



CITY OF COURTENAY
 Building Services
 830 Cliffe Avenue
 Courtenay, BC V9N 2J7
 Tel: 250-703-4862 Fax: 250-334-4241
 Email: building@courtenay.ca

Building Move Application Information

The Building Division issues building move permits in situations where a building is moved from the City of Courtenay's municipal boundaries to an outside locale or where a building is moved into the City of Courtenay from an outside locale. For buildings that are moved outside of the City, a demolition-move permit is applied for. For buildings that are moved into the City, a building-move permit is applied for. If the building is being moved through the City of Courtenay, from a destination outside of the municipal boundary to another destination also outside of the City of Courtenay, a permit must be applied for with the City of Courtenay's Public Works Department, publicworks@courtenay.ca.

Move permits are not granted at the counter. These applications require review by other City of Courtenay departments and the approval process can take up to two weeks. Please ensure that you consider this when submitting an application.

APPLICATION CHECKLIST

For Buildings Moved OUT of the City (Demolition)		For Buildings Moved IN to the City (Building Permit)	
	Completed Building Permit Application		Building Permit Application
	Site Plan Illustrating the building that will be removed from the property		Site Plan, Building Design, Engineered Foundation Design, Applicable Drawings
	Copy of Building Movers' Insurance		Certificate of Appraised Value
	MoTI CVSE 1052 Form		Copy of Building Movers' Insurance
	Traffic Control Plan and Route Map		MoTI CVSE 1052 Form
			Traffic Control Plan and Route Map

FEE INFORMATION

Demolition Building Move Permits		Building Move Permits	
	Application Fee - \$50.00		Application Fee - this is based on the Value of Construction of the foundation and improvements
	Service Disconnection Fees (determined by Development Engineering at time of referral)		Service Connection Fees (determined by Development Engineering at time of referral)
	Performance Bond - \$1,500.00		Performance Bond - \$1,500.00
	Title Document - \$12.00		Securities - 5% of the appraised value (up to \$10,000.00)
			Building Permit Fees - this is based on the Value of Construction of the foundation and improvements



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

CONTRACTOR INFORMATION		APPLICANT INFORMATION	
Contact Name:		Name:	
Address:		Address:	
		Tel:	Email:
City:	Postal:	Owner's Name(s) (if applicant is NOT the owner):	
Tel:	Fax:		
Email:		Owner's Signature(s):	
**All contractors and certified professionals operating within the City of Courtenay require a current Business Licence		Tel:	Email:
CIVIC ADDRESS:		LEGAL DESCRIPTION:	
BUILDING CLASSIFICATION: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Public Assembly <input type="checkbox"/> Industrial <input type="checkbox"/> Congregate Care			
CLASS OF WORK: <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			
ESTIMATED VALUE OF CONSTRUCTION \$		AREA OF PROJECT <input type="checkbox"/> ft ² <input type="checkbox"/> m ²	
DESCRIPTION OF CONSTRUCTION:			
PLUMBING CONTRACTOR TQ#	COMPANY NAME:		
	PHONE NUMBER:		EMAIL:
	MAILING ADDRESS:		
INCLUDE ALL ROUGH-IN FIXTURES			
WATER CLOSETS		KITCHEN SINKS	
BASINS		DISHWASHER	
BATH TUBS		UTILITY SINKS	
**WATER SERVICE	"	**SANITARY SERVICE	"
		**STORM SEWER	"
**8" INSPECTION CHAMBERS ARE REQUIRED AT THE PROPERTY LINE			TOTAL FIXTURES
SPRINKLER/IRRIGATION SYSTEMS ONLY			
FIRE HYDRANTS		HOSE CABINETS	
SPRINKLER HEADS		STAND PIPES	
		DOUBLE CHECK VALVE (TYPE)	
			TOTAL FIXTURES
<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"> • 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; • Relieve the applicant, owner and occupant from conforming to all Acts, Bylaws, and regulations; • Relieve the owners' responsibility to search the title and check for restrictions against the property. 			
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.			
Name:		Signature:	Date:
Folio:		Zoning:	BP#:
Building Inspector:		Performance Bond:	
Amenity Fee:		Permit Application Fee:	



