

TOWN OF PORT MCNEILL

BUILDING PERMIT APPLICATION



INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

ALL FIELDS MUST BE COMPLETED

APPLICANT/AGENT		OWNER	
CONTACT NAME		CONTACT NAME	
ADDRESS		ADDRESS	
TOWN/CITY		TOWN/CITY	
POSTAL CODE		POSTAL CODE	
TELEPHONE		TELEPHONE	
EMAIL		EMAIL	
CONTRACTOR		SAME AS <input type="checkbox"/> APPLICANT <input type="checkbox"/> OWNER	

CONTACT NAME		<p align="center">ALL CONTRACTORS AND CERTIFIED PROFESSIONALS OPERATING WITHIN THE TOWN OF PORT MCNEILL REQUIRE A CURRENT BUSINESS LICENCE. OWNER MUST COMPLETE AN OWNER'S UNDERTAKING AGREEMENT.</p>	
ADDRESS			
TOWN/CITY			
POSTAL CODE			
TELEPHONE			
EMAIL		PROJECT ADDRESS	
		PID	
		<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"/> ALTERATION <input type="checkbox"/> DEMOLITION <input type="checkbox"/> MOVE <input type="checkbox"/> PLUMBING		
ESTIMATED VALUE OF CONSTRUCTION \$		AREA OF PROJECT	<input type="checkbox"/> ft ² <input type="checkbox"/> m ²
DESCRIPTION OF CONSTRUCTION			

INCLUDE TOTAL NUMBER OF ALL ROUGH-IN FIXTURES

WATER CLOSETS		KITCHEN SINKS		CLOTHES WASHERS		CLOTHES DRYERS	
LAVATORIES		DISHWASHERS		FLOOR DRAINS		HOT WATER TANKS	
BATHTUBS		SINKS		HOSE BIBS		SHOWERS	
OTHER				TOTAL # OF FIXTURES			
PLUMBING CONTRACTOR TQ#		COMPANY NAME					
		MAILING ADDRESS					
		TELEPHONE		EMAIL			

APPLICANT'S DECLARATION: I/we agree to indemnify and keep harmless the Town of Port McNeill against all claims, liabilities, judgements, costs, and expenses which may accrue from granting this permit. Neither the issuance of a permit and or the approval of the plans and specifications or supporting the application, nor inspections made by the building official will:

- Constitute a representation or warranty that the building code or the bylaw has been complied with or the building, structure or plumbing system meets any standard of materials or workmanship;
- Relieve the applicant 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 by all bylaws and/or provincial laws that apply 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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Application Documents Required for Submission

Items required at time of building permit application:

✓ indicates required * indicates may be required – check with building official.

➔ Check to ensure you have included all required items.

