

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

CITY OF GREENWOOD

APPLICATION FOR BUILDING PERMIT

Building Official's Office - Regional District of Kootenay Boundary
 2140 Central Avenue, Box 1965, Grand Forks, B.C. V0H 1H0
 Telephone: (250) 442-2708
 Email: gfbuilding@rdkb.com

Date: _____

This form must be submitted for all new construction, additions, alterations, a change in use or occupancy, demolition, plumbing, reconstruction, renovations, repairs, retaining structures, signs, solid fuel burning appliances and moving a manufactured home or building.

The undersigned hereby applies for a Building Permit under all applicable bylaws, according to the following specifications and accompanying plans:

1. **Name of Owner/s on Title** _____
 Mailing Address _____ Postal Code _____
 Contact Number _____ Email _____
Street Address of Project _____
2. **Name of Contractor** _____ Mailing Address _____ Phone Number _____
3. **Name of Architect/Designer** _____ Mailing Address _____ Phone Number _____
Name of Registered Professional _____ Mailing Address _____ Phone Number _____
 Purpose of Building _____ If dwelling, how many families _____
4. **TYPE OF BUILDING:**
 Single Dwelling Unit Duplex Multi-Residential Laneway House Accessory Building
 Mixed-Use Commercial Industrial Institutional / Public
5. **SCOPE:**
 New Construction Addition Alteration/Renovation Deck Secondary Suite
 Shed Manufactured Home Accessory Building Change Occupancy Demolition
 Exterior Cladding / Finishes Plumbing Garage/Shop Repair Re-Roof
 Retaining Structure Sign Solid Fuel Burning Appliance Home Occupation / Home Based Business Use Temporary Building or Structure Renewal Application
 Other: _____
6. Provide Details of Project _____
7. Building Dimensions: Main floor area _____ sq. ft m² Front _____ Depth _____
8. No. of storeys _____ Height from average grade to highest point of building _____
9. Pre 1990 Building: Yes No (If yes, please refer to No. 13 of 'How to Apply for a Building Permit' page)
10. Estimated Cost of Project \$ _____ (total cost of material and labor, exclusive of land)

In consideration of the granting of this permit, the undersigned: (a) releases the City of Greenwood and those acting on behalf of the City of Greenwood from all claims and expenses which the undersigned may have or incur as a result of the issue of this permit or the enforcement or non-enforcement of the City of Greenwood Bylaws or of the British Columbia Building Code; (b) indemnifies the City of Greenwood from all such claims and expenses which may be made by any other person; (c) acknowledges that the City of Greenwood owes no duty of care to the undersigned or anyone else in respect of these matters;(d) The personal information you provide on this RDKB document is being collected in accordance with the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact our Freedom of Information Protection of Privacy Officer at 250 368 9148 or foi@rdkb.com.

I / We have read the above agreement, release and indemnity and understand it.

Signature of owner or authorized representative:

Address: _____

Phone number: _____

Email: _____

CRP - Coordinating Registered Professional (Architect / Engineer):

Print Name: _____

Signature: _____

REMINDERS

1. It is an offense to commence construction without a Building Permit;
2. Submitting this application does not authorize the Owner to commence construction;
3. Before a Building Permit can be issued, it is necessary for the Owner to obtain the written approval of the Interior Health Officer for the system of sewage disposal where such is required and to obtain a Highway Access Permit where such is required;
4. When requesting an inspection, the owner or contractor must give 72 hours notice as per relevant building bylaw;
5. An Occupancy Permit is required prior to occupancy of a building.

FOR OFFICE USE ONLY - TO BE COMPLETED BY MUNICIPALITY

Zoning: _____

Zoning Bylaw Compliance: _____

Zoning Bylaw Compliance:

- | | | |
|-----------------------------|-----------------------------|---|
| • Present Land Use: | <input type="checkbox"/> OK | <input type="checkbox"/> NON-CONFORMING |
| • Intended Land Use | <input type="checkbox"/> OK | <input type="checkbox"/> NON-CONFORMING |
| • Setbacks / Siting | <input type="checkbox"/> OK | <input type="checkbox"/> NON-CONFORMING |
| • Floodplain | <input type="checkbox"/> OK | <input type="checkbox"/> NON-CONFORMING |
| • Height | <input type="checkbox"/> OK | <input type="checkbox"/> NON-CONFORMING |
| • Area | <input type="checkbox"/> OK | <input type="checkbox"/> NON-CONFORMING |
| • Agricultural Land Reserve | <input type="checkbox"/> OK | <input type="checkbox"/> NON-CONFORMING |

