

## BUILDING REGULATION BYLAW 1140

### PERMIT APPLICATION CHECKLIST

Please check your application package to make sure all of the following items are included. Incomplete applications may be rejected and reapplication will require repayment of your application fee.

**All applications must include:**

✓
Home Protection Office (HPO) Registration Form (for new home construction only)
Completed and signed application form (page 2 of this package)
Application fee of \$50 (made payable to Town of Oliver)
<b>State of Title Certificate</b> , current within six months, and copies of any charges and/or covenants on Title which place restrictions on construction (i.e. Restrictive Covenant, Utility Right of Ways and Easements)
Two full sets of plans showing the following details of the work: <ul style="list-style-type: none"> <li>site plan showing the location of any R.O.W. registered on Title</li> <li>floor plans @ ¼" per foot, "x" sections and elevations, architectural, structural, mechanical, electrical</li> </ul>

**Applications by owners of property to which the permit pertains must include:**

^ **Schedule "D"** – Acknowledgement of Owner (page 3 of this application package)

**Applications by persons who do not own the property to which the permit pertains must include:**

^ **Schedule "E1"** – Owner's Authorization of Agent (page 4 of this application package); and

^ **Schedule "E2"** – Acknowledgement of Owner's Agent (page 5 of this application package)

**Applications for complex buildings<sup>(1)</sup> and applications for standard buildings<sup>(2)</sup> requiring foundation engineering must also include:** Letters of Assurance (Schedules A, B1 and B2) from the BC Building Code.

**Security Deposits**

Security deposits in the amounts shown below shall be collected prior to issuing any permit involving outside construction or delivery of materials to other than an existing driveway on the property to which the permit applies. A Building Inspector may reduce the total deposit amount where the scope of work under the permit is so minor or so confined that damage to or debris on public property is improbable.

Class of Land Use	Deposit if abutting roads contain no curb and no sidewalk	Deposit if abutting roads do contain curb, sidewalk or both
Single family detached or duplex	\$500	\$1,000
Multi-family (3 or more units), commercial or industrial	\$1,000	2,000

- Notes:**
- (1) A "complex building" is a building that is not a standard building.
  - (2) A "standard building" is a building of 3 stories or less in height, with a building area not exceeding 600 sq. meters and used for major occupancies classified as residential occupancies, business and personal services occupancies, mercantile occupancies, or medium to low hazard industrial occupancies

**1. PROPERTY INFORMATION**

Street Address	Zoning
Legal Description	Existing Use

**2. APPLICATION INFORMATION**

Contact Person		
Company		
Mailing Address (City, Province, Postal Code)		
Phone	Fax	Email
<i>I agree to pay the cost of repairing any damage to public property arising from work in respect of which this permit is applied for. I further agree to conform to all requirements of the Building By-law and all other statutes and By-laws in force in the Town of Oliver. I agree that a business license for all sub-trades is required.</i>		
Signature of Contact Person		Date

## BUILDING REGULATION BYLAW 1140

### 3. OWNER INFORMATION

Does the Applicant own this property? <input type="checkbox"/> Yes (skip to Section 4) <input type="checkbox"/> No (complete the following)		
Registered Owner		
Mailing Address		Phone
City	Province	Postal Code

### 4. PROJECT INFORMATION

Two full sets of plans including cross-sections and site layout, plus a state of title certificate, must accompany this application. <b>No work is permitted before plans are approved, a permit is issued and fees are paid.</b>		
Describe Work		
Floor Area	Total Value of Work	
Provide following:	Name	Address
Architect		
Engineer		
General Contractor		
Mechanical Contractor		

### 5. ITEMS NEEDED TO COMPLETE YOUR APPLICATION

Your complete application must include payment of a \$50 application fee and all applicable documents in the check list of this application package. Incomplete applications may be rejected and reapplication will require repayment of your application fee.
<b>DO NOT BEGIN CONSTRUCTION UNTIL PERMIT IS ISSUED</b> Otherwise permit fees will double and violation tickets may be issued.