		New Dwelling	Moved on Dwelling	Manufactured Dwelling	Dwelling: Addition/Alteration with increase to size of living space or	Dwelling: Alteration with NO change to size of living space or number of bedrooms	Accessory Structure with plumbing	Accessory Structure with NO plumbing	Demolition/Moved-off Structure	Commercial Building
1	<p>Construction Plans <u>2 set</u> of drawings (may require an architect “or” the requirement for professional engineers). (must be to scale with site plan, cross section, lower floor, upper floor, side elevations, front, and rear elevations, footing and foundations details)</p> <p>Supporting Plans to include Brace Wall Bands and Panels (Seismic), RSI Calculations (Required Insulations), Heat Source (HRV, Furnace, Etc.), Spatial Calculations (Limiting Distances, UPO’s).</p> <p>Point Loads to be noted on truss, floor, beam layouts.</p>	✓	✓	✓	✓	✓	✓	✓		✓
2	Completed Building Permit Application Form	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Title Search (dated within 30 days of application, including copies of registered covenants, easements, and rights of way)	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	Sewage Disposal Filing if required (<i>Septic Field</i>)	✓	✓	✓	✓		✓			✓
5	BC Housing New Home Registration form or Owner-Builder Authorization form	✓	*		*	*				
6	BC Building Code Letters of Assurance including Schedule B(s), Certificate of Insurance and Assurance of Professional Liability Insurance form (APLI)	*	✓	*	*	*	*	*		*
7	Assurance of Structural Compliance for Moved or Relocated Buildings completed by Professional Engineer		✓	*			*	*		
8	CSA Certification Number / Manufacturer’s Specification Sheet			✓						
9	Ministry of Environment Schedule 1 Site Disclosure Statement	*	*	*	*		*	*	*	✓
10	MoTI Highways Access Approval in name of current owner for all commercial/industrial and all properties accessing a numbered highway	*	*	*	*	*	*	*	*	✓
11	Hazardous Materials Declaration Required for any addition, alteration, or demolition of structures		*	*		✓	*	*	✓	*
12	BC Energy Step Code Pre-Construction Report (visit www.energystepcode.ca)	✓								
13	Coastal Floodplain Assessment (required for proposed structures within 100m of the Broughton Strait)	*	*	*	*		*	*		*
14	Plumbing Permit Application (required where any new plumbing or water supply/sewer connection is installed)	✓	✓	✓	*	*	✓			✓



OWNER'S UNDERTAKING AGREEMENT BYLAW NO. 610, 2009

Property Owner: _____

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 the Town will rely on same.
2. I confirm that I have applied for a building permit pursuant to the "Town of Port McNeill Building and Plumbing Bylaw 610, 2009" (the "Bylaw") and that I have carefully reviewed and fully understand all of the provisions 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 BC 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 town or its building officials, as defined under the Bylaw, to protect the owner or and other persons, and I will not make any claim alleging any such responsibility or liability on the Town or its building officials.
5. I hereby agree to indemnify and save harmless the Town 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, statues 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 Town.
7. I am the owner, as defined in the Building and Plumbing Bylaw No. 610, 2009, of the above referenced property and hereby authorize:

Representative/Contact: _____

Telephone: _____ E-mail: _____

To represent me in an application for all matters and requirements related to permits required under the Bylaw.

Owner's Information'

Name: _____

Address: _____

Telephone: _____ E-mail: _____

Signature: _____ Date: _____





DEMOLITION PERMITS

The Town of Port McNeill requires a building permit for demolition of a building or structure and must be applied for and obtained prior to the work taking place unless the works are the subject of another valid and subsisting building permit. For clarity, if a building or structure is to be entirely demolished a permit will be required to cover the demolition however should the works only require a partial demolition in conjunction with a building permit to alter or provide an addition to the building or structure then there would be no need for a separate permit from the alteration/addition permit to complete the demolition portion of the works.

PERMIT APPLICATION SUBMISSIONS

(All application documents shall be submitted to the Town office, digitally and/or paper form)

A Complete permit application for demolition will include:

- Building Permit Application form completely filled out with all pertinent information including, "Demolition" indicated as the class of work and a concise description of the work to be performed.
- Owner's Undertaking form.
- Damage to Infrastructure Agreement.
- Copy of the Property Title dated no more than 14 days from the date of permit application.
- A site plan clearly indicating the building or structure to be demolished.
- Hazardous Materials Survey in accordance with Worksafe BC regulations.

SERVICE CONNECTIONS

Permit applicant/property owner is responsible for contacting the Town Operations Department (250-956-3111) requesting a water service shut off/deactivation and shall include vacancy date for the applicable building/property. If there is a water meter in the building the Town Operations Department needs to be contacted for a final meter read and to remove the meter prior to demolition. The water meter is the property of the Town of Port McNeill. Water, Sanitary and Storm services shall be disconnected in accordance with the Subdivision and Development Servicing Bylaw No. 414, 1995, as amended from time to time, and at a minimum be capped by the property owner or their qualified representative in a manner providing a positive seal using compatible and plumbing code compliant pipe and fittings. Colour coded service location identifiers are recommended at time of backfill.

