



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

**OFFICE USE ONLY** - Application Number: \_\_\_\_\_

### Property Owner (Applicant)

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Comments or contact instructions: \_\_\_\_\_

### Contractor Information (if different from owner)

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Property Information

Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Property Identification Number (PID): \_\_\_\_\_

Zoning Designation: \_\_\_\_\_

Land Use Designation: \_\_\_\_\_

Development Permit Area: \_\_\_\_\_

Lot Size (m<sup>2</sup>/ha/acre): \_\_\_\_\_

### Buildings

Are there any building occupying any portion of said land? \_\_\_\_\_

Describe current building(s) use: \_\_\_\_\_

Building size(s): \_\_\_\_\_

### Project Information

- New    Addition    Move    Alteration    Mobile set-up    Plumbing    Change of occupancy  
 Demolition    Free standing sign

**Describe project:**

**Estimated cost of construction:** \_\_\_\_\_



# Building Permit Application - Standard

## 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



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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**

- Size and location of building foundation, footings (including decks/retaining walls)
- Structural components of all level

- Floor beams
- Floor joists and spacing/thickness of subfloor
- Bridging and/or strapping

**Main Floor Plans**

- Building layout and size, showing rooms, access, fixtures and appliances, structural requirements of roof structure (if no upper level exists).

- Proposed use of each room.
- Size and location of windows, doors and stairs (door swings should be indicated).

**Elevations**

- Roof slope
- Guardrails, stairs and applicable information
- Vent locations and their height

- Windows and doors
- Proposed finished grade (accurate as possible)
- Locations of chimney or flue



# Building Permit - Standard 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"/>	
Site Profile Plan	1	Site profiles are a screening tool used to identify potentially contaminated sites.		<input type="checkbox"/>	
Photographs	1			<input type="checkbox"/>	