



SUBJECT PROPERTY

Civic Address: _____ Folio No.: _____
Legal Description: _____

APPLICANT

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

REGISTERED OWNER(S)

Name(s): _____
Mailing Address: _____ 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.

DEVELOPMENT DETAILS

Construction Type: New Renovation Addition Suite Tenant Improvement
Building Use: Commercial Multi- Residential Duplex Single Family Dwelling
Other: Plumbing Demolition Services Other: _____

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



BP _____

**BUILDING PERMIT
Application Checklist****OFFICE USE ONLY** Folio No. File No.: 3800-20**APPLICANT CONSTRUCTION VALUE**

Up to \$25,000 of value	\$50	\$
Over \$25,000 and up to \$50,000 of value	\$100	\$
Over \$50,000 and up to \$100,000 of value	\$200	\$
Over \$100,000	\$200 + (\$1.25 per \$1,000 of value >\$100,000)	\$
Code Equivalency Reviews (per submission)	\$200	\$

ADDITIONAL ITEMS TO BE REVIEWED

Development Cost Charges	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Development Security	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Water Service Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sewer Service Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Storm Service Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Access Permit Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PLAN REVIEW FEE

Plan Review Fee - per submission: 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.

PAID STAMP**MS - PLANPROC**