



City of Courtenay

Building Permit Application

building@courtenay.ca

Civic Address:	
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OWNER INFORMATION Primary Contact

Name(s):	
Mailing Address:	
email:	Tel:

AGENT INFORMATION Primary Contact

Name(s):	
Mailing Address:	
Email:	Tel:

CONSTRUCTOR INFORMATION Primary Contact

Name(s):	
Company Name:	
Mailing Address:	
Email:	Tel:

PLUMBER INFORMATION Primary Contact

Name(s):	
Company Name:	
Mailing Address:	
Email:	Tel:

TYPE OF CONSTRUCTION (select all that are applicable)

New Dwelling	Addition	Renovation	Demolition	Moved on Building	Residential	Secondary Suite	Accessory Dwelling
	Accessory Building		Commercial	Industrial	Institutional	Multi-Residential	Other

PROPOSED CONSTRUCTION

Detailed Scope of work:	
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Value of construction	\$	Building Area:	
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PLUMBING FIXTURES (indicate number for all that are applicable, including rough in fixtures)

Not applicable		Kitchen Sinks		Floor Drains	
Toilets		Dishwasher		Hose Outlets	
Basins		Utility Sinks		Shower Stalls	
Bath Tubs		Clothes Washers		Other	
**Water Service		** Sanitary Service		**Storm Sewer	

**8" Inspection Chambers are required at the property line

Total Fixtures:

REQUIRED DOCUMENTS		
Certificate of Title (dated within two days of application)	YES	NO
Owner's Undertaking Agreement	YES	NO
Damage to Infrastructure Agreement	YES	NO
Agent Authorization	YES	N/A
Site Plan, complete with all buildings, measurements & setbacks, driveway access	YES	NO
Construction plans – (sealed by P Eng if applicable)	YES	NO
Truss layout c/w factored concentrated loads	YES	NO
BC Building Code Letters of Assurance complete with proof of liability insurance from Professional Engineer(s)	YES	N/A
Residential builder "BC Housing Registration Form" or Owner Builder "New Home Registration Form" (for new dwellings)	YES	N/A
Pre-construction BC Energy Compliance report – (Performance paths for Part 9 Buildings)	YES	N/A
Hazardous Materials Declaration for pre-1990 buildings	YES	N/A

SITE INFORMATION			
Distance to North Lot Line (metres):		Distance to South Lot Line (metres):	
Distance to East Lot Line (metres):		Distance to West Lot Line (metres):	
Building Height (metres):			

Acknowledgement of Responsibility and Undertakings

The undersigned being the owner/agent for the owner of the property herein described hereby makes application for a permit to undertake the work as set forth in this application. I agree to conform to all requirements as may be specified by the City of Courtenay Building Bylaw and any other applicable Bylaw or Regulation in force in the City of Courtenay.

Neither the issuance of the Permit nor the approval of the drawings and specifications submitted as part of this application, by the City of Courtenay Building Inspection Department or designates thereof, shall, in any way relieve the applicant from the responsibility of ensuring the construction for which this permit issued, is carried out in conformity with the requirements of the Building Bylaw and any other applicable Bylaws and Regulations, nor prevent the Building Inspector, or his designate from requiring correction of any errors in construction or violation of the Building Bylaw or other applicable Bylaw or Regulations.

The issuance of a building or occupancy permit is not a warranty that the building complies in every respect with the Building Code or meets any particular standard of construction, and that the owner is responsible for ensuring that the building for which application is made complies with the Building Code and other applicable enactments.

The undersigned owner/authorized agent of the owner makes an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

Owner (Signature)

(Print Name)

(Date)

Personal information collected on this form is collected for the purposes of processing this building permit application and for administration and enforcement. The personal information is collected under the authority of the *Local Government Act*, the City of Courtenay's Building Bylaw and pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act*



**City of
Courtenay**

APPLICATION FOR SERVICING

APPLICANT INFORMATION		DESCRIPTION OF PROPERTY	
Contact Name:		Civic Address:	
Address:			
City:	Postal:	Legal Description:	
Tel:	Fax:		
Email:			
IF APPLICANT IS NOT THE OWNER OF THE PROPERTY			
Owner's Name(s):		Tel:	
Address:		Email:	
WHAT TYPE OF SERVICING ARE YOU APPLYING FOR?			
<input type="checkbox"/> RESIDENTIAL SERVICE	<input type="checkbox"/> COMMERCIAL SERVICE	<input type="checkbox"/> INDUSTRIAL SERVICE	
WATER	<input type="checkbox"/> 25 MM	<input type="checkbox"/> OTHER (SIZE _____)*	
SANITARY	<input type="checkbox"/> 100 MM	<input type="checkbox"/> OTHER (SIZE _____)*	
STORM	<input type="checkbox"/> 150 MM	<input type="checkbox"/> OTHER (SIZE _____)*	
<p><i>*PLEASE NOTE THAT THE COST FOR INSTALLING REQUESTED SIZES WILL BE CALCULATED BASED ON THE LENGTH OF INSTALLATION, THE MATERIALS USED AND OTHER ADMINISTRATIVE CHARGES AND MAY REQUIRE THE SERVICES OF A CERTIFIED ENGINEER, TO BE RETAINED AT THE OWNER'S EXPENSE.</i></p>			
PLUMBING PERMIT			
Plumber		Bus. Lic No.	
Email		TQ #	
OWNER RESPONSIBILITIES			
<p>The applicant is responsible for obtaining all applicable Building and Plumbing Permits required for the requested service connection.</p> <p>The City of Courtenay requires that all new Single Family Residential water connections include meter boxes and setters.</p> <p>The City of Courtenay requires that all new residential sanitary and storm connections have an inspection chamber installed at the property line.</p>			
SIGNATURE		DATE	

