

BUILDING AND DEMOLITION PERMIT APPLICATION



6150 Main Street - PO Box 638 - OLIVER BC V0H 1T0 admin@oliver.ca Tel: 250-485-6250

BUILDING PERMIT NO.: _____

Complete the checklist on page 2 and submit with application.

PLEASE NOTE: INCOMPLETE APPLICATIONS CANNOT BE PROCESSED

PLEASE PRINT CLEARLY

PROPERTY INFORMATION

SITE ADDRESS: _____ **FOLIO:** _____

BUILDING SITE LEGAL: LOT: _____ **BLOCK:** _____ **PLAN:** _____ **PID:** _____

CONSTRUCTION VALUE: _____ **SQ. FOOTAGE** _____

Construction value will be based on current construction industry values.

PROPOSED WORK

INDUSTRIAL INSTITUTIONAL COMMERCIAL MULTI FAMILY NEW SINGLE FAMILY

SINGLE FAMILY IMPROVEMENT ADDITION/ALTERATION DEMOLITION SIGNAGE OTHER

SCOPE OF WORK _____

APPLICANT: Agent Contractor Owner

NAME & BUSINESS NAME: _____

ADDRESS (Civic & Mailing): _____

CONTACT T: _____ **C:** _____ **E:** _____

PRINT NAME: _____

SIGNATURE: _____

SIGNATURE: _____

PROPERTY OWNER NAME(S): _____

ADDRESS: _____

CONTACT T: _____ **C:** _____ **E:** _____

INCLUDE APPENDIX A - LETTER OF AUTHORIZATION & OWNER'S UNDERTAKING

**CHECKLIST ON PAGE 2 AND OWNER'S AUTHORIZATION MUST BE
COMPLETED AND INCLUDED WITH APPLICATION**

**BUILDING AND DEMOLITION
PERMIT APPLICATION - Page 2**



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INCLUDED		APPLICATION REQUIREMENTS	
<input type="checkbox"/>		Building Permit Application Form - 3 (three) pages - incomplete applications will not be processed	
<input type="checkbox"/>		Completed Appendix A - Owner's Authorization and Undertaking	
<input type="checkbox"/>		Application Fee - \$100.00 (non-refundable) Sign Permit \$50 (non-refundable)	
<input type="checkbox"/>		State of Title - (current within 30 days) must include all charges and covenants if applicable OR	
<input type="checkbox"/>		Town pulls Title @\$15.00 and if any charges/covenants/etc. charged at actual cost - added to BP fee	
<input type="checkbox"/>		2 sets of architectural drawings to scale - 1/4" per foot. Please Include, if applicable, foundation and floor plans showing all structural details, include floor systems, trusses and beams; all window and door sizes; ICF form reinforcing details; cross-section plans, include floor and building heights; elevation plans; heating and mechanical ventilation details, wall/floor/ceiling assembly and RSI details, locations of all plumbing fixtures, smoke and carbon monoxide alarm locations and interconnections, fire separation assembly details	
<input type="checkbox"/>		Site Plan – 1/8" per foot scale site plan showing driveway location; setbacks to property lines, right-of-ways, easements, and covenants, other buildings on the property; site coverage	
INCLUDED	N/A	SUPPORTING DOCUMENTS	
<input type="checkbox"/>		HPO (registration or owner/builder exemption) OR Owner Exemption Form	
<input type="checkbox"/>	<input type="checkbox"/>	Roof Truss Layout with Point Loads showing loads over 5000 lbs	
<input type="checkbox"/>	<input type="checkbox"/>	I-Joist layout	
<input type="checkbox"/>	<input type="checkbox"/>	Beam specs, showing all bearing for loads over 5000 pounds	
<input type="checkbox"/>	<input type="checkbox"/>	Energy Advisor Report - Step 1 compliance with BC Energy Step Code	
<input type="checkbox"/>	<input type="checkbox"/>	Schedule B (completed by Registered Professionals) with Proof of Liability Insurance	
<input type="checkbox"/>	<input type="checkbox"/>	Schedule A and B Letters of Assurance	
<input type="checkbox"/>	<input type="checkbox"/>	Sealed plans for any designs by registered professionals	
<input type="checkbox"/>	<input type="checkbox"/>	Miscellaneous - depending on scope of work	
<input type="checkbox"/>	<input type="checkbox"/>	Hazardous Waste Assessment (for buildings to be demolished, renovations or alterations of any building built prior to 1990 (asbestos clearance certificate required prior to permit issuance)	
<input type="checkbox"/>	<input type="checkbox"/>	Town or Inter-Community Business Licence (contractor/sub-contractors/engineer/etc.)	
Additional requirements may apply. For Daycares, Complex buildings and buildings over 470 square meters gross floor area please contact the Building Inspector to arrange a pre-application meeting			
NEW		Site Disclosure Statement (BC's New Contaminated Site investigation requirements) Check applicable box and initial beside it.	
<input type="checkbox"/>	Initials	Attached (If Schedule 2 Uses have occurred on the property in the past)	
<input type="checkbox"/>	Initials	N/A (If Schedule 2 Uses have not occurred on the property in the past)	
<input type="checkbox"/>	Initials	Exempt (demolition, or other works where there is no soil disturbance, etc. See section 4.2(2))	
CO-ORDINATING PROFESSIONALS			
Contractor	Name	Telephone	Email
Architect/Designer	Name	Telephone	Email
Engineer	Name	Telephone	Email
Other	Name	Telephone	Email
Plumbing Contractor	Name	Telephone	Email

DO NOT BEGIN CONSTRUCTION OR DEMOLITION UNTIL THE PERMIT IS ISSUED

Town of Oliver BYLAW 1404

Appendix A – Letter of Authorization & Owner’s Undertaking

Property Address	
Legal Description	

I am the owner, as defined in Building Bylaw 1404, of the above referenced property and hereby authorize the individual below to represent me in a Building Permit Application:

Representative/Contact Name	
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1. I confirm that I have applied for a building permit pursuant to “Building Bylaw 1404” (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.
2. 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.
3. I am not in any way relying on the Town 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 Town or its building officials.
4. 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, statutes and regulations relating to any work or undertaking in respect of which this application is made.
5. I am authorized to give these representations, warranties, assurance and indemnities to the Town.
6. I agree to pay the cost of repairing any damage to public property arising from work associated with this permit.

Owner’s Name	
Address	
Telephone	Cell
Email	
Signature	Date

This form may be e-mailed or delivered in person.