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

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:	



District Authorizations & Notifications For Very Large Loads (November 2015)

TO BE USED FOR THE TRANSPORTATION OF VEHICLES/LOADS IN EXCESS OF 6.0 METRES OVERALL WIDTH OR 4.88 M OVERALL HEIGHT (5.33 M PEACE RIVER AREA) OR AS NEEDED FOR EXTRAORDINARY APPROVAL

This document is NOT VALID if 1) any dimension of the actual vehicle/load is larger than indicated below or if changes are made to the proposed route; or 2) because of atmospheric conditions, persons or vehicles on a highway are not discernible at a distance of 100 metres (the length of one football field).

CVSE Overload or Tracking # (if known)

Applicant Name and Contact Information

Company Name:

Address:

Name of the Authorized Contact Person for the Applicant:

Fax:

Email:

Phone:

Description of the Load Being Hauled (eg. Transformer)

Commodity:

Number of Loads:

Description of Equipment to be Used (eg. Tandem Drive Tractor, Tandem Jeep, Tridem Trailer, Tandem Booster)

Proposed Route of Travel

Exact Starting Location (A):

Exact Ending Location (B):

All Roads and Highways Between A and B:

Total Distance (in km) on Provincial Highways:

Proposed Date(s) and Time(s) of Travel:

Overall dimensions (including all protrusions, e.g. stacks, eaves) in metric:

Width:

Length:

Height:

Signature of the Applicant:

By signing here, you affirm that the information you are providing on this form is correct.

Short Description:

Will be used on the signature page to identify this load, such as your company name and your own file number (eg. BC Trucking Ltd. - File EFG12)

1. In addition to MoTI authorities, any of the signing parties of page 3 of this form have the right to request a Transportation Management Plan from the carrier, if they have a specific concern about how a particular location or feature of this move will be handled.

Guidelines for building a Transportation Management Plan are available in Chapter 6 of the [Commercial Transport Procedures Manual](#), but in general, the level of detail required should be the minimum level sufficient to address the safety concerns that have been identified.

The signing parties on page 3 of this form acknowledge only that they have been notified of the movement of this load along the specific route. Such acknowledgment does not constitute the signing parties' assumption of risk or waiver of the applicant's or any third party's liability for any damage or loss incurred by the signing parties or any one of them as a result of the applicant's transportation of the vehicles, loads, or equipment or the proposed routes of travel described in this application. The signing parties reserve the right to pursue a claim or action for damages arising as a result of the movement of this load as set out in this application. Should any of the signing parties wish to survey a proposed route of travel in this application, it may do so by agreement with and at the sole cost of the applicant.

2. Hours of travel will vary depending on the route, and in most cases, will be confirmed on the Extraordinary Load Approval for this load when issued. In most cases, loads of these dimensions are permitted to travel from 02:00 to 05:00 Monday to Friday, excluding general holidays (00:01 to 05:00 excluding general holidays in the Peace River Region). For house moves, see the boxed information below.
3. Travel is not permitted on routes affected by road condition advisories, unless special arrangements are noted in the Extraordinary Load Approval attached to the permit. Carriers are advised to check [DriveBC](#) and the [Chain-up Status for Commercial Vehicles](#) webpage before travelling.
4. There shall be NO CONVOYING of oversize vehicles and/or loads, except as required by permit or as indicated by a signer of this form. Convoying means any two oversize loads while in transit less than one kilometre apart on a section of highway. When convoying is permitted, no more than two oversized loads may be in transit.
5. Pilot cars: The number of pilot cars required will vary depending on the exact dimensions and route; and will be confirmed on the Extraordinary Load Approval for this load, when issued. As a general guideline only, three pilot cars are required to move most single oversize loads and five pilot cars are required to move most convoys of two oversize loads. Pilot cars must comply with Division 8 of the Commercial Transport Regulations, except one of the pilot cars may be an alternate tow vehicle.
6. Two-way radio communication is required between pilot cars and towing vehicles.
7. An external guide (an officer or employee of the applicant company), shall be present to assist the driver to ensure safe movement of vehicle and load and that all obstacles are cleared horizontally and vertically.
8. Where traffic control is needed for the load to proceed safely, it must be performed by an authorized person, i.e. a Peace Officer or a certified Traffic Control Person.
9. Permits from Commercial Vehicle Safety Enforcement, and their attachments including Form CVSE1052, are for travel on provincial roads. Where applicable, CVSE will forward a request for approval to the federal government for its consideration. Carriers must contact all other jurisdictions directly for their routing and authorizations.
10. Weight permitted must be in accordance with the Commercial Transport Regulations unless an application for additional weight for this move has also been approved by CVSE.

