

# Building, Plumbing and Demolition Permit Application

PART 1. NATURE OF APPLICATION			
<b>Permit Type</b> <i>Check all that apply</i>			
<input type="checkbox"/> new construction	<input type="checkbox"/> change of use	<input type="checkbox"/> retaining wall	<input type="checkbox"/> other
<input type="checkbox"/> renovation	<input type="checkbox"/> demolition	<input type="checkbox"/> wood burning appliance	
<input type="checkbox"/> moving a structure	<input type="checkbox"/> pool	<input type="checkbox"/> plumbing	
<input type="checkbox"/> renewal	<input type="checkbox"/> deck	<input type="checkbox"/> irrigation	
<b>Building Type</b> <i>Check all that apply</i>			
<input type="checkbox"/> residential	<input type="checkbox"/> commercial	<input type="checkbox"/> industrial	<input type="checkbox"/> institutional
PART 2. PERMIT INFORMATION			
Project Name or Owner		Permit Number	
Civic Address of Construction		Date of Application	
Legal Description: Lot	Block	Plan	PID Number
Proposed Construction Description			
Number of Plumbing Fixtures		Construction or Demolition Value	
PART 3. APPLICANT AND PARTICIPATING PARTIES			
<b>Owner:</b> Last Name		First Name	Phone Number
Email Address		Mailing address	
<b>Applicant/Agent:</b> Last Name		First Name	Phone Number
Email Address		Mailing Address	
<b>Contractor:</b> Last Name		First Name	Phone Number
Email Address		Mailing address	
<b>Architect/Designer/Engineer:</b> Last Name		First Name	Phone Number
Email Address		Mailing Address	Business Licence Number

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## PART 4. SIGNATURES

As the applicant or authorized agent, I declare that the information and supportive documentation submitted in support of this application are, to the best of my knowledge true and correct.

I accept that further information may be required by the City in accordance with Planning and Development Procedures and Fees Bylaw 1336, and accept responsibility for processing delays that are caused by insufficient application materials.

I understand that all fees charged in connection with this application are in accordance with Planning and Development Procedures and Fees Bylaw 1336, and that further charges may be required including Development Cost Charges and/or security deposits.

\_\_\_\_\_  
Name of Agent/Owner

\_\_\_\_\_  
Signature of Agent/Owner

## PART 5. AGENT AUTHORIZATION

I, \_\_\_\_\_ (name of agent) solemnly declare that I am the Authorized Agent for \_\_\_\_\_ (owner(s) of property), who is the registered owner(s) of the real property legally described as: \_\_\_\_\_

\_\_\_\_\_  
Name of Agent

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Name of All Registered Owners

\_\_\_\_\_  
Signature of All Registered Owners

The personal information collected on this form is collected for the purposes of a development approval of the City of Castlegar as authorized by Section 26 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 any associated documentation submitted as part of this application becomes 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 information, please contact the City's Corporate Officer at (250) 365-8973.

This page must be returned

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PART 6. SUBMISSION CHECKLIST KEY		
Use this key to locate the details for the required submission documents in Part 8, Submission Document Details.		
Building Permit Type	Submission Requirements	If Applicable
Single-Family / Single Family with Suite /Addition	A, B, C, D, F, G, H	E, I, J, K, L, M, N, O, R, S, T, U, V
Multi-Family	A, B, C, D, F, G, H	E, I, J, K, L, M, N, O, R, S, T, U, V, W
Accessory Building	A, B, C, D, F, G, H	E, I, J, K, L, M, N, O, R, S, T, V
Renovation	A, B, C, D, F, G	H, N, Q
Modular / Mobile Building	A, B, C, D, F, G	E, I, J, K, L, M, N, P
Modular on Foundation	A, B, C, D, F, G	E, H, I, J, K, L, M, N, P
Commercial / Industrial / Institutional	A, B, C, D, F, G, H	E, I, J, L, M, N, O, R, S, T, U, V, W
Pool or Fence Around Pool	A, B, C, D, F, G	E, M, N, U
Deck	A, B, C, D, F, G	E, M, N, V, W
Fence	A, B, C, D, F, G	M
Retaining Wall	A, B, C, D, F, G, H	M, N
Driveways, Paving and Sidewalks	A, B, C, D, I, J, O	E, N
Plumbing and Irrigation	A, B, C, D, G, U	E, N
Wood Burning Fireplace	A, B, C, D	CERTIFICATION CERTIFICATE
Demolition	A, B, C, D, Q	E, N

