

Step #1

Submit an email to building@campbellriver.ca requesting a link to upload your application documents. Ensure that you provide City Staff with the Civic Address of the property location. (You will need to refer to the address when submitting any correspondence to Development Services.)

Step #2

Once you have received an upload link, submit the following documents for permit application and notify building@campbellriver.ca once all required documents have been uploaded:

- Completed application form. All Contact information and signatures required.
- Copy of recent title search (must be no older than 14 days) – if you are unable to provide a copy of the title, we will provide it for \$30.00 (This fee will be added to your overall permit costs payable at issuance)
- Signed copy (and supporting pictures, if applicable) of the Damage to City Infrastructure Repair Agreement.
- Signed copy of the Owner's Undertaking.
- Confirmation of residential warranty coverage (HPO Approval) or Rental Exemption as applicable.
- For Part 9 Structures, see "Required Submissions for Standard Building Permit Applications" document. Development Services might require that hard copies of building plans be submitted to the City in special circumstances, and only by request.
- Part 9 applications for other than single or two-family dwellings must include:
 - Building Code Compliance Summary
 - Civil Drawings and applicable Letters of Assurance
- For Part 3 Structures, see "Required Submissions for Complex Building Permit Applications" document. Development Services might require that hard copies of building plans be submitted to the City in special circumstances, and only by request.
- Plumbing permits require a detailed schematic or fixture layout to be submitted with the application form. The Registered Plumber's TQ # must be noted on the application. (If applicable.)
- All renovations and demolitions must be accompanied by a Hazardous Materials Survey and Clearance Letter, in accordance with WorkSafe BC regulations.
- Copy of any approval(s) required under enactments related to health and safety (ex: Septic System installation)

FURTHER INFORMATION

Submissions that are incomplete will be returned and not retained on file; you will receive an emailed list of outstanding documents to include when you re-apply and request your next upload request.

Before requesting an upload link, it is your responsibility to ensure that all Development Permits have been completed (zoning, development, variance, subdivision etc.).

Please be advised ALL documents must be in PDF format. Other file types cannot be reviewed.

For further information contact the Building Department at Building@campbellriver.ca or 250-286-5757