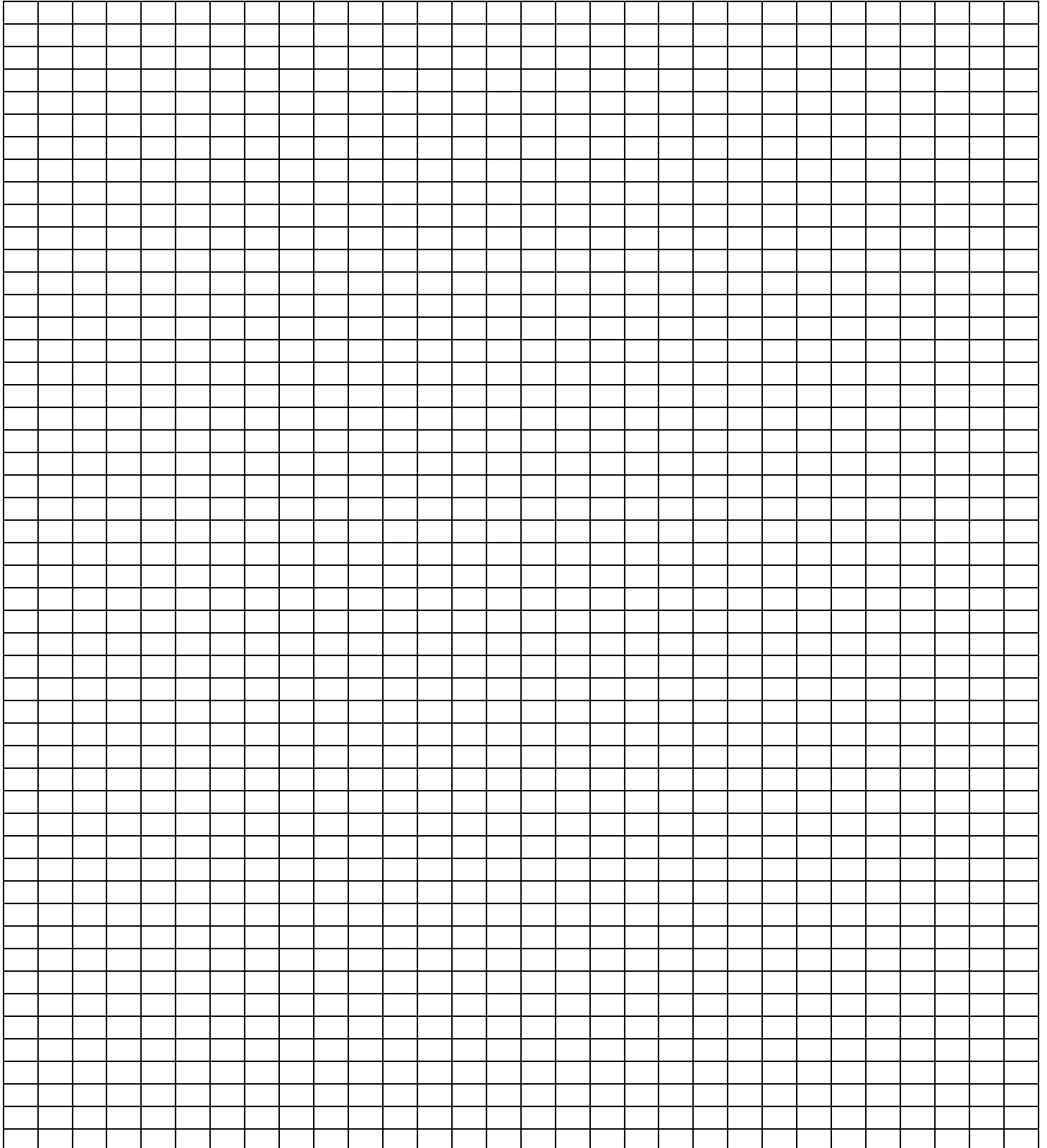
Building Bylaw Compliance:

- | | | | |
|-------------------------|------------------------------|-----------------------------|---------------------------------------|
| • Highway Access Permit | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> NOT REQUIRED |
| • Health Sewage Permit | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> NOT REQUIRED |
| • Development Permit | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> NOT REQUIRED |

APPROVALS	SIGNATURE	DATE	COMMENTS / RECOMMENDATIONS
DRIVEWAY			
OFFICE			
SEWER			
WATER			
OTHER			

BUILDING SITE PLAN

1. Draw proposed location of home or building on space provided below, and show distances to ALL PROPERTY LINES;
2. Show location of street access and names of streets;
3. Show location and distances of any water courses;
4. Please show north arrow.



DRAWING EXAMPLES

(as applicable)

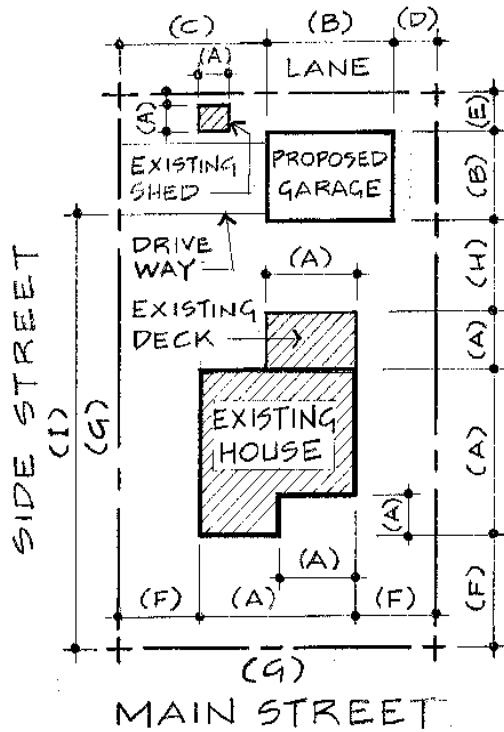
Site Plan - drawn to scale, indicating all distances to property lines, lot dimensions, including all other buildings and water courses on the property

Floor Plan - drawn to scale, indicating each room, doors / plumbing / windows etc. Include BEFORE and AFTER drawn plans of construction details, finished and unfinished

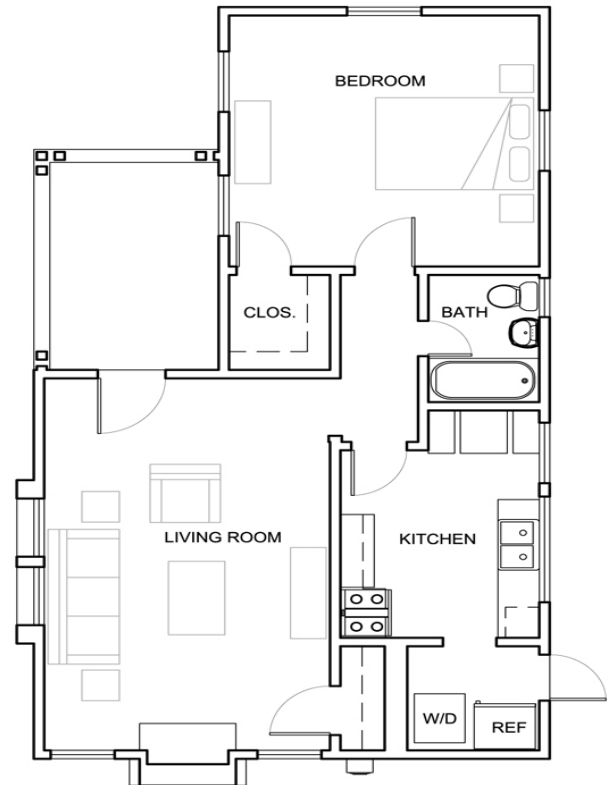
Cross-Sectional Plan - drawn to scale, indicating footings, beams, columns, trusses, floor joists, spacing etc.

Elevation / Grade Plan - drawn to scale, finished grade - average elevation of finished ground taken at the midpoint of the exterior walls, and exterior finish

