

BUILDING PERMIT APPLICATION

PLEASE NOTE THAT INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED

BUILDING PERMIT NO.:

PROPERTY INFORMATION

BUILDING SITE ADDRESS: _____ **FOLIO:** _____

BUILDING SITE LEGALS **LOT:** _____ **BLOCK:** _____ **PLAN:** _____ **PID:** _____

CONSTRUCTION VALUE: \$ _____ **SQ. FOOTAGE:** _____

Constructions value must be based on current industry valuations.

PROPOSED WORK

CLASSIFICATION: ☐ **INDUSTRIAL** | ☐ **INSTITUTIONAL** | ☐ **COMMERCIAL** | ☐ **MULTI-FAMILY** | ☐ **NEW SINGLE FAMILY**

☐ **ADDITION/ALTERATION** | ☐ **SINGLE FAMILY IMPROVEMENT** | ☐ **SIGNAGE** | ☐ **DRIVEWAY** | ☐ **OTHER**

SCOPE OF WORK:

APPLICANT INFORMATION ☐ **AGENT** | ☐ **CONTRACTOR** | ☐ **PROPERTY OWNER**

IF APPLICANT IS NOT OWNER, APPENDIX A - LETTER OF AUTHORIZATION & OWNER'S UNDERTAKING IS REQUIRED

NAME & BUSINESS NAME: _____

ADDRESS (Civic & Mailing): _____

CONTACT **PHONE:** _____ **EMAIL:** _____

PHONE: _____ **EMAIL:** _____

PRINT NAME:

DATE:

SIGNATURE:

PROPERTY OWNER INFORMATION

IF APPLICANT IS NOT OWNER, APPENDIX A - LETTER OF AUTHORIZATION & OWNER'S UNDERTAKING IS REQUIRED

PROPERTY OWNER NAME(S): _____

ADDRESS: _____

CONTACT **PHONE:** _____ **EMAIL:** _____

Additional Information: **Building Bylaw 1404** states that every owner must apply for and **obtain a permit**, prior to **constructing, repairing or altering** a building or structure, including a pool or retaining wall [...]; moving a building or structure into or within the Town; **demolishing** a building or structure; occupying a new building or structure; constructing a masonry fireplace or installing a wood-burning appliance or chimney, whether attached to, part of or detached from a building; **changing the use or occupancy** of a building

DO NOT START WORK UNTIL THE PERMIT HAS BEEN ISSUED

BUILDING PERMIT APPLICATION



PLEASE COMPLETE THE CHECKLIST BELOW

APPLICATION REQUIRMENTS

☐	Complete, Signed and Dated Building Permit Application (Page 1 & 2)
☐	Application Fee - \$150.00 (non-refundable) Sign or Driveway Permit - \$50.00 (non-refundable)
☐	2 sets of architectural drawings to scale - 1/4" per foot. Include site plans, foundation/floor plans, cross section, elevations, architectural, structural,mechanical and electrical, along with any locations for ROW/Easements
☐	Owner's Authorization and Undertaking
☐	State of Title - (current within 30 days) must include all charges and covenants if applicable OR
☐	Town pulls Title @ \$15.00 and if any charges/covenants/etc., charged at actual cost - added to BP fee

SUPPORTING DOCUMENTS

INCL	N/A	
☐	☐	Proof of New Home Warranty (BC Housing)
☐	☐	Roof Truss Layout with Point Loads
☐	☐	BC Energy Step Code Preconstruction Report
☐	☐	TECA Ventilation Checklist Worksheet
☐	☐	Schedule B (completed by Registered Professionals) with Proof of Liability Insurance
☐	☐	Servicing Requirements (Water/Sewer Connections) - include design drawings, connection locations, sizing
☐	☐	Designs for Adaptable Dwelling Units
☐	☐	Braced Wall Band Design for Lateral Loads (Seismic and Wind Loading)
☐	☐	Hazardous Waste Assessment
☐	☐	Proof of Town or Inter-Community Business Licence (contractor/sub-contractors/engineer/etc.)

Site Disclosure Statement (BC's New Contaminated Site investigation requirements)

☐	☐	Attached (If Schedule 2 Uses have occurred on the property in the past)
☐	☐	Exempt (demolition, or other works where there is no soil disturbance, etc. See section 4.2(2))
☐	☐	Not Applicable (If Schedule 2 Uses have not occurred on the property in the past)

CO-ORDINATING PROFESSIONALS

General Contractor:	Phone:	Email:
Architect/Designer:	Phone:	Email:
Engineer:	Phone:	Email:
Plumbing Contractor:	Phone:	Email:
Electrical Contractor:	Phone:	Email:
Other:	Phone:	Email:

Town of Oliver BYLAW 1404

Appendix A – Letter of Authorization & Owner’s Undertaking

Property Address	
Legal Description	

I am the owner, as defined in Building Bylaw 1404, of the above referenced property and hereby authorize the individual below to represent me in a Building Permit Application:

Representative/Contact Name	
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1. I confirm that I have applied for a building permit pursuant to “Building Bylaw 1404” (the “Bylaw”) and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and in particular, understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections thereunder.
2. Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility to ensure compliance with the Building Code and the Bylaw whether any work to be performed pursuant to the permit applied for is done by me, a contractor or a registered professional.
3. I am not in any way relying on the Town or its building officials, as defined under the Bylaw, to protect the owner or any other persons as set out in Part 3 of the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the Town or its building officials.
4. I hereby agree to indemnify and save harmless the Town and its employees from all claims, liability, judgments, costs and expenses of every kind which may result from negligence or from the failure to comply fully with all bylaws, statutes and regulations relating to any work or undertaking in respect of which this application is made.
5. I am authorized to give these representations, warranties, assurance and indemnities to the Town.
6. I agree to pay the cost of repairing any damage to public property arising from work associated with this permit.

Owner’s Name	
Address	
Telephone	Cell
Email	
Signature	Date

This form may be e-mailed or delivered in person.