



**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:			
<b>**All constructors and certified professionals operating within the City of Courtenay require a current Business Licence</b>				<b>Owner must complete page 3: "Owner's Undertaking" Agreement</b>			
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 <input type="checkbox"/> Plumbing							
ESTIMATED VALUE OF CONSTRUCTION \$				AREA OF PROJECT <input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup>			
DESCRIPTION OF CONSTRUCTION:							
PLUMBING CONSTRUCTOR TQ#		COMPANY NAME:					
		PHONE NUMBER:				EMAIL:	
		MAILING ADDRESS:					
INCLUDE ALL ROUGH-IN FIXTURES							
WATER CLOSETS		KITCHEN SINKS		CLOTHES WASHERS		SHOWER STALLS	
BASINS		DISHWASHER		FLOOR DRAINS		HOT WATER TANK	
BATH TUBS		UTILITY SINKS		WATER METER		HOSE OUTLETS	
**WATER SERVICE		**SANITARY SERVICE		**STORM SEWER		OTHER	
**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	
<b>Applicant's Declaration:</b> 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.							
Name:		Signature:			Date:		

Folio:	Zoning:	BP#:
Application Received (Date):	Permit Application Fee:	



**CITY OF COURTENAY**  
Development Engineering  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7  
Tel: 250-703-4835 Fax: 250-334-4241  
Email: [planning@courtenay.ca](mailto:planning@courtenay.ca)

# APPLICATION FOR SERVICING

APPLICANT INFORMATION		DESCRIPTION OF PROPERTY	
Contact Name:		Civic Address:	
Address:			
City:	Postal:	Legal Description:	
Tel:	Fax:		
Email:			
<b>IF APPLICANT IS NOT THE OWNER OF THE PROPERTY</b>			
Owner's Name(s):		Tel:	
Address:		Email:	
<b>WHAT TYPE OF SERVICING ARE YOU APPLYING FOR?</b>			
<input type="checkbox"/> RESIDENTIAL SERVICE	<input type="checkbox"/> COMMERCIAL SERVICE	<input type="checkbox"/> INDUSTRIAL SERVICE	
<b>WATER</b>	<input type="checkbox"/> 25 MM	<input type="checkbox"/> OTHER (SIZE _____)*	
<b>SANITARY</b>	<input type="checkbox"/> 100 MM	<input type="checkbox"/> OTHER (SIZE _____)*	
<b>STORM</b>	<input type="checkbox"/> 150 MM	<input type="checkbox"/> OTHER (SIZE _____)*	
<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>			
<b>PLUMBING PERMIT</b>			
Plumber		Bus. Lic No.	
Email		TQ #	
<b>OWNER RESPONSIBILITIES</b>			
<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			
<input type="checkbox"/> Property Located within the City of Courtenay Boundary			
<input type="checkbox"/> Latecomer Fees Applicable			
<input type="checkbox"/> 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 = \$3,500.00	Other (Cost + 25%) = \$
Comments			
Sanitary Service			
Inspection Chamber Required <input type="checkbox"/> Yes <input type="checkbox"/> No		Cost	
		100 mm = \$3,000.00	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 = \$3,000.00	Other (Cost + 25%) = \$
Comments			
Notification Sent to Finance			
Owner Presented with Cost Estimate Sheet		Date:	
Payment Received by the City of Courtenay		Date:	
Signature:			
Date:			

**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 *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: \_\_\_\_\_

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](mailto: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:

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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			