

# Building Permit Application Checklist

Address of Building: \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

Type of Construction:	<input type="checkbox"/> SFD	<input type="checkbox"/> Duplex	<input type="checkbox"/> Multi
	<input type="checkbox"/> Complex (Must fill out section below re: Complex Construction)		

Zoning:	Conforming:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Plot Plan:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Plans Submitted:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
HPO:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Title Search Conforms:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Registered Owner:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Service Connection Permit:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Plumbing Permit:		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Geo-Tech Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Curb Cut Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Secondary Suite:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Coach House:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Retaining Wall Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Driveway Location:		
Parking Requirements:		
Addressing:		
Lot Coverage %:		
Additional Information:		

Complex Construction:
Reviewed by Fire Prevention Officer : _____ (signature)

I acknowledge that I have read the attached documents:
_____ (signature)
_____ (date)

**HAVE YOU CONTACTED  
THE UTILITY COMPANIES  
BEFORE BEGINNING  
CONSTRUCTION?**

**TELUS**

PGEngineering@telus.com

Additional information at [www.telus.com/bics](http://www.telus.com/bics)

Building Industry Consulting Services (BICS)

250.565.3138

**BC HYDRO**

1.877.520.1355

[escwr@bchydro.com](mailto:escwr@bchydro.com)

**PNG**

1.800.667.2297

**BC ONE CALL**

1.800.474.6886



**THE CORPORATION OF THE CITY OF DAWSON CREEK  
BYLAW NO. 3959, 2007 - SCHEDULE "A"**

**APPLICATION FOR BUILDING PERMIT**

PROPERTY OWNER'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PROPERTY OWNER'S AGENT NAME AND ADDRESS: \_\_\_\_\_

TENANT'S NAME AND ADDRESS: \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_

CONTRACTOR'S ADDRESS: \_\_\_\_\_

HPO No.	Business License No.	Prov. Cert. No.
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The undersigned hereby applies for a building permit to construct the building or structure described in this application on property legally described as Lot \_\_\_\_\_, Block \_\_\_\_\_, Section, \_\_\_\_\_ Plan \_\_\_\_\_, in a \_\_\_\_\_ Zone in the City of Dawson Creek.

This property is located at \_\_\_\_\_

**TYPE OF BUILDING:**

RESIDENTIAL SINGLE:	RESIDENTIAL MULTI-FAMILY:	NON-RESIDENTIAL:
<input type="radio"/> SINGLE FAMILY DWELLING	<input type="radio"/> APARTMENT	<input type="radio"/> COMMERCIAL
<input type="radio"/> DUPLEX	<input type="radio"/> ROW HOUSE	<input type="radio"/> INDUSTRIAL
<input type="radio"/> MOBILE HOME		<input type="radio"/> INSTITUTIONAL
<input type="radio"/> SECONDARY SUITE		

**TYPE OF BUILDING:**

<input type="radio"/> NEW	<input type="radio"/> ADDITION	<input type="radio"/> FOUNDATION	<input type="radio"/> TEMPORARY	<input type="radio"/> SITE SERVICING
<input type="radio"/> ALTERATION	<input type="radio"/> DEMOLITION	<input type="radio"/> SWIMMING POOL	<input type="radio"/> SITING PERMIT	<input type="radio"/> RETAINING WALL
<input type="radio"/> EARTHWORK	<input type="radio"/> FIRE REPAIR	<input type="radio"/> SOLID FUEL APPLIANCE	<input type="radio"/> ACCESSORY	<input type="radio"/> OTHER

**FOR OFFICE USE ONLY**

Code occupancy classification:                      Group \_\_\_\_\_                      Division \_\_\_\_\_

I have attached the following plans:

1. Site plan incorporating all of the information required by Section 7.2.4 of the Building Bylaw;
2. Plot plan showing exact location of this and all other buildings on site as well as location of hydro and gas services;
3. Foundation plan;
4. Floor plan;
5. All elevations including window sizes & exterior finish detail;
6. Detail roof.

No deviation from plans and specifications will be permitted without approval of the Building Inspection Department. An occupancy permit **MUST** be secured before this building is occupied. I agree to give adequate notice of construction progress to assure essential inspections of the work as per attached sheet.

In accordance with the Freedom of Information and Privacy Act, the information in this form is being collected for the purpose of reviewing a building permit application and determining compliance with applicable statutes and bylaws. This information

may be disclosed to third parties in accordance with the Freedom of Information and Privacy Act. Inquires regarding disclosures should be directed to: Officer Responsible for Corporate Administration, City of Dawson Creek, PO Box 150, Dawson Creek, BC V1G 4G4. Phone 250-784-3617.

**FOR OFFICE USE ONLY**

Estimated Value \$ _____	Permit Fee \$ _____
Accessory Building \$ _____	Payment Received \$ _____
<b>TOTAL</b> \$ _____	

1. 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 British Columbia Building Code, this bylaw and any other applicable enactment, 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.
2. I acknowledge that neither the issuance of a permit under this bylaw, the acceptance nor 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 Dawson Creek or any other applicable enactment, code, regulation or standard has been complied with.
3. Where the City requires that Letters of Assurance be provided by a Registered Professional pursuant to Section 11 of the City of Dawson Creek Building Bylaw and Section 55 of the Community Charter I confirm that I have been advised in writing by the City that it relied exclusively on the Letter of Assurance of "Professional Design and Commitment for Field Review" prepared by \_\_\_\_\_ in reviewing the plans, drawings, specifications and supporting documents submitted with this application for a building permit.
4. I confirm that I have relied only on the said Registered Professional for the adequacy of plans, drawings, specifications and supporting documents submitted with this application.
5. I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a building permit by the City pursuant to this application and in respect of the execution of this acknowledgement.

I hereby agree to indemnify and keep harmless the City of Dawson Creek against all claims, liabilities, judgements, costs and expenses which may, in any way, occur against the said City in consequence of and incidental to, the granting of this permit, if issued. I further agree to conform to all requirements of the Building Bylaw and all other statutes and bylaws in force in the City of Dawson Creek.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

<b>FOR OFFICE USE ONLY</b>			Health Approval	Y	N
			Residential Plans: 2 sets + 3 site plans	Y	N
Certificate of Title	Y	N	Commercial Plans: 4 sets + 4 site plans	Y	N
Authorization Letter	Y	N	Landscape Plans & Estimate	Y	N
Covenants/Development Permit	Y	N	Security for Maintenance/Landscaping/Other	Y	N
Letters of Assurance	Y	N	Truss & Floor Layout	Y	N
HPO Authorization Form	Y	N	Application Accepted by:	Y	N
Construction Value	\$ _____		FOLDER NO. _____		