

## Building Permit Application

Building Permit # \_\_\_\_\_  
 Estimated Value of Construction \$ \_\_\_\_\_

### PERMIT INFORMATION

**Permit Type:**

- Single Family Dwelling
- Accessory Building
- Multi-Residential
- Carriage House
- Commercial / Industrial / Institutional

**Description:**

- New Construction
- Addition
- Alteration/Reno
- Demolition
- Other: \_\_\_\_\_

**BC Housing New Home Registration Number:** Owner/Builder \_\_\_\_\_ Registered Builder # \_\_\_\_\_  
 Age of Dwelling: \_\_\_\_\_

**Description of Work:** \_\_\_\_\_

### PROPERTY DETAILS

Civic Address: \_\_\_\_\_  
 Legal Description: \_\_\_\_\_  
 PID: \_\_\_\_\_

### PROPERTY OWNERSHIP DETAILS (as shown on State of Title)

Registered Owner(s)  
 or Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### CONTRACTOR

Contractor / Contact Company Name: \_\_\_\_\_ Business Licence #: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Office Use Only Comments:



**REGISTERED OWNER(S) DECLARATION**

I acknowledge that as the owner of the land in respect of which this permit is issued, I am solely responsible for carrying out the work authorized by this permit in accordance with the *2018 BC Building Code* and other applicable laws respecting safety, including the requirements of the Building Code in relation to soil conditions for building foundations, and that I am solely responsible for determining whether the land may be subject to flooding or other natural hazard. I acknowledge that as owner of the land, I am solely responsible for determining whether the work authorized by this permit contravenes any covenant, easement, right of way, building scheme or other restriction affecting the building site and whether the work requires the involvement of an architect under the *Architect's Act* or an engineer or geoscientist under the *Engineers and Geoscientists Act*.

I acknowledge that the City of Parksville provides a limited monitoring service in relation to building construction and does not, by accepting or reviewing plans, inspecting construction, monitoring the inspection of construction by others, or issuing building or occupancy permits, make any representation or give any assurance that the construction authorized by this permit complies in every or any respect with the Building Code or any other applicable laws respecting safety.

If the City of Parksville has so indicated on this permit, I acknowledge that the City has issued the permit in reliance on the certification of a registered professional, engaged by me to provide such a certification, that the plans for the work authorized by the permit comply with the Building Code and other applicable enactments, and that the fee for the permit has been accordingly reduced. I acknowledge that the City of Parksville, by issuing this permit or any occupancy permit, makes no representations to me or any other person as to any such compliance.

Personal information will only be used for the purpose of processing the permit application and administration and enforcement of the City of Parksville Building Bylaw and the *2018 BC Building Code* and ancillary legislation relating to construction in connection with the above described property. For further enquiries please contact the City's Freedom of Information Coordinator at 100 Jensen Avenue East, Parksville, BC, 250 954-3070.

Signature of Owner(s): \_\_\_\_\_

Print Name(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**NEW SINGLE FAMILY RESIDENTIAL APPLICATION REQUIREMENTS\***

Rec'd	<u>REQUIRED DOCUMENTS</u>	Rec'd	<u>ADDITIONS</u>
<input type="checkbox"/>	PERMIT APPLICATION SIGNED BY OWNERS	<input type="checkbox"/>	TITLE (or City can provide for a fee)
<input type="checkbox"/>	2 SETS OF DESIGNER QUALITY DRAWINGS ON MINIMUM 11 X 17 PAPER (1 PAPER, 1 ELECTRONIC)	<input type="checkbox"/>	COMPANY SEARCH (or City can provide for a fee)
<input type="checkbox"/>	BCLS SITE PLAN INCL. HEIGHT SURVEY	<input type="checkbox"/>	COPY OF EASEMENTS, R.O.W.s (or City can provide for a fee)
<input type="checkbox"/>	NEW HOME REGISTRATION FORM WITH BC HOUSING	<input type="checkbox"/>	HAZMAT SURVEY (PRE 1990 RENOVATIONS)
<input type="checkbox"/>	GEOTECH SCHEDULE B	<input type="checkbox"/>	GEOTECH REPORT
<input type="checkbox"/>	PRE-CONSTRUCTION ENERGY COMPLIANCE REPORT	<input type="checkbox"/>	STRUCTURAL DRAWINGS AND SCHEDULE B
<input type="checkbox"/>	TRUSS & BEAM LAYOUT C/W POINT LOADS (OVER 8000 LBS REQUIRE A STRUCTURAL ENGINEER)	<input type="checkbox"/>	BUSINESS LICENCE
		<input type="checkbox"/>	OTHER:



\* For all other applications please refer to the Building Permit Submission Requirements.