

BUILDING PERMIT APPLICATION



PLEASE NOTE THAT INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED				
BUILDING PERMIT NO.:				
PROPERTY INFORMATION				
BUILDING SITE ADDRESS:			FOLIO:	
BUILDING SITE LEGALS	LOT:	BLOCK:	PLAN:	PID:
CONSTRUCTION VALUE: \$		SQ. FOOTAGE:		
Constructions value must be based on current industry valuations.				
PROPOSED WORK				
CLASSIFICATION: ☐ INDUSTRIAL ☐ INSTITUTIONAL ☐ COMMERCIAL ☐ MULTI-FAMILY ☐ NEW SINGLE FAMILY				
☐ ADDITION/ALTERATION ☐ SINGLE FAMILY IMPROVEMENT ☐ SIGNAGE ☐ DRIVEWAY ☐ OTHER				
SCOPE OF WORK:				
APPLICANT INFORMATION ☐ AGENT ☐ CONTRACTOR ☐ PROPERTY OWNER				
APPENDIX A - LETTER OF AUTHORIZATION & OWNER'S UNDERTAKING IS REQUIRED				
NAME & BUSINESS NAME:				
ADDRESS (Civic & Mailing):				
CONTACT	PHONE:		EMAIL:	
	PHONE:		EMAIL:	
PRINT NAME:		DATE:	SIGNATURE:	
PROPERTY OWNER INFORMATION				
APPENDIX A - LETTER OF AUTHORIZATION & OWNER'S UNDERTAKING IS REQUIRED				
PROPERTY OWNER NAME(S):				
ADDRESS:				
CONTACT	PHONE:		EMAIL:	
Additional Information:		Building Bylaw 1404 states that every owner must apply for and obtain a permit, prior to constructing, repairing or altering a building or structure, including a pool or retaining wall [...]; moving a building or structure into or within the Town; demolishing a building or structure; occupying a new building or structure; constructing a masonry fireplace or installing a wood-burning appliance or chimney, whether attached to, part of or detached from a building; changing the use or occupancy of a building		
DO NOT START WORK UNTIL THE PERMIT HAS BEEN ISSUED				

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PLEASE COMPLETE THE CHECKLIST BELOW

STANDARD APPLICATION DOCUMENTS REQUIRED

☐	Complete, Signed and Dated Building Permit Application (Page 1 & 2)
☐	Application Fee - \$150.00 (non-refundable) Sign or Driveway Permit - \$50.00 (non-refundable)
☐	Letter of Authorization and Owner's Undertaking
☐	State of Title - (current within 30 days) must include all charges and covenants if applicable OR
☐	Town pulls Title @ \$15.00 and if any charges/covenants/etc., charged at actual cost - added to BP fee
☐	2 sets of architectural drawings - Refer to Building Permit Checklist for plan requirements

INCL N/A SUPPORTING DOCUMENTS

☐	☐	New Home Warranty Registration
☐	☐	Roof Truss/Floor Joist Layout with Calculated Point Loads
☐	☐	BC Energy Step Code Preconstruction Report, TECA Ventilation Checklist, Heat Gain/Loss Calculations
☐	☐	Servicing Requirements (Water/Sewer Connections) - include design drawings, connection locations, sizing
☐	☐	Letters of Assurance and Sealed Drawings - Schedule B - if applicable
☐	☐	Hazardous Waste Assessment
☐	☐	Proof of Town or Inter-Community Business Licence (contractor/sub-contractors/engineer/etc.)

CHECK INITIAL Site Disclosure Statement (BC's New Contaminated Site investigation requirements)

☐		Attached (If Schedule 2 Uses have occurred on the property in the past)
☐		Exempt (demolition, or other works where there is no soil disturbance, etc. See section 4.2(2))
☐		Not Applicable (If Schedule 2 Uses have not occurred on the property in the past)

CO-ORDINATING PROFESSIONALS

General Contractor:	Phone:	Email:
Architect/Designer:	Phone:	Email:
Engineer:	Phone:	Email:
Plumbing Contractor:	Phone:	Email:
Electrical Contractor:	Phone:	Email:
Other:	Phone:	Email:

Town of Oliver BYLAW 1404

Appendix A – Letter of Authorization & Owner's Undertaking

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 5 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.

Property Address For Permit	
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:	
Agent/Contact Name if Applicable	Telephone

Owner's Name (please print)	
Address	
Telephone	Cell
Email	
Signature	Date

BUILDING BULLETIN

BUILDING PERMIT APPLICATION DOCUMENT CHECKLIST



This checklist may serve as general guidance to applicants. This checklist is not exhaustive, and additional information may be required at the time of plan review.

Please do not hesitate to contact the Development Services Department with questions at planning@oliver.ca or at 250-485-6250.

The following documents shall be part of a building permit application:

- ☐ **Application Form**
- ☐ **Application Fee Paid**
- ☐ **Current State of Title**
- ☐ **Letter of Authorization and Owner's Undertaking**
- ☐ **New Home Warranty Registration**
- ☐ **Hazardous Waste Assessment Report (if applicable)**

- ☐ **Roof Truss/Floor Joist Layout with calculated Point Loads**
- ☐ **Heat Gain/Loss Calculations**
- ☐ **TECA Ventilation Checklist**
- ☐ **Pre-Construction StepCode Report**
- ☐ **Letters of Assurance and Sealed Drawings – Schedule B – if applicable**
- ☐ **Water/Sewer Requirements**
 - Site Plan showing Water/Sewer Connection Locations
 - Type and Sizing of Pipes Noted on Site Plan

- ☐ **Architectural Drawings**
 - **General**
 - Indicate Code Version Used
 - **Site Plan**
 - Show Setbacks from Property Lines - If Building is within 2m of Setback, Registered Surveyor Site Survey Required
 - Show Easements, Right-Of-Ways, Covenants
 - Show Roof Lines, Overhangs and Other Projections
 - Show Proposed Retaining Walls
 - **Cross Section View**
 - Assemblies for walls, roof, floors, ceilings, and decks

BUILDING BULLETIN

BUILDING PERMIT APPLICATION DOCUMENT CHECKLIST

- Insulation, Sheathing, Roofing Material
 - Height of each floor and overall height of building
 - Stair Detail
 - Roof Venting
- **Foundation Plan**
 - Footing Size – Width, Depth, Length
 - Foundation Wall Details
 - Drainage System Details
 - ICF Manufacturer Documentation
 - Under-Slab Plumbing and Radon System
- **Elevation Drawings**
 - Show Calculation for Allowable Glazing
 - Flashing, Siding Details
- **Floor Plans**
 - Label showing the function of each room
 - Smoke Alarms and CO detectors
 - Window and door sizes (Bedroom windows to include direction they open)
 - Room and passageway/corridor sizes
 - Total finished floor area (including mechanical rooms, stairs, and storage)
 - Total unfinished floor area
 - Fans – Bath, Range and Ovens
 - Attic access
 - Wood stoves and wood fireplaces
 - Plumbing fixtures (Sinks, toilets, bidets, showers, baths, dishwasher(s), clothes washer(s), hot water tank(s))
 - Window well details (bedrooms must show proper egress requirements as per BC Building Code)
 - Major Appliances
 - Mechanical Equipment
 - Bathroom Detail showing provisions for Adaptable Dwelling Unit Designs
- **Bracing to Resist Lateral Loads Plan**
 - Indicate Braced Wall Bands

BUILDING BULLETIN

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- Show Braced Wall Panels – Proposed Assembly, Required Backing, Required Fastening
- Show Anchorage of Building Frame in Braced Wall Panels – Anchor Spacing and Anchor Size