PART 8. SUBMISSION CHECKLIST DETAILS			
This checklist provides the basic requirements to complete a Building Permit application. Depending on the nature and complexity of the application, additional requirements may be requested following internal review.			
Documentation	Details	Required	Recieved
<b>A.</b> Completed Application Form	All forms must be submitted in person or electronically to <a href="mailto:devserv@castlegar.ca">devserv@castlegar.ca</a> . Incomplete applications will delay review of your application.	<input type="checkbox"/>	<input type="checkbox"/>
<b>B.</b> Application Fee	Application fees are set out as Schedule A of the City's Building Bylaw 1338. Applicable fees should be submitted at the time of application.	<input type="checkbox"/>	<input type="checkbox"/>

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Documentation	Details	Required	Recieved
C. State of Title Certificate and Charges on Title	Must be printed within the last 30 days of application date. Titles and related documents can be obtained from myLTSA.com or through a lawyer, notary, or search company. Titles may also be provided by the City for a fee. All development is subject to comply with any right of ways, easements, covenants or other charges on Title.	<input type="checkbox"/>	<input type="checkbox"/>
D. Agent Authorization Form	Written consent of all property owners, with one or more owners appointing an applicant to act as an agent for all purposes of the application. <b>(if applicable)</b>	<input type="checkbox"/>	<input type="checkbox"/>
E. Municipal Works	Photos and a signed form providing a record of existing damage to any municipal works on-site.	<input type="checkbox"/>	<input type="checkbox"/>
F. Building Drawings	All drawings should be to scale and show all construction related details. Drawings should be sealed and signed. Digital seals and signs are acceptable. Foundation plans, elevations, floor plans and cross sections should all indicate: north arrow, correct scale and scale bar; outside and inside room dimensions; purpose of all rooms (highlighting areas under renovation); footings, foundation walls, slab, crawlspace construction details if new or changed; proposed wall structures, location of plumbing, smoke alarms and carbon monoxide detectors; building heights, floor heights and stairs; radon rough-ins; details of heating systems; RSI detail for all wall/floor/ceiling assemblies; fire separation for all secondary suites, two family and multi-family dwellings, conformance to emergency code. <b>(electronic plans should be emailed devserv@castlegar.ca)</b>	<input type="checkbox"/>	<input type="checkbox"/>
G. Site Plans	Site Plans must be based on the registered legal Lot Plan (LTSA) and must contain: north arrow, correct scale and scale bar; property lines; name and extent of adjacent laneways or roadways; existing right of ways or easements; location, area, and dimensions including setbacks of existing and proposed structures; location and grade of accesses; location of any steep slopes, watercourses or other natural features on or adjacent to the property; location of existing wells or water sources, location of existing or proposed septic fields, location of ay existing utilities. <b>(electronic plans should be emailed devserv@castlegar.ca)</b>	<input type="checkbox"/>	<input type="checkbox"/>
H. Structural Drawings and Layouts	All design drawings must clearly identify structural components, dimensions and load paths to and including the foundation and all footings. Structural design that exceeds BCBC minimums, have complex design or structures over 499 meters in elevation require the services of a qualified structural engineer. Structures over 500 meters in elevation must be designed to Part 4 of the BCBC. <b>(engineer must submit Schedule C-B Letters of Assurance prior to occupancy where applicable)</b>	<input type="checkbox"/>	<input type="checkbox"/>
I. Parking Plan	Parking Plans should show all off-street parking spaces on-site, drawn to scale with dimensions; including location and width of existing or proposed accesses, driveways and maneuvering aisles. Garage spaces are permitted as off-street parking.	<input type="checkbox"/>	<input type="checkbox"/>
J. Site Drainage and Servicing Plans	Site drainage and servicing plans must contain the following details: lot dimensions with actual proposed building footprint and roof slopes shown; location of existing utilities and drainage courses; driveway surface materials, dimensions and grading arrows; elevation at garage floor; existing and proposed ground elevations at all property corners, building corners, culvert intakes, edge of asphalt or curb, ditch or road center lines; existing and proposed sanitary services; proposed sanitary invert elevation at building; existing and proposed water services including shut off location; grading arrows showing direction and % grade; location of proposed soak away pit(s).	<input type="checkbox"/>	<input type="checkbox"/>