For the Movement of Structures Only

- Steerable moving dollies are required and no major support member of the transportation platform (beams, bolsters, bunks, etc.) shall be of wooden construction.
- Any structure in excess of 4.88 metres (16') in loaded height must use a skid-board system to allow safe passage under utility and low voltage power lines.
- Safety lighting shall include:
 - four flashing amber lights, two at front extremities and two at rear extremities of the structure being moved
 - clear or white lights completely around the structure's perimeter (at least 40 watts per 3 metres of structure)
 - flood lights front and rear
- The mover must possess at least \$1,000,000 liability insurance specifying structural moving.
- The applicant must obtain any required building permits from the appropriate municipal or regional authorities prior to the transportation of the house or building.
- Hours of travel for moves up to 110 km total distance: 00:01 to 05:00 Monday to Friday, except 02:00 to 05:00 in the Lower Mainland (west of Hwy 11 at Abbotsford or Mission or south of Squamish). Changes to these hours must be approved by the appropriate district(s) CVSE Manager, or their delegate.

*** Attach one for each CVSE District along the proposed route. ***

For contact information for signatories to this form, and a map showing district boundaries, please visit <http://www.cvse.ca/CTPM/index.htm>

Short Description:

(Identifier from the bottom of Page 1)

Information for Signing Authorities:

See Page 2 for additional information about this notification process and conditions for transport of this load. If you have additional questions or input to this process, please contact the Manager of Commercial Transport in Victoria, at (250) 953-4017. By signing this form, you acknowledge that movement of this load will proceed along the specified route. Please retain a copy of this CVSE1052 for your records, including the Transportation Management Plan if one exists. Due to work schedules, signatures may not be readily available. To assist the applicant, we ask that you process this form within 5 working days of its submission.

Applicant:

I understand that it is the responsibility of the applicant to inform dispatchers (ambulance, fire, police) who are on shift within 12 hours prior to the move, of the time, date and route of the move.

Signature of Applicant

Date

RCMP/Police:

If a police escort has been requested by the applicant, do you approve the request? Yes No N/A

Signature of Authorizing Officer

Date

Acknowledged by:	Name (Print):	Signature:	Date:	Phone:	Comments:
RCMP/ Police:					
Hydro:					
Telephone:					
Cable:					

Notes to carriers:

- 1. If one or more of the utilities listed above is not present on your route, please mark that utility "N/A".*
- 2. Signatures from utility companies are not required for loads/vehicles with an overall height under 4.88 m (5.33 m Peace River area).*
- 3. BC Hydro signatures are valid for 14 days from the proposed move date on Page 1 of this document.*

Ministry of Transportation and Infrastructure, District Representative:

Transportation Mgmt Plan required? Yes No

If yes, have you reviewed and initialed the attached Transportation Management Plan? Yes No