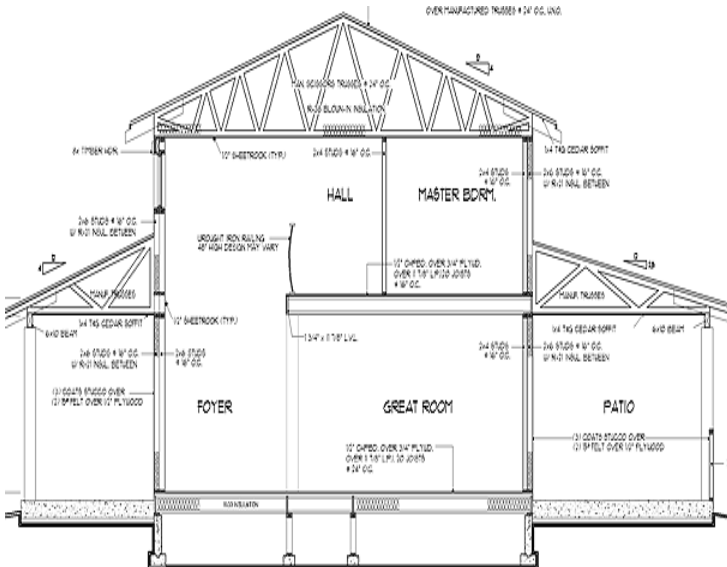
SITE PLAN



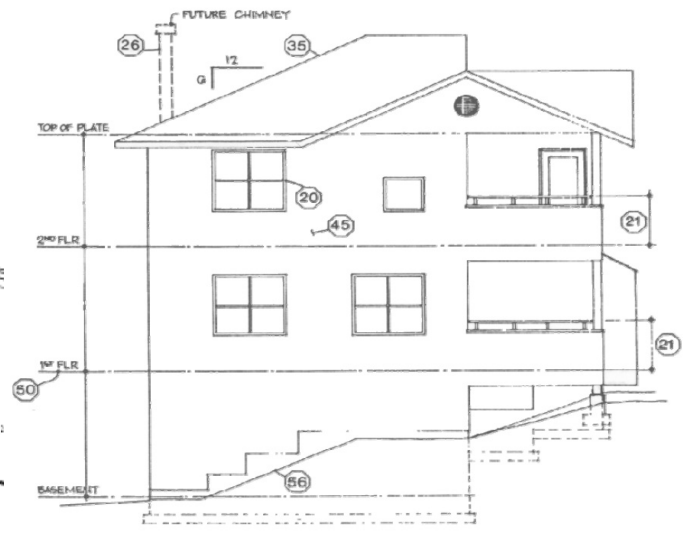
FLOOR PLAN



CROSS-SECTIONAL PLAN

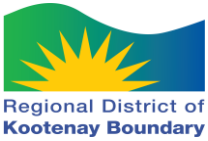


ELEVATION / GRADE PLAN



CROSS SECTION

RIGHT ELEVATION (ALL ELEVATIONS REQUIRED)
SCALE: 1/4" = 1'-0"



HOW TO APPLY FOR A BUILDING PERMIT

Complete / Include the following items (as applicable)

1. Completion of the building permit application form;
2. Submit a current Title Search (within last 30 days) with any Covenants, Easements or Right of Ways pertaining to property - if not provided, a fee will be charged;
3. A site plan drawn to scale, showing the proposed construction, indicating all distances to the property lines, lot dimensions, including all other buildings and water courses on the property;
4. Locate and stake out all property lines (if unable to locate the property pins, you may be required to have the property re-posted or surveyed for a "Certificate of Location");
5. Two sets of construction plans are required, drawn to scale and indicating all measurements. Plans include: foundation plan, basement plan, floor plan, 4-elevation views, cross sectional view, plumbing schematic showing drain, waste and vent piping (sizes and length) and water distribution system (including pipe sizes and valves);
6. Board of Variance / Development Permit / Development Variance Permit documentation as approved by the Village of Midway. Contact by Telephone: (250) 445 6644 & Email: reception@greenwoodcity.ca;
7. Engineering may be required for geotechnical, structural etc. (footings, foundations, framing etc.) as per B.C Building Code and Municipal Bylaws;
8. Engineered truss design layout, floor joist and beam specifications;
9. A "Highway Access Permit" is required if any building is accessed directly off of a highway. Contact the Ministry of Transportation and Infrastructure in Grand Forks by Telephone: 1 (250) 442-4384 or Nelson by Telephone: 1 (250) 354-6400;
10. A New Home Registration form is required for all new dwellings through BC Housing Licensing and Consumer Services. Web: www.bchousing.org/licensing-consumer-services
Contact by Telephone: 1 (800) 407-7757 or 1 (604) 646-7050 & Email: licensinginfo@bchousing.org ;
11. A "Record of Sewerage System" is required for new construction not connected to a community water system. Interior Health Authority information by Web: <https://www.interiorhealth.ca/health-and-wellness/environmental-health-and-hazards/sewerage-subdivisions-and-healthier-industries>. When adding bedrooms to existing building with sewerage system in place, the current design must be adequate as approved by an authorized person;
12. Electrical and Gas Permits can be obtained from Technical Safety B.C. Web: www.technicalsaftybc.ca
Contact by Telephone: 1 (866) 566-7233 & Email: contact@technicalsaftybc.ca ;
13. WorkSafeBC OHS recommends an owner, prime contractor or agents acting on behalf of the owner, are to inspect the site to determine if there is any asbestos or other hazardous materials on site in buildings built prior to 1990. Further information available by Web: www.worksafebc.com & Telephone: 1 (250) 352-2824;
14. Other information may be required upon review of the application and documentation.