# Building, Plumbing and Demolition Permit Application

Documentation	Details	Required	Recieved
<b>K.</b> BC Housing Registration	Registration for new housing units is completed through BC Housing. <b>(where applicable)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>L.</b> IHA Septic Registration	A letter from Interior Health Authority certifying the location of septic on site. <b>(where applicable)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>M.</b> Survey Certificate	All new buildings may require a surveyed Certificate of Location by a registered Land Surveyor following the installation of concrete foundation. It is recommended that a surveyor pin footings or foundations prior to pouring concrete.	<input type="checkbox"/>	<input type="checkbox"/>
<b>N.</b> Trades/ Subcontractor List	Please include a list of all contractors or subcontractors; including name, contact numbers and business licence number.	<input type="checkbox"/>	<input type="checkbox"/>
<b>O.</b> Geotechnical Documentation	Where slope or topography may impact development, geotechnical assessment may be required. <b>(where applicable)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>P.</b> Site Plan for Modular/Mobile Building	Site plans for modular/mobile buildings are required to meet the same standards as the site plan requirements as listed under Item G.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Q.</b> Hazardous Materials Assessment	Required for any buildings or structures that pre-date 1990.	<input type="checkbox"/>	<input type="checkbox"/>
<b>R.</b> BC Energy Step Code Pre-Construction Report	Required at the time of Building Permit Application for all Part 3 and Part 9 new construction.	<input type="checkbox"/>	<input type="checkbox"/>
<b>S.</b> BC Energy Step Code Mid-Construction Verification Report	<b>Optional</b> verification of air tightness mid-construction for Part 9 new construction.	<input type="checkbox"/>	<input type="checkbox"/>
<b>T.</b> BC Energy Step Code As-Built Construction Report	Required prior to issuance of an Occupancy Permit for all Part 3 and Part 9 new construction.	<input type="checkbox"/>	<input type="checkbox"/>
<b>U.</b> Description of Works	<b>Plumbing Permit Requirements:</b> Description of works for new or alteration of an existing system; including number of new fixtures, plumbing plans and schematic.	<input type="checkbox"/>	<input type="checkbox"/>
<b>V.</b> Development Approvals	<b>Applicable Development Approvals:</b> Projects that are located within designated Development Permit Areas or can not meet land use requirements may be subject to a Development Permit, Development Variance or Board of Variance. Please contact Development Services for more information on these requirements.	<input type="checkbox"/>	<input type="checkbox"/>
<b>W.</b> Fire Safety Plan	Projects that include demolition or new construction of multi-family, commercial, industrial and institutional will require completion and submission of a Fire Safety Plan.	<input type="checkbox"/>	<input type="checkbox"/>

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FOR OFFICE USE ONLY	
Roll Number	Occupancy Code
Zoning designation	OCP Designation
Development Permit Area <input type="checkbox"/> Yes <input type="checkbox"/> No    DP No:	Development Variance <input type="checkbox"/> Yes <input type="checkbox"/> No    DVP No:
Legal Non-Conformity <input type="checkbox"/> Yes <input type="checkbox"/> No    DP No:	<b>Building Permit Fee \$</b>
<b>Plumbing Fee \$</b>	<b>Water Usage Fee \$</b>
<b>Development Cost Charges</b> Sewer \$ Water \$ Drainage \$ Road \$ Open Space \$	<b>Service Connections</b> Storm \$ Water \$ Sewer \$ Water Meter \$
<b>Refundable Deposit \$</b>	<b>Other Applicable Fees \$</b>
Date of Receipt of Application	Confirmation of Completion
Date of Issuance	Date of Completion

Total Fees \$ \_\_\_\_\_

Signature of Building Official: \_\_\_\_\_

Additional Notes: