Building Permit Application

Information: crd.ca/building Phone: 250.360.3230 Questions: bpapplication@crd.bc.ca

Site Address:	
City:	Postal Code:
Legal Description:	PID:

Applicant

Name:	
Mailing Address:	
Telephone:	Email:

☐ If different from the Owner, complete and attach Appointment of an Authorized Agent Form

Builder

Name:	
Mailing Address:	
Telephone:	Email:

☐ If different from the Owner, complete and attach Appointment of an Authorized Agent Form

Owner

Name:	
Mailing Address:	
Telephone:	Email:

☐ If the owner is a company or society, include a copy of the Statement of Directors and Registered Office.

Plumber

Name:	Plumber T.Q. #:
Company Name:	
Mailing Address:	
Telephone:	Email:

Before you apply **make sure your project meets these requirements before submitting your application:**
(refer to the Building Permit Guide)**.**

- ☐ You are the registered owner of the property or have permission to act on the owner's behalf (by completing an Appointment of an Authorized Agent form).
- ☐ The property has the correct zoning.
- ☐ The property is registered with the Land Title and Survey Authority of BC (LTSA).
- ☐ The property is accessible by an approved access/driveway.
- ☐ Essential services have or will be provided for.
- ☐ Building plans conform to current building code, land use, and zoning bylaws and all other applicable enactments.
- ☐ Property address has been assigned.
- ☐ Electrical, gas, and sewage disposal work require separate permits and inspections. Contact the appropriate agency.

Project Information:

Proposed Construction:_____

Project Construction Value: _____

Type of Building (select one):

- ☐ Single Family Dwelling
- ☐ Accessory Building
- ☐ Multi Family
- ☐ Commercial
- ☐ Industrial institutional
- ☐ Other

Type of Construction (select one):

- ☐ New Construction
- ☐ Addition
- ☐ Alteration
- ☐ Conversion
- ☐ Repair
- ☐ Move-In
- ☐ Move-Out
- ☐ Renew
- ☐ Reapply

Short Description of work (140 characters max):

_____

_____

Information to be Submitted with the Building Permit Application:

Select all that are applicable to your project. If you need assistance, please email bpapplication@crd.bc.ca

All PDFs must be unlocked and allow markups including Schedules and Drawings. Please relay this to your Engineer, Designer or Architect.

Note that incomplete applications or applications with locked PDFs will not be processed.

☐ **Archaeology**: For new buildings and building additions where there is excavation or tree removal, confirmation is required that the property is **not in an archaeological sensitive area.**

- ☐ **Salt Spring Island & Southern Gulf Islands** applicants must provide confirmation from the Archaeology Branch or a private professional consulting Archeologist.
- ☐ **Juan de Fuca** applicants are encouraged to obtain archaeology information from CRD Juan de Fuca Community Planning.

☐ **Appointment of an Authorized Agent** form is required when an owner is giving an agent, applicant, architect, or contractor permission to act on their behalf during construction. If there is more than one legal owner, all owners must sign.

☐ **BC Energy and Carbon Step Code** is required for all new buildings. It is not required for building additions or renovations.

- ☐ Energy modelling through an Energy Advisor.
- ☐ Energy Step Code 3 and Zero Carbon Step Code EL-3 required.

☐ **Construction Drawings (existing and new required):** Detailed, scaled, fully dimensioned PDF construction drawings including, (if applicable), architectural floor plans, building elevations, cross sections, details, structural, civil, mechanical and electrical drawings. All PDFs must be **unlocked**, please relay this to your Engineer, Designer or Architect prior to submission.

☐ **Easements, Covenants, Rights-of-Way, Undersurface Rights, Covenants** (all non-financial charges on a title). When they exist on a property, include a copy.

☐ **Engineering Schedules** are only required when Architects or Engineers are involved with the project. Schedule A is required only when there is a is Designated Coordinating Registered Professional (Architect) and will generally only apply to Part 3 buildings. Schedules must be **sealed** *(Assurance of Professional Design and Commitment for Field Review*)**.** All PDFs must be **unlocked**, please relay this to your Architect or Engineer prior to submission.

- ☐ Architectural
- ☐ Fire Suppression
- ☐ Geotechnical
- ☐ Mechanical
- ☐ Sprinkler Drawings (if applicable)
- ☐ Structural

☐ **Fireplace and/or Chimney** design details. Additional information may be requested by the Building Official.

☐ **Floor, Beam and Roof Truss Layout** with factored point loads only if using engineered products (i.e. pre-manufactured trusses or engineered lumber products).

☐ **Home Warranty Insurance (for New Residential construction):** Provide proof of home warranty insurance for new houses or existing houses where renovations are 75% or more of original area by submitting a *New Home Registration* form from BC Housing. This applies to both builders and owners who are an owner/builder. If not applicable, submit a letter or email from BC Housing stating it is not required. Home warranty insurance is not required for other building types.

☐ **Major highways or numbered routes:** When on these routes, evidence of access approval from the Ministry of Transportation. This can be in the format of a note documenting your conversation. For assistance contact 250.952.4515.

☐ **Mobile Home Certificate** required for additions, alterations, repairs, or renovations to an **existing** mobile home. If moving a mobile home onto a property, complete a Mobile Home Application.

☐ **Modular or Manufactured Home Certificate** (CSA A277)

☐ **Planning Approval** of zoning and development permit confirmation is **required for all new**:

- Single family dwellings
- Accessory buildings
- Change of building use
- Change to building exterior
- Decks
- Additions that change the footprint of the building

Planning approval is not required for interior renovations when there is no change of use.

Juan de Fuca, Malahat & Willis Point

Contact Juan de Fuca Community Planning **PRIOR** to applying for a building permit for information about land use, zoning and development areas.
Email: jdfinfo@crd.bc.ca, Phone: 250.642.8100, #3-7450 Butler Road, Sooke, BC, V9Z 1N1

Southern Gulf Islands & Salt Spring Island

Contact Islands Trust **PRIOR** to applying for a building permit. Building permit applications **MUST INCLUDE** a Building Permit Review Response Form confirming that the Site Plan and Construction Drawings (including elevations) comply with land use bylaws and development permit areas. Plans and drawings submitted to Islands Trust and the CRD must be identical. For zoning and development area assistance, contact Islands Trust. The Building Permit Review form is available online www.islandstrust.bc.ca and can be submitted via email to:

- **Southern Gulf Islands**, #200-1627 Fort Street, Victoria, BC, V8R 1H8
  Email: southinfo@islandstrust.bc.ca, Phone: 250.405.5151
- **Salt Spring Island -** Islands Trust, 4-121 McPhillips Avenue, Salt Spring Island, BC, V8K 2T6
  Email: ssiinfo@islandstrust.bc.ca, Phone: 250.537.9144

☐ **Plumbing:**

☐ If installed by a plumber, the plumber's name and TQ number is required.
☐ If installed by the homeowner, isometric drawings are required.

☐ **Potable water supply** proof required**:**

- ☐ Well log
- ☐ Rainwater harvesting (requires mechanical engineering design)
- ☐ Water test results (coliform and minerals)
- ☐ Approval letter from applicable Water District
  - Salt Spring Island applicants needing assistance, contact North Salt Spring Waterworks District.
  - Port Renfrew applicants to provide copy of Confirmation Letter from CRD Integrated Water Service. Contact CRD Integrated Water Service or email waterbilling@crd.bc.ca.
  - Magic Lakes, North Pender Island applicants to provide copy of application and payment to CRD Integrated Water Service, or if water account is already set up submit copy of utility bill. Contact CRD Integrated Water Service or email waterbilling@crd.bc.ca.

☐ **Sewage Disposal Permit:** Required for new buildings, new additions, and renovations where more than three plumbing fixtures are added. Not required if less than three plumbing fixtures are added to an existing site sewage system or if building sewage system is connected to a municipal or shared common-use system. Number of bedrooms must be listed.

☐ Record of Sewerage System (filing of application with Island Health).

☐ If Addition to **Single Family Dwelling**: Assessment of sewage disposal system by registered professional.

- Sewage Systems - BC Guidelines and Resources
- Sewage Systems – CRD Septic Regulations & Bylaw

☐ **Site Plan** drawn to scale showing: dimensions of property, location of septic tank and disposal field, location of well, location of proposed building, ground elevations, location of all existing buildings and distances to property lines, and details of site drainage.

☐ **Statement of Directors and Registered Office** if the owner is a corporation or society**.**

☐ **Title Search** is required for all permit applications and must be dated within 30 days of application. Visit LTSA or check here ☐ to order for $25.

☐ **Ventilation Checklists:** Mechanical ventilation checklists are required:

- For new houses (and where a mechanical engineer has not designed the ventilation system)
- For building additions or renovations where the mechanical system has changed or a fireplace or wood stove has been added
- When the building envelope has been significantly upgraded

☐ Distributed CRV Systems

☐ Exhaust Fan & Passive Inlets

☐ Forced Air System

☐ HRV Systems

Submit Application using ZendTo:

(1) Go to 'ZendTo' (no account set-up required).
(2) Click on 'drop-off'.
(3) Add your name, organization, and email. Click 'Send confirmation'.
(4) An email will be sent to you with a link. Click on the link.
(5) Add the recipient 'CRD Building Inspection' and email: bpapplication@crd.bc.ca. Click 'Add and Close'.
(6) Add PDF attachment by selecting 'Click to Add Files or Drag Them Here' and select the PDF from your computer. Once attached the PDF will be listed on the screen. All PDFs **must be unlocked including Schedules and Drawings.** Please relay this to your Engineer, Designer or Architect prior to uploading.
(7) Click 'Drop-off Files'.
(8) A message will appear on the screen notifying you that 'Your files have been sent successfully'.
(9) Once the CRD has retrieved your PDF file from ZendTo, you will receive a confirmation email.

Non-refundable **Application Fee of $300**

The application will be reviewed by our staff. Once it is approved, an invoice for the application fee will be emailed to the applicant. Payment can then be made by cheque, credit card, money order, bank draft, debit, or cash at CRD offices in Victoria, Juan de Fuca, Pender Island, and Salt Spring Island or mailed to:

Capital Regional District
Attention: Building Inspection
625 Fisgard Street
Victoria, BC V8W 1R7

Limitation of Liability

Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings, or specifications or supporting documents, nor any inspections made by or on behalf of the Capital Regional District shall in any way relieve the owner or his or her representatives from full and sole responsibility to perform the work in full accordance with the British Columbia Building Code, the Building Regulation Bylaw of the CRD and all other applicable enactments, codes, and standards.

Notice of Collection of Personal Information

The CRD is committed to protecting your privacy. Personal information contained on this form is collected under sections 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and will be used to process this application, as well as for any purpose contemplated under Part 9 of the *Local Government Act*. Please note that as a result of this application, copies of any associated permits, plans and/or other related property records (excluding any personal information therein) may be available to the public, either on a routine basis or by request under FOIPPA. If you have questions regarding the collection of personal information on this form, please contact: Building Inspection Manager 250-360-3230 permitquestion@crd.bc.ca.

All building in the CRD Electoral Areas is regulated by Building Regulation Bylaw No. 3741.

Signature Required:

_____	_____	_____
Name of Applicant	Signature of Applicant	Date (dd/mm/yyyy)