OFFICE USE ONLY

Property Located within the City of Courtenay Boundary

Latecomer Fees Applicable

Annexed Area

<input type="checkbox"/> Pre-serviced Lots	Full Payment Received by City <input type="checkbox"/>	Capital Improvement Cost Applicable <input type="checkbox"/>
	Payment Required <input type="checkbox"/>	CVRD CICC Applicable <input type="checkbox"/>
	Payment Arrangement Approved <input type="checkbox"/>	

Water Service

Meter Box and Setter Required <input type="checkbox"/> Yes <input type="checkbox"/> No	Meter Required <input type="checkbox"/> Yes <input type="checkbox"/> No	Cost	
		25 mm = \$6,500.00	Other (Cost + 25%) = \$

Comments

Sanitary Service

Inspection Chamber Required <input type="checkbox"/> Yes <input type="checkbox"/> No	Cost	
	100 mm = \$6,000.00	Other (Cost + 25%) = \$

Comments

Storm Service

Oil/Grit Separator Required <input type="checkbox"/> Yes <input type="checkbox"/> No	Cost	
Inspection Chamber Required <input type="checkbox"/> Yes <input type="checkbox"/> No	150 mm = \$6,000.00	Other (Cost + 25%) = \$

Comments

Notification Sent to Finance	Date:
Owner Presented with Cost Estimate Sheet	Date:
Payment Received by the City of Courtenay	Date:

Signature:

Date:

City of Courtenay
Bylaw No. 3114
Appendix C- Owner's Undertaking

Property Address: _____

Legal Description: _____

1. This undertaking is given by the undersigned, as the *owner* of the property described above, with the intention that it be binding on the *owner* and that the *City* will rely on same.
2. I confirm that I have applied for a building permit pursuant to "Building Bylaw No. 3114" (the "Bylaw") and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and in particular, understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which *permits* are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections thereunder.
3. Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility to ensure compliance with the Building Code and the Bylaw whether any work to be performed pursuant to the permit applied for is done by me, a contractor or a registered professional.
4. I am not in any way relying on the City or its building officials, as defined under the Bylaw, to protect the owner or any other persons as set out in Part 3 of the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the City or its building officials.
5. I hereby agree to indemnify and save harmless the City and its employees from all claims, liability, judgments, costs and expenses of every kind which may result from negligence or from the failure to comply fully with all bylaws, statutes and regulations relating to any work or undertaking in respect of which this application is made.
6. I am authorized to give these representations, warranties, assurance and indemnities to the City.

Owner's Information:

Name: _____

Owner's Signature

Date

City of Courtenay
Bylaw No. 3114
Appendix E -Damage to City Infrastructure Repair Agreement

Home-owners and builders are responsible for ensuring that the City of Courtenay infrastructure is not damaged during construction. This includes but is not limited to damage to curbs, sidewalk, water valve risers, water metres and cleanouts and actively protecting the storm drain system from deleterious materials. Any damage found by City staff following the start of construction will be deemed to be your responsibility. You, as the home-owner or builder, are responsible for actively protecting the City of Courtenay infrastructure including but not limited to placing protective materials and barriers around City infrastructure and by strictly adhering to sediment control procedures.

It would be advisable to inspect your property, the adjacent public boulevard and the downstream catch basins for damage prior to taking control of the property or applying for a building permit. In the event that you find a problem, you should document it and inform the City of Courtenay Development Services Department immediately by contacting (250) 703-4862 or building@courtenay.ca.

Damage to individual utilities such as BC Hydro, Telus, Shaw, or FortisBC should be reported immediately to the respective utility company as well as the City of Courtenay’s Development Services Department.

After reviewing the above information, please indicate one of the following by completing the following:

<input type="checkbox"/>	No damages to said City of Courtenay property was found prior to the start of construction
<input type="checkbox"/>	Damage has been found to the City of Courtenay infrastructure (see below)

Please describe damage below and submit this form along with pictures of the damage:

I, _____, the duly authorized signatory for the person, company or strata corporation applying for a building permit have inspected all visible City works and services (curb, sidewalk, street-lighting, water service caps, etc) in front of or on the property located at _____ and do acknowledge and understand that I am responsible for all costs associated with repairing all damage not note above to the standards established by the City of Courtenay.

Owner/Agent Signature		Date:
Daytime Phone No.	Email:	
Mailing Address		