



Every project is different and includes different land-use/building considerations, please contact us to discuss your project.

Application for a Complex Building permit to construct, alter or repair a building or structure with a building area over 600m² and/or over three story and/or assembly use, care or high hazard occupancy.

OFFICE USE ONLY - Application Number: _____

Property Owner (Applicant)

Full Name: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Cell: _____ E-mail: _____

Comments or contact instructions: _____

Coordinating Registered Professional (CRP)

Full Name: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Cell: _____ E-mail: _____

N/A	Req.	Inc.	Plans	Required Information		
				Name	Phone Number	Email
	X		Two - complete sets of plans required			
			Architectural			
			Structural			
			Mechanical			
			Plumbing			
			Fire Suppression			
			Electrical			
			Civil/Landscaping			
			Geotechnical/Drainage			

General Contractor (GC)

Full Name: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Cell: _____ E-mail: _____

Buildings

Are there any building occupying any portion of said land? _____

Describe current building(s) use: _____

Building size(s): _____



Building Permit Application - Complex

Property Information

Address: _____

Legal Description: _____

Property Identification Number (PID): _____

Zoning Designation: _____

Land Use Designation: _____

Development Permit Area: _____

Lot Size (m²/ha/acre): _____

Project Information

New Addition Move Alteration Mobile set-up Plumbing Change of occupancy

Demolition Free standing sign

Describe project: _____

Estimated cost of construction: _____

Classification and Design Div. B 3.2.2 or 9.10.2

Building area (defined BCBC)	Number of streets facing - identify access lane <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three	<input type="checkbox"/> Sprinklered <input type="checkbox"/> Unsprinklered	<input type="checkbox"/> Combustible <input type="checkbox"/> Non-combustible
Floor/Mezz/Support FRR	Roof FRR	<input type="checkbox"/> Standpipe <input type="checkbox"/> Not required	<input type="checkbox"/> Fire alarm <input type="checkbox"/> No fire alarm
Compliance with one of: <input type="checkbox"/> NECB <input type="checkbox"/> ASHRAE 90.1 <input type="checkbox"/> Energy Step Code: _____		Parking garage as separate building	Firewalls for separate buildings

Spatial Separation Div. B 3.2.3 or 9.10.14 or provide detailed calculations on plans due to complexity

	Wall area (m ²)	Ratio l/h	Limiting Distance (m)	Permitted Openings (%)	Actual Openings (%)	Wall Construction	Cladding	Wall FRR
North						<input type="checkbox"/> Combustible <input type="checkbox"/> Noncombustible	<input type="checkbox"/> Combustible <input type="checkbox"/> Noncombustible	
South						<input type="checkbox"/> Combustible <input type="checkbox"/> Noncombustible	<input type="checkbox"/> Combustible <input type="checkbox"/> Noncombustible	
East						<input type="checkbox"/> Combustible <input type="checkbox"/> Noncombustible	<input type="checkbox"/> Combustible <input type="checkbox"/> Noncombustible	
West						<input type="checkbox"/> Combustible <input type="checkbox"/> Noncombustible	<input type="checkbox"/> Combustible <input type="checkbox"/> Noncombustible	



Building Permit Application - Complex

Application Acknowledgment

The property owner acknowledges that failure to request inspections does not relieve him of the obligation to comply with City of Quesnel Building Bylaw 1550 and the BC Building and Plumbing Codes and that the City of Quesnel assumes no responsibility for the design, construction, safety or suitability of the building or structure referred to in this application. The project/property owner will be responsible for the full cost of municipal property damage and will be charged for such.

I hereby certify the information given on page one (1) is true and correct, and that if I am not the owner of the property, I have been authorized by the owners to complete and act on their behalf.

I acknowledge that if I am granted a building permit pursuant to this application that I am responsible for compliance with the current edition of the Building Code, City of Quesnel Building Bylaw 1550 and any other applicable enactment, Building Code, regulation or standard relating to the work in respect of which the permit is issued, whether or not the said work is undertaken by me or by those whom I may retain or employ to provide design and or construction services;

I acknowledge that neither the issuance of a permit under this bylaw, nor the acceptance or review of plans, specifications, drawings or supporting documents, nor inspections made by or on behalf of the City constitute a representation , warranty, assurance or statement that the current edition of the British Columbia Building Code, the Building Bylaws of the City of Quesnel or any other applicable enactment, Building Code, regulation or standard has been complied with.

Should there be any change in ownership or legal description of the property, I undertake to notify the Planning and Development Services Department immediately to avoid any unnecessary delay in processing the application.

I accept responsibility for delay caused by incorrect or insufficient submission materials. Processing begins only when an application is certified as complete and all applicable fees have been paid. To be considered complete the application must include this completed form, completed site profile form, and supporting plans, documents and/or drawings as required.

Personal Information provided on this form is collected under the authority of the Community Charter/Local Government Act and will be used only for purposes related to your application. Your information will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of personal information may be referred to City Hall at 250-992-2111.

