



BUILDING PERMIT Application

APPLICANT

Name(s):		Company:
Mailing Address:	City:	Postal Code:
Email:	Phone:	

REGISTERED OWNER

Name(s):		
Mailing Address:	City:	Postal Code:
Email:	Phone:	

Personal information you provide on this form is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: duncan@duncan.ca or phone: 250-746-6126.

SUBJECT PROPERTY

Building/Project Name:		
Civic Address:		Postal Code:
Legal Description:	Parcel Identifier No:	

DEVELOPMENT DETAILS

Construction Type:	<input type="checkbox"/> New	<input type="checkbox"/> Addition	<input type="checkbox"/> Renovation	<input type="checkbox"/> Suite	<input type="checkbox"/> Tenant Improvement
Building Use:	<input type="checkbox"/> Industrial	<input type="checkbox"/> Commercial	<input type="checkbox"/> Multi-Residential	<input type="checkbox"/> Duplex	<input type="checkbox"/> Single Family Dwelling
Other:	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Demolition	<input type="checkbox"/> Services		

Proposal Description:

Estimated Value of Construction:	Zoning:
----------------------------------	---------

DECLARATION

I/We declare that all of the above statements and information contained in the material submitted in support of this application are, to the best of my/our knowledge, true and correct in all respects. Where the applicant is **not the REGISTERED OWNER**, the application **must be signed by the REGISTERED OWNER** acknowledging this application.

Applicant's Signature:	Registered Owner(s) Signature:
------------------------	--------------------------------

Date:	Date:
-------	-------

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED



BUILDING PERMIT Application Checklist

PERMIT APPLICATION CHECKLIST

	SUBMITTED	REQUIRED
• Building Permit Application Form	<input type="checkbox"/>	<input type="checkbox"/>
• Certificate of Title	<input type="checkbox"/>	<input type="checkbox"/>
• Authorization of Agent Form	<input type="checkbox"/>	<input type="checkbox"/>
• Plan Review Fee	<input type="checkbox"/>	<input type="checkbox"/>
• Homeowner Protection Office - New Home Registration Form	<input type="checkbox"/>	<input type="checkbox"/>
• 2 sets of construction plans and materials specifications Include details of required fire separations, building size and construction relative to occupancy, travel distance, window openings, fire department access, spatial separation, mezzanines/openings through floor assemblies, safety requirements within floor area, requirements for exits, vertical transportation, service facilities, and plumbing facilities. These may be included on a code compliance plan set.	<input type="checkbox"/>	<input type="checkbox"/>
• 2 sets of Design Verification Report for Buildings complying with BCBC Section 9.36	<input type="checkbox"/>	<input type="checkbox"/>
• Consultant's Schedules	<input type="checkbox"/>	<input type="checkbox"/>
• 2 sets of structural plans	<input type="checkbox"/>	<input type="checkbox"/>
• 2 sets of mechanical plans	<input type="checkbox"/>	<input type="checkbox"/>
• 2 sets of plumbing plans (isometric DWV and water service drawings)	<input type="checkbox"/>	<input type="checkbox"/>
• 2 sets of storm water management plan	<input type="checkbox"/>	<input type="checkbox"/>
• 1 set of Fire and Construction Site Safety Plan	<input type="checkbox"/>	<input type="checkbox"/>
• 2 sets of Excavation and Shoring Plans	<input type="checkbox"/>	<input type="checkbox"/>
• 1 Geotechnical Report	<input type="checkbox"/>	<input type="checkbox"/>
• WorkSafe BC Notice of Project	<input type="checkbox"/>	<input type="checkbox"/>

OFFICE USE ONLY

Date:

File No.: 3800-20

APPLICANT CONSTRUCTION VALUE

ADDITIONAL ITEMS TO BE REVIEWED

Up to \$25,000 of value	\$50	Development Cost Charges	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Over \$25,000 and up to \$50,000 of value	\$100	Development Security	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Over \$50,000 and up to \$100,000 of value	\$200	Water Service Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Over \$100,000	\$200 + (\$1.25 per \$1,000 of value >\$100,000)	Sewer Service Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Code Equivalency Reviews (per submission)	\$200	Storm Service Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Total Fees (BPERM):	\$	Access Permit Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Folio No.:

Permit No.:

PLAN REVIEW FEE

Plan Review Fee - per submission:

PAID STAMP

MS - PLANPROC

If multiple plan checks are required, the first one only will be credited toward the building permit fees. If the project does not proceed, the City will retain the fees.

NOTE: Not applicable to plumbing or demolition permits