***Note:** The personal information on this form is collected under the authority of the Local Government Act/Community Charter for the purpose of processing this application, and is subject to the Freedom of Information and Protection of Privacy Act. Any questions regarding this collection should be directed to the Corporate Services Department, Town of Oliver, phone 250-485-6200.*

### DEVELOPING SERVICING BYLAW 1300, PART 5: WORKS AND SERVICES FOR BUILDING PERMITS

(Available online at [www.oliver.ca/Bylaws/Land](http://www.oliver.ca/Bylaws/Land) Use Bylaws\Subdivision and Developing Servicing Bylaw 1300)

Except as provided below, no person shall construct a building or structure in the Town for which a building permit is required unless the works and services set out in Section 6 have been provided by the Developer to the satisfaction of the Director, or the Developer has entered into a Servicing Agreement with the Town, as set out in Section 12, to construct and install the required works and services. Despite Section 6, the following exemptions apply:

- (1) Curbs, sidewalks, boulevard trees and irrigation are not required for building permits within the area indicated as Service Level 2 in Schedule A;
- (2) Electrical and telecommunication utilities may be installed on overhead utility poles and need not be buried for building permits within the area indicated as Service Level 2 in Schedule A;
- (3) Electrical and telecommunication services may be provided from overhead utility lines where the electrical and telecommunication utilities abutting the parcel subject to a building permit and all immediately adjacent parcels are above ground, provided that no additional utility poles are required to service the building permit;
- (4) Curbs and sidewalks are not required for subdivisions resulting in the creation of not more than three additional parcels in an area zoned only for single-family residential use, where there is no curb and sidewalk in place within 100 metres of the subdivision on the street side fronting the subdivision and where the fronting street side is not designated as a future pedestrian corridor in Schedule B, Map B 2 of this bylaw; and
- (5) Specific works and services are not required in cases where the Director determines that the need for the works or services is not directly attributable to the subdivision, or to buildings likely to be constructed in the subdivision.

#### Office Use Only

<b>Backflow Assembly Required</b> RP / DCVA / None	<b>PW Sign-off</b>	<b>Date</b>
<b>Dev. Services Bylaw 1300, Section 5</b>	<b>Sign-off</b>	<b>Date</b>
<b>Servicing Agreement</b>	<b>Yes</b>	<b>No</b>
<b>Permit No.</b>	<b>Receipt No.</b>	<b>Date</b>

## BUILDING REGULATION BYLAW 1140

### SCHEDULE "D" – ACKNOWLEDGEMENT OF OWNER

*To be completed by the registered owner of property for which a building permit application is made, if the applicant is an owner of the property.*

I acknowledge that the owner of the land in respect of which this permit is issued is solely responsible for carrying out the work authorized by this permit in accordance with the Building Code and other applicable laws respecting safety, including the requirements of the Building Code in relation to soil conditions for building foundations.

I acknowledge that the owner of the land is also solely responsible for determining whether the work authorized by this permit contravenes any covenant, easement, right of way, building scheme or other restriction affecting the building site, and whether the work requires the involvement of an architect under the **Architect's Act** or an engineer or geoscientist under the **Engineers and Geoscientists Act**.

I acknowledge that the Town of Oliver provides a limited monitoring service in relation to building construction and does not, by accepting or reviewing plans, inspecting construction, monitoring the inspection of construction by others, or issuing building permits, make any representation or give any assurance that the construction authorized by this permit complies in every or any respect with the Building Code or any other applicable laws respecting safety.

If the Town of Oliver has so indicated on this permit, I acknowledge that the Town has issued the permit in reliance on the certification of a professional designer, engaged by me to provide such a certification, that the plans for the work authorized by the permit comply with the Building Code and other applicable enactments, and that the fee for the permit has been accordingly reduced. I acknowledge that the Town of Oliver, by issuing this permit or any occupancy permit, makes no representations to me or any other person as to any such compliance.

\_\_\_\_\_  
Name of Registered Owner (please print)

\_\_\_\_\_  
Signature of Registered Owner or  
Authorized Signatory of Corporate Owner

\_\_\_\_\_  
Date of Acknowledgement

## BUILDING REGULATION BYLAW 1140

### SCHEDULE "E1" – OWNER'S AUTHORIZATION OF AGENT

***To be completed by the registered owner of property for which a building permit application is made, if the applicant is not an owner of the property.***

The undersigned registered owner of land in the Town of Oliver legally

described as \_\_\_\_\_

and having a civic address of \_\_\_\_\_

hereby authorizes \_\_\_\_\_ to:

1. apply for and obtain as my agent a building permit in respect of the land from the town of Oliver under the provisions of Building Regulation Bylaw 1140;
2. provide to the Town as my agent all information and documents required by the bylaw for such an application;
3. execute and deliver to the Town, as my agent, a document in the form set out below when obtaining the permit.