Property Owner Name (Print)

Signature

Date



Every project is different and includes different land-use/building considerations, please contact us to discuss your project.

This checklist must be followed and submitted with your application form. If the application is incomplete it will affect the processing time of the pending application. Please complete the application by initialling in the box under "Copies Attached" to verify completion of each submittal requirement. City staff will review the checklist and application package. Only complete applications will be accepted and assigned for review.

Forms and Fees

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Application Form	1	A Building Permit application form must be completed and signed at time of submission.		<input type="checkbox"/>	
Application Fee and Fee Schedule	1	A refundable application fee, based upon the current effective Fee Schedule.		<input type="checkbox"/>	
Current title search	1	Documentation of current ownership, including relevant property title charges (i.e. covenant), if applicable.	The title search must have been completed within 30 days of submission.	<input type="checkbox"/>	

Drawings Required

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Site Plan	2	Showing the proposed development in context of buildings, property lines, creeks/waterlines, driveways and nearby lanes/streets.	Max size: 11"x17" PDF file	<input type="checkbox"/>	
Building Plans	2	Including existing and proposed building floor areas. See below:	Max size: 11"x17" PDF file	<input type="checkbox"/>	

Foundation Plans

- | | |
|---|---|
| <input type="checkbox"/> Size and location of building foundation, footings (including decks/retaining walls) | <input type="checkbox"/> Floor beams |
| <input type="checkbox"/> Structural components of all level | <input type="checkbox"/> Floor joists and spacing/thickness of subfloor |
| | <input type="checkbox"/> Bridging and/or strapping |

Main Floor Plans

- | | |
|--|--|
| <input type="checkbox"/> Building layout and size, showing rooms, access, fixtures and appliances, structural requirements of roof structure (if no upper level exists). | <input type="checkbox"/> Proposed use of each room. |
| | <input type="checkbox"/> Size and location of windows, doors and stairs (door swings should be indicated). |

Elevations

- | | |
|--|---|
| <input type="checkbox"/> Roof slope | <input type="checkbox"/> Windows and doors |
| <input type="checkbox"/> Guardrails, stairs and applicable information | <input type="checkbox"/> Proposed finished grade (accurate as possible) |
| <input type="checkbox"/> Vent locations and their height | <input type="checkbox"/> Locations of chimney or flue |



Building Permit - Complex Checklist

Drawings Required - Building Plans continued

Cross-Sections

- | | |
|--|--|
| <input type="checkbox"/> Structural details (floor joists, beam, roof) | <input type="checkbox"/> Additional foundation information, including depths |
| <input type="checkbox"/> Roof, wall and floor assemblies | <input type="checkbox"/> Perimeter drain and location |
| <input type="checkbox"/> Insulation location and "R" values | <input type="checkbox"/> Heights of walls and overall building |
| <input type="checkbox"/> Stair details (rise, run, headroom) | <input type="checkbox"/> Sprinkler System Plans (if applicable) |

Additional Documents - ONLY if the City deems necessary

Document	Copies	Details	Notes	Copies Attached	Accepted (staff)
Ministry of Health Approval	1	Approval from the Ministry of Health for septic system and or commercial property.		<input type="checkbox"/>	
SFD Home Owner Protection Form	1			<input type="checkbox"/>	
Owner Builder Authorization	1			<input type="checkbox"/>	
Engineering Schedule B or A	1			<input type="checkbox"/>	
Owners' Undertakings Schedule 3	1			<input type="checkbox"/>	
Confirmation of Registered Professional Insurance Schedule 4	1			<input type="checkbox"/>	
Development Permit	1			<input type="checkbox"/>	
Development Variance Permit	1			<input type="checkbox"/>	
Access Permit Approval	1	Approval from City Public Works.		<input type="checkbox"/>	
Drainage Plan for associated property	1			<input type="checkbox"/>	
Contaminated Site Form	1	Screening tool used to help identify potentially contaminated sites.		<input type="checkbox"/>	
Photographs	1			<input type="checkbox"/>	

Contaminated Site Declaration Form

I, _____, hereby acknowledge that the *Environmental Management Act, 2003*, as amended, is effective as of February 1, 2021.

Legal Description(s):

** To avoid losing your changes to this form while you view Schedule 2, right click the **Schedule 2** link and select "Open Link in New Tab".*

- Based on my personal knowledge of the property in question, I do not believe that it is or has been used for any of the industrial or commercial purposes and activities specified in [Schedule 2](#) of the regulations. Accordingly, I elect not to complete and submit a 'site disclosure statement', as outlined in Section 40(1) of the *Act*.

- I have read [Schedule 2](#) and one or more of the identified purposes or activities is or has occurred on the land(s) legally described above.
***Please contact staff to submit a "site disclosure statement".**

I further acknowledge that this declaration does not remove any liability which may otherwise be applicable under the legislation.

Owner / Agent

____ / ____ / ____
dd / mm / yy

Owner / Agent

____ / ____ / ____
dd / mm / yy