



Alberni-Clayoquot Regional District **BUILDING PERMIT APPLICATION**

The following information is required at the time of application. If all applicable items listed below are not attached, the permit application will not be accepted for processing.

- One (1) completed Building Permit Application.
- Two (2) sets of plans that include foundation layout and details, floor plan and point loads, roof plan and point loads, cross sections, and north/south/east/west elevation drawings.
- One (1) site plan showing the location of the proposed structure, as well as any existing structures, on the property. Note: any structure within 20 feet of a required setback will require a registered BC Land Survey.
- When applicable, we require proof that a sewage disposal system design has been filed with the required Health Authority, as required by the Health Act. This is not required if the property is serviced by a community sewage system or if you are building an accessory building with no sewage facilities.
- When applicable, we require one (1) notarized Homeowner Protection form. Forms and instructions can be obtained from the Homeowner Protection Office by calling 1-800-407-7757 or by email at hpo@hpo.bc.ca. Their website is www.hpo.bc.ca.

**INCOMPLETE APPLICATIONS WILL BE
RETURNED TO THE APPLICANT!**



Alberni-Clayoquot Regional District BUILDING PERMIT APPLICATION

Applicant's Contact Information:

Name:	
Mailing Address:	
City/Town:	
Province/State:	
Postal/Zip Code:	
Phone #:	
Alternate Phone #:	
Email Address:	

Agent/Contractor Contact Information (if applicable):

Name:	
Mailing Address:	
City/Town:	
Province/State:	
Postal/Zip Code:	
Phone #:	
Alternate Phone #:	
Email Address:	

Architect Contact Information (if applicable):

Name:	
Mailing Address:	
City/Town:	
Province/State:	
Postal/Zip Code:	
Phone #:	
Alternate Phone #:	
Email Address:	

Property Information:

Legal Description of Property:	
Civic Address of Property:	

Construction Information:

Type of Building (ie. Home, shop, storage shed, barn, etc.):		
Type of Construction (ie. New, renovations, foundation, etc):		
Dimensions of Building (Width X Depth X Height):		
Footing Dimensions (Width X Depth):	Depth of Foundation:	
Size of Girders under Main Floor:		
Size of Joists under 1 st Floor:	2 nd Floor:	3 rd Floor:

Estimated Square Footage:	Basement:	Main Floor:	2 nd Floor:
Estimated Total Value:			

Building Materials:

Foundation Walls:	
Foundation Footings:	
Exterior Wall Finish:	
Interior Wall Finish:	
Interior Ceiling Finish:	
Roofing Material:	
Roof Type (ie. Flat, gable, peak, mansard, dome, etc.):	

Comments:

Agreement, Release and Idemnity

I/we agree that the information in this application or gathered by the Regional District in connection with a building permit may be used by the Regional District for any purpose connected with the exercise of its powers or the performance of its duties including enforcement of Regional District bylaws. In consideration of the granting of a building permit, I/we agree to release and indemnify the Regional District of Alberni-Clayoquot, its board members, employees and agents from and against all liability, demands, claims of action, suits, judgements, losses, damages, costs, expenses of whatever kind which I/we or any other person, partnership or corporation or my/our respective heirs, successors, administrators or assignees may have or incur in consequence of or incidental to the granting of this permit or any inspection, failure to inspect, certification, approval, enforcement, or failure to enforce the Regional District of Alberni-Clayoquot Building Bylaw or the British Columbia Building Code and I/we agree that the Regional District of Alberni-Clayoquot owes me/us no duty of care in respect of these matters.

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

Signature of Applicant

Date



Alberni-Clayoquot Regional District
Building Permit Application
RESPONSIBILITY OF OWNER

Neither the granting of a Building Permit, nor the approval of the relevant drawings and specifications, nor inspections made by the authority having jurisdiction, shall in any way relieve the registered property owner(s) from full responsibility for carrying out the work, or having the work carried out, in full accordance with the requirements of the British Columbia Building Code.

When the applicant is someone other than the registered owner(s) of the property on which the construction is to be undertaken, the Building Permit Application shall be accompanied by this statement, signed by the owner(s) as follows:

I (we), _____, the registered owner(s) of
Name(s) of Owner(s) – Please Print

_____ hereby
Civic or Legal Address of Property – Please Print

authorize _____ as
Name of Agent – Please Print

my (our) agent to apply for a Permit to undertake construction on my property. As the registered owner(s), I (we) understand and agree that I (we) am (are) responsible to ensure that the construction is carried out according to law and in compliance with the Building Bylaw and the Building Code.

