



# Building Permit Application Form

**FOR THE CONSTRUCTION, ALTERATION, DEMOLITION AND RELOCATION OF A BUILDING, INCLUDING MANUFACTURED HOMES, AND ALL WOOD BURNING APPLIANCE INSTALLATIONS**

Pursuant to the requirements of the **Regional District** of Bulkley-Nechako Building Bylaw No. 1634, 2012, I, being the **owner** or acting with the consent of the **owner**, hereby make application to:

Describe Project: \_\_\_\_\_

Estimated Construction Value \$ \_\_\_\_\_ See Schedule A in the application package for Building Permit Fee Calculation

Intended use of new construction: \_\_\_\_\_

Property Owner(s) : \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone \_\_\_\_\_

Street Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Is the property within 200 m a body of water or watercourse? \_\_\_\_\_ If yes, describe \_\_\_\_\_

List other buildings on this property: \_\_\_\_\_

Proposed heating system: \_\_\_\_\_ Will a wood or pellet stove/furnace be installed? \_\_\_\_\_

Proposed cooling system (for new dwellings): \_\_\_\_\_

Proposed ventilation system (ie HRV, ERV): \_\_\_\_\_ Total number of bedrooms: \_\_\_\_\_

Step Code Compliance (If applicable):      Performance Approach      Prescriptive Approach

Do you intend to install a secondary suite? (if yes, obtain secondary suite regulations) \_\_\_\_\_

## **Industrial or Commercial Purposes or Activities (Mandatory)**

Has the site been used for any industrial or commercial purposes or activities described in [SCHEDULE 2](#) of the Contaminated Sites Regulations? (SCHEDULE 2 included in application package)

Yes

No

Agent Name (please fill out agent authorization form if you are using an agent) \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## PLEASE READ THE FOLLOWING CAREFULLY and SIGN

1. Please note that the *Regional District* is not responsible for ensuring correct siting with regard to minimum setbacks. It is the *owner's* responsibility to establish the property lines of the *site* and to maintain all required setbacks. The building inspector may require a surveyor to locate the proposed building on a smaller parcel or where setback compliance is in question.
2. The applicant is responsible for checking the title of the property and verifying that there are no encumbrances, restrictions, or requirements relating to the proposed building.
3. For any building designed outside of the scope of Part 9 "Housing and Small Buildings" of the B.C. Building Code, all applicable design schedules must be received prior to issuance of the building permit.
4. The Building Inspection Department must be given at least **72 hrs** notice of the following inspections:
  - a. footing forms (prior to pouring concrete)
  - b. foundation (prior to backfill)
  - c. plumbing rough-in
  - d. soil gas control
  - e. framing (prior to insulating)
  - f. heating system rough-in
  - g. insulation and vapour/air barrier
  - h. prior to occupancy
5. In consideration of the granting of this permit, I/we agree to release and indemnify the Regional District of Bulkley-Nechako, its Board members, employees and agents from and against all liability, demand claims, causes or actions, suits, judgments, losses, damages, costs, and expenses of whatever kind which I/we or any other person, partnership, or corporation or our respective heirs, successors, administrators or assignees may have or incur in consequence of or incidental to the granting of this permit or any representation, advice, inspection, failure to inspect, certification, approval, enforcement or failure to enforce the Regional District of Bulkley-Nechako Building Bylaw or the British Columbia Building Code, including negligence, on the part of the Regional District of Bulkley-Nechako, its Board members, employees and agents and I/we agree that the Regional District of Bulkley-Nechako owes me/us no duty of care in respect to these matters.
6. I acknowledge that if I am granted a building permit pursuant to this application I am responsible for compliance with the current edition of the British Columbia Building Code, the Building Bylaw of the Regional District of Bulkley-Nechako, and any other applicable enactment, code, regulation or standard relating to the work in respect of which the permit is issued, whether or not the said work is undertaken by me or by those whom I may retain or employ to provide design and/or construction services.
7. I acknowledge that the issuance of a permit under this bylaw, the acceptance or review of plans, specifications, drawings or supporting documents, or inspections made by or on behalf of the Regional District do not constitute a representation, warranty, assurance or statement that the current edition of the British Columbia Building Code, the Building Bylaw of the Regional District of Bulkley-Nechako or any other applicable enactment, code, regulation or standard has been complied with.
8. I acknowledge that the issuance of a permit under this bylaw, the acceptance or review of plans, specifications, drawings or supporting documents, or inspections made by or on behalf of the Regional District do not constitute a representation, warranty, assurance or statement that the building site is safe for the intended or proposed use, and is not subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence or avalanche.

