Change of Occupancy Classification Application

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

Site Address:	
City:	Postal Code:
Legal Description:	PID:
Present Use of Building:	
Proposed Change of Use:	

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.

Information to be Submitted with the Change of Occupancy Classification Application:

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

☐ **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.

☐ **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.

☐ **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

☐ **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.

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.
(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)
_____	_____	_____

Office Use Only

Existing Building ☐ Part 3 ☐ Part 9

Existing Occupancy:

☐ Group A, Division 1	☐ Group A, Division 2	☐ Group A, Division 3	☐ Group A, Division 4
☐ Group B, Division 1	☐ Group B, Division 2	☐ Group B, Division 3	
☐ Group C	☐ Group D	☐ Group E	
☐ Group F, Division 1	☐ Group F, Division 2	☐ Group F, Division 3	

Proposed Occupancy:

☐ Group A, Division 1	☐ Group A, Division 2	☐ Group A, Division 3	☐ Group A, Division 4
☐ Group B, Division 1	☐ Group B, Division 2	☐ Group B, Division 3	
☐ Group C	☐ Group D	☐ Group E	
☐ Group F, Division 1	☐ Group F, Division 2	☐ Group F, Division 3	