\_\_\_\_\_  
Name of Registered Owner (please print)

\_\_\_\_\_  
Signature of Registered Owner or

\_\_\_\_\_  
Date of Authorization

#### Authorized Signatory of Corporate Owner

##### **Acknowledgements of Owner's Agent**

**I acknowledge that the owner of the land in respect of which this permit is issued is solely responsible for carrying out** the work authorized by this permit in accordance with the Building Code and other applicable laws respecting safety, including the requirements of the Building Code in relation to soil conditions for building foundations.

I acknowledge that the owner of the land is also solely responsible for determining whether the work authorized by this permit contravenes any covenant, easement, right of way, building scheme or other restriction affecting the building site, and whether the work requires the involvement of an architect under the **Architect's Act** or an engineer or geoscientist under the **Engineers and Geoscientists Act**.

I acknowledge that the Town of Oliver provides a limited monitoring service in relation to building construction and does not, by accepting or reviewing plans, inspecting construction, monitoring the inspection of construction by others, or issuing building permits, make any representation or give any assurance that the construction authorized by this permit complies in every or any respect with the Building Code or any other applicable laws respecting safety.

If the Town of Oliver has so indicated on this permit, I acknowledge that the Town has issued the permit in reliance on the certification of a professional designer, engaged by me to provide such a certification, that the plans for the work authorized by the permit comply with the Building Code and other applicable enactments, and that the fee for the permit has been accordingly reduced. I acknowledge that the Town of Oliver, by issuing this permit or any occupancy permit, makes no representations to me or any other person as to any such compliance.

In executing this acknowledgement as the agent of the owner, I represent to the Town that:

I am authorized by the owner to receive this permit and make these acknowledgements on the owner's behalf; and The owner is aware that the owner is solely responsible for carrying out the work authorized by this permit in accordance with the Building Code and other applicable laws respecting safety.

## BUILDING REGULATION BYLAW 1140

### SCHEDULE "E2" – ACKNOWLEDGMENTS OF OWNER'S AGENT

***To be completed by the applicant for a building permit where the applicant is not the owner of the property for which the building permit application is made.***

I acknowledge that the owner of the land in respect of which this permit is issued is solely responsible for carrying out the work authorized by this permit in accordance with the Building Code and other applicable laws respecting safety, including the requirements of the Building Code in relation to soil conditions for building foundations.

I acknowledge that the owner of the land is also solely responsible for determining whether the work authorized by this permit contravenes any covenant, easement, right of way, building scheme or other restriction affecting the building site, and whether the work requires the involvement of an architect under the ***Architect's Act*** or an engineer or geoscientist under the ***Engineers and Geoscientists Act***.

I acknowledge that the Town of Oliver provides a limited monitoring service in relation to building construction and does not, by accepting or reviewing plans, inspecting construction, monitoring the inspection of construction by others, or issuing building permits, make any representation or give any assurance that the construction authorized by this permit complies in every or any respect with the Building Code or any other applicable laws respecting safety.

If the Town of Oliver has so indicated on this permit, I acknowledge that the Town has issued the permit in reliance on the certification of a professional designer, engaged by me to provide such a certification, that the plans for the work authorized by the permit comply with the Building Code and other applicable enactments, and that the fee for the permit has been accordingly reduced. I acknowledge that the Town of Oliver, by issuing this permit or any occupancy permit, makes no representations to me or any other person as to any such compliance.

In executing this acknowledgement as the agent of the owner, I represent to the Town that:

I am authorized by the owner to receive this permit and make these acknowledgements on the owner's behalf. The owner is aware that they are solely responsible for carrying out the work authorized by this permit in accordance with the Building Code and other applicable safety laws.

\_\_\_\_\_  
Name of Authorized Agent (please print)

\_\_\_\_\_  
Signature of Owner's Agent

\_\_\_\_\_  
Date of Acknowledgement