Date

Signature(s) of Owner



Alberni-Clayoquot Regional District Building Permit Application **AGENCY CONTACT INFORMATION**

AGENCY	CONTACT NAME, TITLE	MAILING ADDRESS	EMAIL ADDRESS, WEBSITE	CONTACT #'S
BC Safety Authority	Doug Rentz, Electrical Inspector	Suite 40, 1100 Princess Royal Avenue Nanaimo, BC V9R 5E8	doug.rentz@safetyauthority.ca www.safetyauthority.ca	(250) 735-1335 cell (250) 716-5200 office
BC Safety Authority	Brian Conlin, Gas Inspector	Suite 40, 1100 Princess Royal Avenue Nanaimo, BC V9R 5E8	brian.conlin@safetyauthority.ca www.safetyauthority.ca	(250) 668-0655 cell (250) 716-5200 office
Vancouver Island Health Authority	Glenn Gibson, Health Inspector	PO Box 1210 249 West Hirst Avenue Parksville, BC V9P 2H2	glen.gibson@viha.ca www.viha.ca	(250) 248-2044 office
Service BC	Jim Spalding, Government Agent	4070 8th Avenue Port Alberni, BC V9Y 4S4	james.spalding@gov.bc.ca www.servicebc.gov.bc.ca	(250) 720-2040 office
BC Assessment Authority	Central Vancouver Island Office	300 – 125 Wallace Street Nanaimo, BC V9R 5B2	centralvanisl@bcassessment.ca www.bcasessment.ca	(250) 753-6621 office 1-800-977-2771 toll free
Emcon Services Inc.	Oliver Watson, Superintendent - Area 2	1435 Springhill Road Parksville, BC V9P 2T2	oliver_watson@emconservices.org www.emconservices.org	(250) 248-6212 office
Emcon Services Inc.	Craig Peterson, Road Foreman	4900 Maebelle Road Port Alberni, BC V9Y 7L6	no email address www.emconservices.org	(250) 724-6996
Ministry of Transportation and Infrastructure	Cindy Wells, Area Manager – Roads	3 rd Floor – 2100 Labieux Road Nanaimo, BC V9T 6E9	cindy.5.wells@gov.bc.ca www.gov.bc.ca/tran	(250) 713-4404 cell (250) 751-3275 office 1-866-377-0177 toll free

REGISTERED ONSITE WASTEWATER PRACTITIONERS

http://owrp.asttbc.org/OWRP_practitioners.pdf

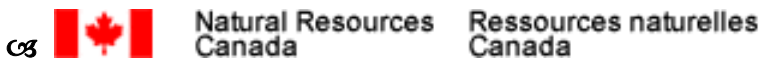
Craig Bowerman	(250) 723-8775
Tim Cisaroski	(250) 724-6771
Rod Dyck (Bamfield)	(250) 728-1223
Denis Francoeur	(250) 724-1789
Tobin Laughlin	(250) 897-1661 or 1-877-898-7625 toll free
Brent Van Vliet	(250) 724-6762

* The practitioners listed above are local only. Visit the website for a full list of Planners, Installers, Maintenance Providers, and Private Inspectors for Residential and Commercial projects in all areas.



Alberni-Clayoquot Regional District Building Permit Application **PROGRAMS, REBATES, & INITIATIVES**

The following is a list of resources available to people and/or organizations involved in various types of construction projects who are concerned with the environmental impacts associated with their projects, how they can improve the efficiency of their homes, and how to save money in the process. Projects include new construction, additions, and renovations as well as residential, commercial, or industrial buildings. This list is not complete and is to be used as a point of reference to the types of programs, rebates, and initiatives that are currently available.



Office of Energy Efficiency: <http://oee.nrcan.gc.ca/>

EcoENERGY Retrofit Grants and Incentives – As part of Canada's Economic Action Plan, you can retrofit Your Home and Qualify for a Grant! Under ecoENERGY Retrofit – Homes, property owners can qualify for federal grants by improving the energy efficiency of their home and reducing their home's impact on the environment. See their website for more information!



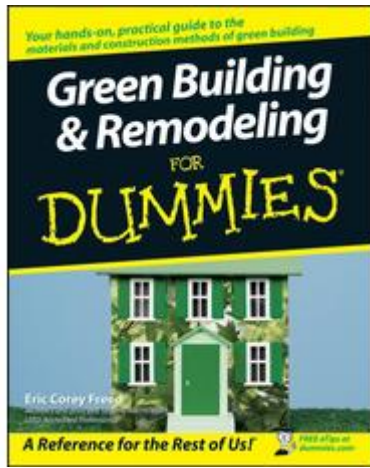
Rebates & Savings: http://bchydro.com/rebates_savings/

BC Hydro Power Smart – Save money with specials on lighting, windows, and appliances at participating retailers. Take advantage of mail-in rebates on various energy-efficient products including appliances. Their fridge buy-back program offers you \$30 for your old fridge and they will pick it up and recycle it! Check their website for a complete listing of incentives, rebates, and ways to save!



Canada Green Building Council – Leadership in Energy and Environmental Design (LEED):
<http://cagbc.org/leed/what/index.php>

The LEED Green Building Rating System encourages and accelerates global adoption of sustainable green building and development practices through the creation and implementation of universally understood and accepted tools and performance criteria. If you are interested in LEED certification, visit their website for details.



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Green Building and Remodelling for Dummies – available at Home Depot and online at <http://www.homedepot.ca> as well as other stores.

This publication provides an introduction to every facet of green building from start to finish. It includes tips for materials, architecture, and construction methods of green building and remodelling for both homeowners and professionals such as architects, interior designers, and contractors.



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Canada Revenue Agency / Agence du revenu du Canada

The Home Renovation Tax Credit – <http://www.cra-arc.gc.ca/hrtc/>

As part of Canada's Economic Action Plan, the Canada Revenue Agency is offering a Home Renovation Tax Credit to homeowners doing home renovations. To see if your project qualifies and for more details, visit their website shown above. You can receive a maximum \$1,350 tax credit!