9. Where the Regional District requires that letters of assurance be provided by a registered professional, I confirm that I will rely only on the said registered professional for the adequacy of the plans, drawings, specifications and supporting documents submitted with this application.
10. I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a building permit by the Regional District of Bulkley-Nechako pursuant to this application and in respect of the execution of this acknowledgement.

I have read the above agreement, release and indemnity and understand it. \*If applicable, all owners of the property must sign the Building Permit Application

Owner Signature	Print Name	Date
Owner Signature	Print Name	Date

## Contacts:

### General email

[planning@rdbn.bc.ca](mailto:planning@rdbn.bc.ca)

### Jason Berlin

Senior Building Inspector

Cell: 250-692-6468

Email: [jason.berlin@rdbn.bc.ca](mailto:jason.berlin@rdbn.bc.ca)

### Steve Davis

Building Inspector

Cell: 250-251-1071

Email: [steve.davis@rdbn.bc.ca](mailto:steve.davis@rdbn.bc.ca)

### Daryn Larson

Building Inspector

Cell: 250-251-7068

Email: [daryn.larson@rdbn.bc.ca](mailto:daryn.larson@rdbn.bc.ca)

### Fiona Richardson

Development Services Clerk

Email: [fiona.richardson@rdbn.bc.ca](mailto:fiona.richardson@rdbn.bc.ca)

### Regional District of Bulkley-Nechako

37 3<sup>rd</sup> Ave, PO Box 820

Burns Lake, BC, V0J1E0

Phone:

250-692-3195

Toll Free:

1-800-320-3339

Required Documents Checklist			
Required	Submitted	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed and signed application form by all owners
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of the Certificate of Title dated within 30 days of the date of the application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any charges registered on title (covenant, easement, right of way)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appointment of Agent Authorization Form (enclosed)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Permit fee (To be calculated by RDBN)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Schedule "C" Owner's Undertaking of Building Foundation (enclosed)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Schedule "D" Owner's Undertaking of Building Siting (enclosed)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sewage Disposal System Permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Site plan with setbacks from all property lines (example enclosed)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> dimensions of the property and building setbacks from all property lines</li> <li><input type="checkbox"/> location and name of road(s) adjacent to the property</li> <li><input type="checkbox"/> location of well and septic tank and disposal field or lagoon</li> <li><input type="checkbox"/> size and location of all existing and proposed buildings, structures, and uses on the site</li> <li><input type="checkbox"/> water bodies and waterways including measurements from all proposed and existing structures to the natural boundary, stream centre line or top of bank, whichever is applicable</li> <li><input type="checkbox"/> north arrow and scale</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Building plans drawn to scale showing the following, if applicable: (examples enclosed)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> foundation plan</li> <li><input type="checkbox"/> floor plans of each level that includes: <ul style="list-style-type: none"> <li><input type="checkbox"/> proposed and/or existing uses of all rooms</li> <li><input type="checkbox"/> smoke detectors / carbon monoxide detectors</li> <li><input type="checkbox"/> radon pipe locations / under slab radon rock and poly</li> <li><input type="checkbox"/> insulation values for foundation, walls, ceiling, and joist cavities</li> <li><input type="checkbox"/> exterior elevations for all 4 sides of building</li> <li><input type="checkbox"/> cross sections showing all structural details and finishes</li> <li><input type="checkbox"/> truss and beam specifications</li> </ul> </li> <li><input type="checkbox"/> Proposed cooling system to meet BC Building Code 2024 requirement (new residential construction only)</li> <li><input type="checkbox"/> Engineers documentation if required for; tall walls, point of load in excess of 15,000 pounds, slab on grade foundations, timber framing, etc..)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Energy Step code compliance report for new dwellings (See enclosed brochure for more information)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For new residential construction, submit completed form from BC Housing "Licensing & Consumer Services". Call 1-800-407-7757 or visit website at <a href="https://www.bchousing.org/licensing-consumerservices">https://www.bchousing.org/licensing-consumerservices</a>

**\*This checklist is a tool to help with providing required documentation. Not all items are required. Please contact the Building Inspectors or Development Services Clerk if you require assistance.**