



Building Division Permit Application

BP _____
(for internal purposes only)

**PLEASE PRINT AND COMPLETE THIS FORM CAREFULLY
INSUFFICIENT INFORMATION WILL DELAY THE PROCESSING OF THIS APPLICATION**

Note: Approval is required from shishálh Nation Government District (sNGD) for properties located within the sNGD

LEGAL DESCRIPTION

Lot	Block	District Lot	Plan	PID	Folio
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CIVIC ADDRESS (if already assigned):

House Number	Unit	Street
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OWNER Primary Contact

Name(s)		
Mailing Address	City, Province	Postal Code
Tel	Cell	Email

AGENT Primary Contact

Agents Authorization Letter Completed

Name(s)/Company Name		
Mailing Address	City, Province	Postal Code
Tel	Cell	Email

CONSTRUCTOR Primary Contact

Name(s)/Company Name		
Mailing Address	City, Province	Postal Code
Tel	Cell	Email

PROPOSED CONSTRUCTION DETAILS

New	Addition	Alteration	Retaining Wall	Demolition	Moved on Building
Dwelling	Special Inspection	Swimming Pool	Mobile Home	Auxiliary Building	Agricultural Building
Sprinklers	Commercial Building	Tenant Improvement	Plumbing	Completion of Expired Permit	Other
Scope of Work:					
Estimated Value of Construction:					
Number of Stories:	Number of Bedrooms:	Existing:	New:	Total:	



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VE YOU PROVIDED THE FOLLOWING?

Zoning and Land Use Declaration Form	Yes	No
Owner's Acknowledgement of Responsibility and Undertakings form, Schedule E (sNGD - Schedule D)	Yes	No
Agents Authorization Letter, if applicable	Yes	No
BC Building Code Letters of Assurance (Schedule B), complete with proof of liability insurance from Professional Engineer(s) (Schedule D) (sNGD - Schedule C)	Yes	No
Proof of Sewerage Filing or registered practitioner's (ROWP) report, if applicable	Yes	No
Pre-Construction BC Energy Compliance Report	Yes	No
BC Housing "New Home Registration Form" (new or substantially re-constructed dwellings)	Yes	No
Certificate of Title dated within 30 days of application, & copies of registered covenants, easements & right of ways	Yes	No
Site Disclosure Statement Form	Yes	No
Construction Plans - 2 sets of printed architectural plans sealed by a P. Eng. if applicable, or 2 separate sealed copies, & 1 digital PDF copy of architectural plans	Yes	No
Site Plan - 2 sets printed & 1 digital PDF, complete with all buildings, measurements & setbacks	Yes	No
Highways access approval (for properties accessing a numbered highway & commercial properties)	Yes	No
Manufacturer's specification sheet & certification number (for mobile or modular home)	Yes	No
Riparian Declaration Form (for those located with the Islands Trust jurisdiction)	Yes	No
Provide certification number if mobile or modular home:	<u>CSA Z240 - MH</u>	<u>CSA A277</u>

ADDITIONAL BUILDING INFORMATION

Does or will this building contain a secondary suite?	Yes	No
Does or will the building contain any wood burning appliances?	Yes	No
What types of heating and cooling systems are proposed or installed in the building? Heating system: _____ Cooling system: _____		
What type of mechanical ventilation system(s) are proposed or installed in the building?		

SERVICING INFORMATION

Is the property in a water service area? Yes No	Is the property in a wastewater service area? Yes No
If yes, please indicate which area:	If yes, please indicate which area:

The personal information you provide on this form is collected under the authority of the Local Government Act and SCRD Building Bylaw No. 687 or shíshálh Nation Self-Government Act and shíshálh Nation District Building Bylaw. Your personal information will only be used for the purposes of evaluating this building permit application. Please note that your application will be treated as public information. If you have any questions about the collection of this information, please contact the Information and Privacy Coordinator, 1975 Field Road, Sechelt, BC, V7Z 0A8, 604.885.6800.

Property Owner(s)/Agent Signature(s):	Date:
(for internal purposes only) Received by:	(for internal purposes only) Date received: