



**CITY OF COURTENAY**  
 Building Division  
 830 Cliffe Avenue  
 Courtenay, BC V9N 2J7  
 Tel: 250-703-4862 Email: building@courtenay.ca

# Building Permit Application

## To erect, alter, add, move or demolish a building

|   |                  |   |                       |
|---|------------------|---|-----------------------|
| <b>CONTRACTOR INFORMATION</b>   |                  | <b>APPLICANT INFORMATION</b>  |                       |
| Contact Name:   |                  | Name:   |                       |
| Address:  |                  | Address:  |                       |
|   |                  | Tel:  | Email:                |
| City:   | Postal:          | <b>Owner's Name(s) (if applicant is NOT the owner):</b>   |                       |
| Tel:  | Fax:             |   |                       |
| Email:  |                  | Owner's Signature(s):   |                       |
| <b>**All contractors and certified professionals operating within the City of Courtenay require a current Business Licence</b>  |                  | Tel:  | Email:                |
|   |                  |   |                       |
| <b>CIVIC ADDRESS:</b>   |                  | <b>LEGAL DESCRIPTION:</b>   |                       |
| <b>BUILDING CLASSIFICATION:</b> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Public Assembly <input type="checkbox"/> Industrial <input type="checkbox"/> Congregate Care  |                  |   |                       |
| <b>CLASS OF WORK:</b> <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Secondary Suite <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Move   |                  |   |                       |
| <b>ESTIMATED VALUE OF CONSTRUCTION \$</b>   |                  | <b>AREA OF PROJECT</b> <input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup> |                       |
| <b>DESCRIPTION OF CONSTRUCTION:</b>   |                  |   |                       |
| <b>PLUMBING CONTRACTOR TQ#</b>  | COMPANY NAME:    |   |                       |
|   | PHONE NUMBER:    |   | EMAIL:                |
|   | MAILING ADDRESS: |   |                       |
| <b>INCLUDE ALL ROUGH-IN FIXTURES</b>  |                  |   |                       |
| WATER CLOSETS   |                  | KITCHEN SINKS   |                       |
| BASINS  |                  | DISHWASHER  |                       |
| BATH TUBS   |                  | UTILITY SINKS   |                       |
| **WATER SERVICE   | "                | **SANITARY SERVICE  | "                     |
|   |                  | **STORM SEWER   | "                     |
| <b>**8" INSPECTION CHAMBERS ARE REQUIRED AT THE PROPERTY LINE</b>   |                  |   | <b>TOTAL FIXTURES</b> |
| <b>SPRINKLER/IRRIGATION SYSTEMS ONLY</b>  |                  |   |                       |
| FIRE HYDRANTS   |                  | HOSE CABINETS   |                       |
| SPRINKLER HEADS   |                  | STAND PIPES   |                       |
|   |                  | DOUBLE CHECK VALVE (TYPE)   |                       |
|   |                  |   | <b>TOTAL FIXTURES</b> |
| <i>Applicant's Declaration:</i>   |                  |   |                       |
| The consideration for this permit, I/we agree to indemnify and keep harmless the City of Courtenay against all claims, liabilities, judgements, costs and expensed which may accrue from granting this permit. Neither the issuance of a permit and/or the approval of the plans and specifications of supporting the application, nor inspections made by the building official will:  |                  |   |                       |
| <ul style="list-style-type: none"> <li>• Constitute a representation or warranty that the building code or the bylaw have been complied with or the building, structure or plumbing system meets any standard of materials or workmanship;</li> <li>• Relieve the applicant, owner and occupant from conforming to all Acts, Bylaws, and regulations;</li> <li>• Relieve the owners' responsibility to search the title and check for restrictions against the property.</li> </ul> |                  |   |                       |
| I/we have read the above, understand, agree and will abide with all Bylaws and/or Provincial Laws which are applicable to this application and agree that this application is not to be considered as a permit and does not authorize the commencement of work.   |                  |   |                       |
| <b>Name:</b>  |                  | <b>Signature:</b>   | <b>Date:</b>          |
| Folio:  |                  | Zoning:   | BP#:                  |
| Building Inspector:   |                  | Performance Bond:   |                       |
| Amenity Fee:  |                  | Permit Application Fee:   |                       |



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# DECLARATION OF COMPLIANCE WITH DEVELOPMENT PERMITS

**APPLICANT:**

**PROJECT NAME:**

**PROJECT ADDRESS:**

**DEVELOPMENT PERMIT NUMBER (s):**

*If you have a development permit registered on title, please complete the relevant declarations and submit with your building permit application.*

**IF NO CHANGES HAVE BEEN MADE:**

- 1) I/we \_\_\_\_\_, applicant for the above mentioned project, hereby confirm that the building permit plans submitted for this project are identical to the approved Development Permit Plans.

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_

**IF MINOR CHANGES HAVE BEEN MADE:**

- 2) I/we \_\_\_\_\_, applicant for the above-mentioned project, hereby confirm that with the exception of the attached minor changes. The building permit plans submitted for this project are identical to the approved development permit plans

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_

**\*FOR DECLARATION 2), ATTACH A LETTER TO THIS FORM LISTING ANY REQUESTED CHANGES AND THE RATIONALE FOR REQUESTING THEM. CLEARLY HIGHLIGHT THE REQUESTED CHANGES ON THE BUILDING PERMIT DRAWINGS AND SIGN EACH ACCORDINGLY. ALL CHANGES WILL REQUIRE APPROVAL PRIOR TO THE BUILDING PERMIT ISSUANCE.**

**IN THE EVENT THAT YOU HAVE AN ENVIRONMENTAL DEVELOPMENT PERMIT (EDP) REGISTERED ON YOUR PROPERTY,** you may be required to Ensure that conditions from the EDP are adhered to. Upon review by the Planning Department, conditions from the registered EDP may be included in the section below (Conditions section in the space reserved for City of Courtenay Use only). If conditions are included, you will be asked to sign Declaration Number 3 below upon receipt of your building permit. As EDP conditions may pertain to vegetation retention, please confirm that you are permitted to remove vegetation on your property prior to clearing the land. Failure to do so could be in contravention of the EDP.

- 3) I/we \_\_\_\_\_, applicant for the above-mentioned project, hereby confirm that I am aware of my responsibilities to ensure the provisions of the environmental development permit are adhered to on the subject property (See specific provisions listed in the "Conditions Section" below).

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_

**Office Use Only**

Approved by Planning Division  Yes  No

Conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_

|                     |                         |      |
|---------------------|-------------------------|------|
| Folio:              | Zoning:                 | BP#: |
| Building Inspector: | Performance Bond:       |      |
| Amenity Fee:        | Permit Application Fee: |      |