

# 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**

## 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   OTHER  
 SINGLE FAMILY IMPROVEMENT    ADDITION/ALTERATION    DEMOLITION    SIGNAGE    DRIVEWAY

**SCOPE OF WORK** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT:**  Agent    Contractor    Owner - If Applicant is Owner skip this section

**NAME & BUSINESS NAME:** \_\_\_\_\_

**ADDRESS (Civic & Mailing):** \_\_\_\_\_

**CONTACT T:** \_\_\_\_\_ **C:** \_\_\_\_\_ **E:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**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 Completed - both pages	
<input type="checkbox"/>		Application Fee - \$100.00 (non-refundable) Sign or Driveway Fee - \$50.00 (non-refundable)	
<input type="checkbox"/>		2 sets of architectural drawings to scale - 1/4" per foot. * Please include site plans, foundation/floor plans, cross section, elevations, architectural, structural, mechanical and electrical, along with any locations for ROW/Easements	
<input type="checkbox"/>		Owner's Authorization and Undertaking	
<input type="checkbox"/>		State of Title - (current within 30 days) must include all charges and covenants if applicable <b>OR</b>	
<input type="checkbox"/>		Town pulls Title @\$15.00 and if any charges/covenants/etc., charged at actual cost - added to BP fee	
INCLUDED	N/A	SUPPORTING DOCUMENTS	
<input type="checkbox"/>	<input type="checkbox"/>	HPO (registration or owner/builder exemption)	
<input type="checkbox"/>	<input type="checkbox"/>	Roof Truss Layout with Point Loads	
<input type="checkbox"/>	<input type="checkbox"/>	Energy Advisor Report (if applicable)	
<input type="checkbox"/>	<input type="checkbox"/>	TECA Ventilation Checklist Worksheet	
<input type="checkbox"/>	<input type="checkbox"/>	Schedule B (completed by Registered Professionals) with Proof of Liability Insurance	
<input type="checkbox"/>	<input type="checkbox"/>	Hazardous Waste Assessment (for buildings to be demolished)	
<input type="checkbox"/>	<input type="checkbox"/>	Town or Inter-Community Business Licence (contractor/sub-contractors/engineer/etc.)	
<b>NEW</b>		<b>Site Disclosure Statement (BC's New Contaminated Site investigation requirements)</b> Check applicable box and initial beside it.	
<input type="checkbox"/>	<input type="text" value="Initials"/>	<b>Attached</b> (If Schedule 2 Uses <b>have</b> occurred on the property in the past)	
<input type="checkbox"/>	<input type="text" value="Initials"/>	<b>N/A</b> (If Schedule 2 Uses <b>have not</b> occurred on the property in the past)	
<input type="checkbox"/>	<input type="text" value="Initials"/>	<b>Exempt</b> (demolition, or other works where there is no soil disturbance, etc. See section 4.2(2))	
CO-ORDINATING PROFESSIONALS			
<b>Contractor</b>	Name	Telephone	Email
<b>Architect/Designer</b>	Name	Telephone	Email
<b>Engineer</b>	Name	Telephone	Email
<b>Other</b>	Name	Telephone	Email
<b>Plumbing Contractor</b>	Name	Telephone	Email

**DO NOT BEGIN CONSTRUCTION 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.