The owners of third-party utilities (Hydro, Cable, Tel) shall be contacted independently by the applicant / property owner for deactivation requirements of their specific services.

INSPECTIONS

Two inspections may be required:

- Inspection to view the excavation is clear from construction debris and to confirm the water, sanitary and storm services disconnected and properly capped.
- Final inspection will also be necessary to ensure the removal of all materials and the site is left level or safely graded. Where levelling and grading are delayed, a strongly constructed fence with privacy screens complying with the Town zoning bylaw, must be erected around the building site for protection from the public.

Restrictions and Conditions

The permission and approval granted herein, is subject at all times to the following conditions:

1. **SATISFACTORY COMPLETION:** That the construction and maintenance of the said works is carried out to the satisfaction of the Public Works Foreman.
2. **NOTICE:** That before commencing with any work on a highway or Town property, notice in writing of the intention to do so must be given to the Public Works Foreman at least two (2) clear working days before the work is begun.
3. **INSPECTION:** (1) That any person or persons appointed by the Public Works Foreman to carry out inspections, shall have free access to all parts of any work for the purpose of inspecting the same. (2) The Public Works Foreman may make such inspections as are reasonably necessary in the enforcement of this bylaw and is empowered to provide a full-time inspector if the work to be performed is of a nature that a full time Inspector is necessary. All inspections costs shall be borne by the Permittee.
4. **RESPONSIBILITY:** That the person or persons for whom these works are being constructed, or by whom these works are maintained, shall, at all times, accept full responsibility for any accident that may occur or damage that may be done to any person or property whatsoever caused directly or indirectly by these works, **and shall save harmless and keep indemnified the Town of Port McNeill from all claims and demands whatsoever in respect to these works and such work.**
5. **APPLICATION:** The permission herein granted is not to be constructed as being granted for all time and shall not be deemed to vest in the Permittee any right, title, or interest whatsoever in or to the lands upon which the works are constructed. Should the lands affected at any time be classified as an arterial or primary highway, this permission shall become void.
6. **WITHOUT PREJUDICE:** That the permission hereby granted to construct, use and maintain work is granted subject to and without prejudice, to the provisions of the Highway Act, or any other Acts governing Town lands and public works or their use by the public, and subject to and without prejudice to any Town of Port McNeill Bylaws.
7. **PROPERTY OF TOWN:** All works, surface or underground, carried out in, or through any Town of Port McNeill lands, except the works of any private or public utility company, shall, upon completion, become the property of the Town of Port McNeill and shall not be furthered added to, modified, destroyed, or removed without obtaining a further permit from the Town of Port McNeill.
8. **VALIDITY:** This permit is valid only for the specific works stated herein. Any alteration or addition must be covered by a separate permit.
9. **CANCELLATION:** A permit may be cancelled at the direction of the Public Works Foreman without recourse should the permittee fail to comply with all the terms of the permit.

TOWN OF PORT MCNEILL

BUILDING PERMIT APPLICATION



OFFICE USE ONLY:

Maximum Height _____

Minimum Requirement Setbacks

Front _____ Rear _____

Left side _____ Right side _____

Maximum ratio permitted _____ %

Permit Fee Structure:

Application Fee \$ _____

Permit Fee \$ _____

Demolition or Moving Fee \$ _____

Plumbing Fixture Fee \$ _____

Storm Drain Connect Fee \$ _____

Sewer Connection Fee \$ _____

Water Connection Fee \$ _____

Damage Deposit \$ _____

TOTAL \$ _____

SPECIAL APPROVALS	REQ D	NOT REQ D	FILE #
Development Permit			
Highways Dept.			
Site Profile			
Variances			
Business Licence			
Damage Deposit			
Permit number			
Receipt number			
<p><i>Approved by:</i></p> <p>_____</p>			