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

CONSTRUCTOR INFORMATION		APPLICANT/AGENT INFORMATION	
Contact Name:		Name:	
Address:		Address:	
City:	Postal:	City:	Postal:
Tel:		Tel:	
Email:		Email:	
**All constructors and certified professionals operating within the City of Courtenay require a current Business Licence		**Owner must complete an "Owner's Undertaking" Agreement	
CIVIC ADDRESS:		LEGAL DESCRIPTION:	

BUILDING CLASSIFICATION: ☐ Residential ☐ Commercial ☐ Public Assembly ☐ Industrial ☐ Congregate Care

CLASS OF WORK: ☐ New ☐ Addition ☐ Secondary Suite ☐ Alteration ☐ Demolition ☐ Move ☐ Plumbing

ESTIMATED VALUE OF CONSTRUCTION $	AREA OF PROJECT ☐ ft^2 ☐ m^2

DESCRIPTION OF CONSTRUCTION:

PLUMBING CONSTRUCTOR TQ#	COMPANY NAME:	
	PHONE NUMBER:	EMAIL:
	MAILING ADDRESS:	

INCLUDE ALL ROUGH-IN FIXTURES

TOILETS		KITCHEN SINKS		CLOTHES WASHERS		SHOWER STALLS	
BASINS		DISHWASHER		FLOOR DRAINS		HOT WATER TANK	
BATH TUBS		UTILITY SINKS		HOSE OUTLETS		OTHER	
**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		STAND PIPES		OTHER	
SPRINKLER HEADS		DOUBLE CHECK VALVE (TYPE)				TOTAL FIXTURES	

Applicant's Declaration:

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:

- 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:**

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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 form 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:

City of Courtenay
Bylaw No. 3001, 2020
Appendix C – *Owner*'s Undertaking

Property Address:_____

Legal Description:_____

Building Permit #:_____

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 2020, No. 3001, 2020" (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 *permit*s 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 official*s, 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 official*s.

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: _____

Address: _____

_____ _____

Owner's Signature Date

City of Courtenay
BYLAW No. 3001, 2020
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:

☐	No damages to said City of Courtenay property was found prior to the start of construction
☐	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					