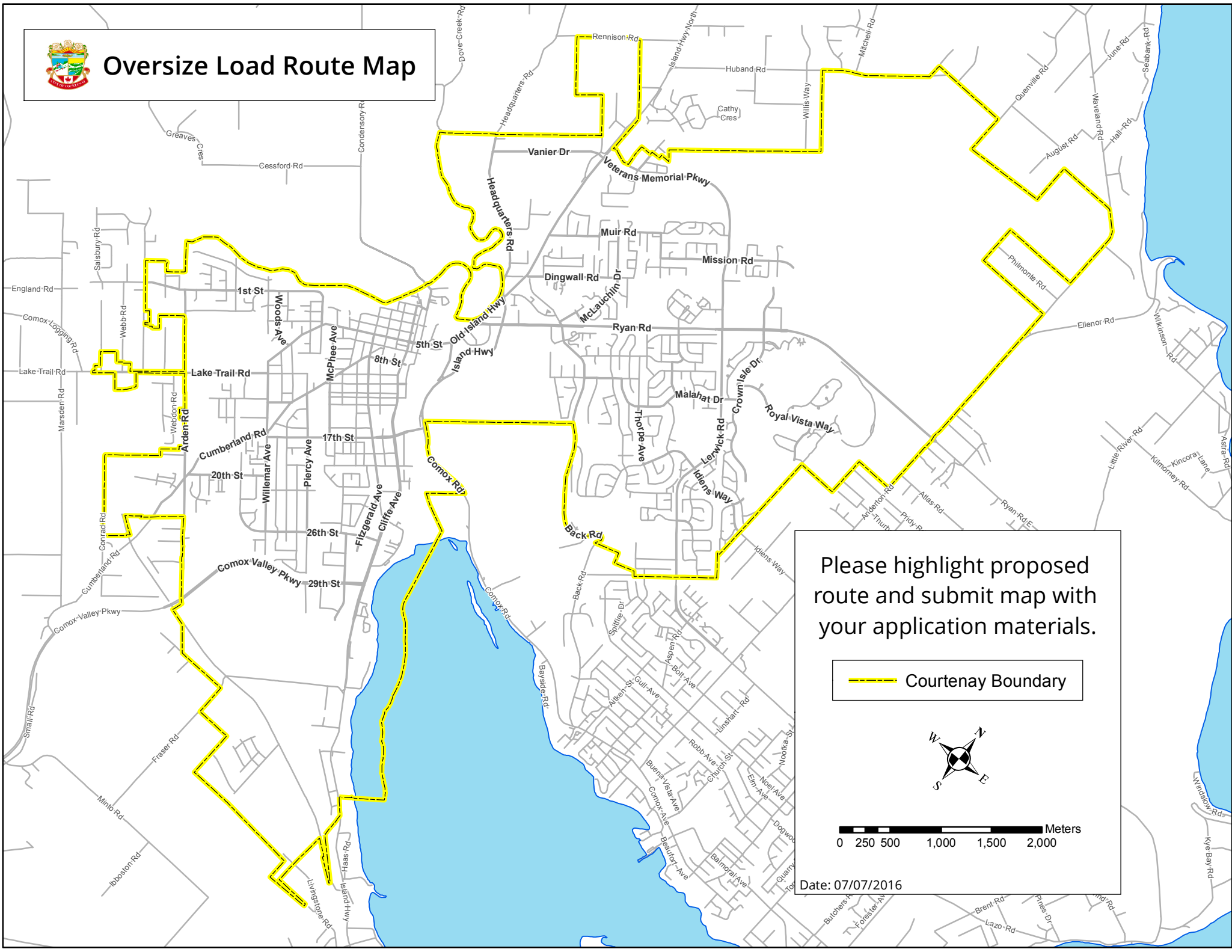
Signature	Name (Printed)	Phone Number	Date
-----------	----------------	--------------	------

The Commercial Transport Procedures Manual is available on our website: www.cvse.ca/index.htm


For travel conditions including weather and road construction, please visit DriveBC: <http://drivebc.ca/>


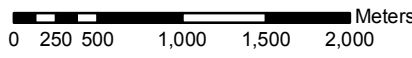


Oversize Load Route Map



Please highlight proposed route and submit map with your application materials.

 Courtenay Boundary

Date: 07/07/2016