephone:		Fax:		TQ#	
Email:					

PLUMBING FIXTURES: Use appropriate table for calculations

Calculations for column A are found in Table 2.4.9.3 as required (BCBC Div. B Part 2)
 Calculations for column B are found in Table 2.6.3.2.A as required (BCBC Div. B Part 2)

	# of Fixtures	A	B		# of Fixtures	A	B
Bathroom Group				Clothes Washer			
Water Closet				Hot Wtr Tank			
Bathtubs (w/ wo shower head)				Floor drain			
Tub w/ 3/4" supply line				Hose Bib			
Basin				Drink Fountain			
Kitchen Sink				Irrigation			
Dishwasher				Other			
Laundry Sink				Other			
Other				TOTAL FIXTURES			
Other				HYDRAULIC LOAD			
		Yes	No				
Water Main Connection							
Inspection Chamber							
Water Connection Size				Yes	PLUGS	No	
Storm Drain Connection							
Sanitary Connection							

All trades are required to obtain a City of Campbell River Business License. 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 and to complete/submit the above form to the building department at the time of application.

 Signature of Plumbing Contractor

 Date

 Signature of Owner

 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, and inspection chamber 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 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

Date





Builders Sub-Contractor’s List

(To be submitted *before* occupancy inspection, please retain for later use.)

Attention: Building Official/Business Licence Inspector

Construction Location:	
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General Contractor:	
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Please list all sub-contractors and suppliers to be utilized during construction:

Name	Telephone #	Fax #	Scope of Work (eg. Plumber)

All trades are required to obtain a City of Campbell River Business License. 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 and to complete/submit the above form to the building department prior to scheduling a final inspection.

Signature of General Contractor/Owner

Date





Owners Acknowledgement of Responsibility

SUBJECT PROPERTY INFORMATION:

CIVIC ADDRESS(S) OF PROJECT

LEGAL DESCRIPTION & PID:

I (Print Name) _____, solemnly declare that I am the registered owner of the real property legally described above and that I am registered as such in the Land Registry Office. I hereby provide authorization for (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.
- 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:

Mailing Address:

Phone/Cell No.:

Date Signed:

Signature of Agent:

Mailing Address:

Phone/Cell No.:

Date Signed:



Eligibility for Single Family and Duplex Early Issue Foundation Permit

The City of Campbell River is introducing an Excavation and Foundation Permit for new Single Family and Duplex permit applications to those meeting “**Eligible Builder Criteria**” in advance of a main Building Permit issuance. *(Parcels with in-progress Development Permits, or Development Permits in reference to Environmental or Works & Services requirements are not eligible.)*

To be recognized as an “Eligible Builder “you must meet the following criteria:

1. Applicant must be a Licensed Builder with an exceptional Inspections record.
2. Professional Builder Status as recognized by the Home Protection Office and BC Housing.
3. Be in possession of a valid Business License to operate within the City of Campbell River.
4. Consistently comply with City building bylaws and BCBC 2012

For the application, the proposed site surveys must include the following:

1. **4** copies of a complete Proposed Site Survey conforming to all required setbacks and spatial separations as per the City of Campbell River Zoning Bylaw and BCBC 2012 requirements.
2. The proposed site surveys must incorporate a graded site plan.
3. Topography of lot showing *natural* grade **and** *proposed* finished lot grades.
4. Garage and lower floor finished grades.
5. Building height calculated according to the City of Campbell River Zoning Bylaw

When applying for the Excavation and Foundation Permit all listed requirements of the application package **must** be present at time of submittal and the applicant **must** be the project General Contractor, not an agent. At the time of application, the following fees will be collected:

Non-refundable Foundation Permit fee: SFD- \$300.00

Duplex- \$450.00

All required paperwork for the Residential building application MUST be presented at time of application; otherwise, the Foundation Permit request cannot be accepted.

Prior to backfilling of foundation:

Prior to backfilling the foundation, the contractor **MUST** call the City to arrange for both Services Inspection and Perimeter Drain, Damp-proof and RWL Inspection.

Pre-slab inspection will not be done if a plumbing permit is required but has not been issued at time of inspection request.

PLEASE NOTE: This Early Foundation Permit allows for foundation construction only. NO further work is to be commenced without the completed permit (signed and paid for) being posted on site.

General Contractor/License Builder

Footing and Foundation Building Permit

Letter of Understanding and Commitment

In consideration of the City accepting and processing the above application for an expedited foundation portion to a residential building permit, and as required by the City's Building Bylaw No 3060, 2003 Consolidated to Bylaw 3575, 2015, the following representations, warranties, and indemnities are given to the City.

ADDRESS OF PROJECT: _____

1. That I will comply with or cause those whom I employ to comply with the **BC Building Code** and all bylaws of the **City** and other statutes and regulations in force in the **City** relating to the development, **work**, undertaking or permission in respect of which this application is made.
2. That I understand and acknowledge that I am fully responsible for carrying out the work or having the work carried out, in accordance with the requirements of the **BC Building Code**, the **Building** Bylaw and all other bylaws of the **City** and provincial enactments.
3. That I understand and acknowledge that this is a **partial** review of a submitted residential building permit application and take full responsibility for any subsequent modifications required to the building at issuance of the completed building permit.
4. That I confirm that I have relied only on the said **Registered Professional** for the full compliance of the plans and supporting documents submitted with this application.
5. That I understand that the City will revoke the privilege of footing and foundation issuance permit from undersigned/company in the event of violation of this declaration, BC Building Code and the City bylaws.
6. That I understand that neither issuance of this footing and foundation permit, plan and supporting documents review nor inspection by Building Inspector shall in any way constitute a representation, warranty or compliance statement to BC Building Code or the City of Campbell River bylaws.
7. That I confirm that I have been advised in writing that the City relied exclusively on the Letter of Assurance of "professional Design and Commitment for Field Review" prepared by: _____ . (Name of the professional(s)).

General Contractor Information:

Name: _____

Address: _____

Signature: _____



Driveway Culvert Permit

APPLICATION DETAILS

APPLICANT (CONTRACTOR OR OWNER): _____

CONTACT NAME: _____ TITLE: _____

ADDRESS: _____ CITY: _____

PROVINCE: _____ POSTAL CODE: _____

PHONE: _____ FAX: _____

EMAIL: _____

PREFERRED CONTACT METHOD: Phone Fax Email

DESCRIPTION OF WORK

In conjunction with a Building Permit Driveway Permit only Culvert Permit only Driveway and Culvert Permit

Location of Proposed Driveway/Culvert:

Adjacent to a Fire Hydrant: Yes No Corner Lot: Yes No

Adjacent to Underground Utility Box: Yes No

Current Standard of Roadway

The roadway has a mountable (roll) curb.
There are curbs and gutters on the roadside. *It is the responsibility of the applicant to arrange to have a contractor cut the curb.*

Width of Access: _____ m
(Maximum width to be 6.0m)

Sketch attached

Culvert Information

Diameter: _____
(minimum 450 mm diameter)

Materials: _____

Length: _____

PERMIT FEE: \$50.00

Signature of Applicant

Date

Print Name

Community Planning & Development Services Department
301 St. Ann's Road, Campbell River, BC V9W 4C7
Tel. 250.286.5725; Fax. 250.286.5761
Email: DevelopmentServices@campbellriver.ca; Website: www.campbellriver.ca

