

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 | ☐ SINGLE FAMILY

SCOPE OF WORK: ☐ NEW CONSTRUCTION | ☐ ADDITION/ALTERATION | ☐ TENANT IMPROVEMENT | ☐ SIGNAGE | ☐ PLUMBING

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

BUILDING PERMIT APPLICATION

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 & Municipal Property Protection Acknowledgement
☐	State of Title - (current within 30 days) must include all charges and covenants if applicable OR
☐	Town obtains 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 Materials Assessment
☐	☐	Proof of Town or Inter-Community Business Licence (contractor/sub-contractors/engineer/etc.)

CHECK INITIAL

Site Disclosure Statement

☐	☐	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

MUNICIPAL PROPERTY PROTECTION ACKNOWLEDGEMENT



As a condition of the issuance of a Building Permit, the applicant(s) acknowledge and agree to the following requirements set out in Building Bylaw 1404:

1. **Protection of Municipal Property:** The applicant(s) must take all reasonable steps to protect boulevard trees and roots, streetlights, signs, curbs, sidewalks, pavement, utilities, and all other municipal works and public lands from damage throughout the duration of construction activities.
2. **Tree Protection:** Where a permit involves demolition, excavation, foundations, footings, additions, new construction, or exterior renovations, the applicant(s) must install and maintain tree protection measures, including temporary fencing where required, as specified by the Director of Operations.
3. **Storage of Materials:** The storage of construction materials, equipment, waste, excavation materials, or debris on municipal property is prohibited unless specifically authorized by the Town. Unauthorized materials may be removed without notice at the owner's expense.
4. **Heavy Equipment Operations:** The applicant(s) must take all necessary precautions when moving or operating heavy equipment to prevent damage to municipal infrastructure.
5. **Cleanliness of Streets and Lanes:** Streets, lanes, sidewalks, and other public areas must be kept clear of excavation material, building materials, mud, debris, and other construction-related hazards. Where the applicant(s) fail to undertake required cleanup, the Town may complete the work and recover all associated costs from the applicant(s).
6. **Existing Damage Documentation:** The applicant(s) acknowledge that they may be held responsible for damage to municipal property unless pre-existing damage is documented and reported by the applicant(s) to the Town prior to the commencement of construction activities.
7. **Responsibility for Damages:** The applicant(s) are responsible for all damage to municipal works or public property arising directly or indirectly from the permitted work, regardless of whether the damage is caused by the applicant(s), contractors, subcontractors, suppliers, or any other party acting on their behalf.
8. **Repair Costs:** The applicant(s) agree to pay the full cost of repairing damage to municipal property resulting directly or indirectly from work authorized under the permit.

I acknowledge the above Building Bylaw 1404 requirements.

PRINT NAME

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:

Most Common Documents

- ☐ **Acknowledgement of Municipal Property Protection**
- ☐ **Application Fee Paid**
- ☐ **Application Form**
- ☐ **Architectural Drawings**
- ☐ **Current State of Title**
- ☐ **Letter of Authorization and Owner's Undertaking – Appendix A**

Project Specific Documents

- ☐ **Hazardous Materials Assessment Report (For Buildings Constructed pre-1990)**
- ☐ **Heat Gain/Loss Calculations – F280 Report**
- ☐ **Letters of Assurance and Sealed Drawings – Schedule B – if applicable**
- ☐ **New Home Warranty Registration or BC Housing Owner-Builder Confirmation**
- ☐ **Pre-Construction StepCode Report**
- ☐ **Roof Truss/Floor Joist Layout with calculated Point Loads**
- ☐ **TECA Ventilation Checklist**

Plumbing Permit Documents

- ☐ **Water/Sewer Requirements**
 - Site Plan showing Water/Sewer Connection Locations
 - Type and Sizing of Pipes Noted on Site Plan
 - Cleanouts, Valves Noted on Site Plan

BUILDING BULLETIN

BUILDING PERMIT APPLICATION DOCUMENT CHECKLIST

Architectural Drawings - Guidelines

☐ **General**

- Indicate Code Version Used

☐ **Site Plan**

- Show Easements, Right-Of-Ways, Covenants
- Show Proposed Retaining Walls
- Show Roof Lines, Overhangs and Other Projections
- Show Setbacks from Property Lines - If Building is within 10% of Setback, Registered Surveyor Site Survey Required

☐ **Cross Section View**

- Assembly Details for walls, roof, floors, ceilings, and decks
- Height of each floor and overall height of building
- Insulation, Sheathing, Roofing Material
- Roof Venting
- Stair Detail

☐ **Foundation Plan**

- Drainage System Details
- Footing Size – Width, Depth, Length
- Foundation Wall Details
- ICF Manufacturer Documentation
- Under-Slab Plumbing and Radon System

☐ **Elevation Drawings**

- Flashing, Siding Details
- Show Calculation for Allowable Glazing

☐ **Floor Plans**

- Attic access
- Bathroom Detail showing provisions for Adaptable Dwelling Unit Designs
- Fans – Bath, Range and Ovens
- Label showing the function of each room
- Major Appliances
- Mechanical Equipment
- Plumbing fixtures (Sinks, toilets, bidets, showers, baths, dishwasher(s), clothes washer(s), hot water tank(s))
- Room and passageway/corridor sizes
- Smoke Alarms and CO detectors
- Total finished floor area (including mechanical rooms, stairs, and storage)
- Total unfinished floor area
- Window and door sizes (Bedroom windows to include direction they open)
- Window well details (bedrooms must show proper egress requirements as per BC Building Code)
- Wood stoves and wood fireplaces

☐ **Bracing to Resist Lateral Loads Plan**

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