



Building Permits are required for any new construction, alteration, addition or demolition of a structure in the Alberni-Clayoquot Regional District (ACRD). Only complete applications will be accepted for processing. The following document lists all Building Permit Application requirements. This is not a comprehensive list.

NOTE THAT A BUILDING PERMIT APPLICATION EXPIRES:

- After six (6) months from the date an application is filed with the ACRD where the Building Inspector deems the Building Permit application incomplete, and no significant steps are taken by the applicant to provide a complete application; or
- After sixty (60) days from the date the ACRD confirms that the application for a Building Permit is complete and ready for issuance, if the Permit cannot be issued because the applicant has not provided anything required by Section 5(1) of Building Bylaw No. PS1013.

FULLY COMPLETED APPLICATION including:

- ☐ **Building Permit Application** including Agreement, Release and Indemnity Form signed by all property owners registered on title.
- ☐ **Agent Authorization Form** authorizing an Agent to represent the property owner(s) (if applicable).
- ☐ A copy of a current (within 6 months) **Certificate of Title** along with copies of any registered covenants, charges, right-of-ways and/or easements. (<https://itsa.ca/property-owners/how-can-i/search-land-title-records/> or can be obtained through a Notary office)
- ☐ When applicable, **Septic Filing** obtained from a Registered Onsite Wastewater Practitioner (ROWP) and accepted by Island Health.
- ☐ When applicable, approval of a **Development Permit** or **Development Variance Permit** from the ACRD. * Please review the current property development regulations online at: www.acrd.bc.ca/planning
- ☐ When applicable, a completed **Water Application Form** and/or payment for all ACRD water system connection and development fees. This applies to properties within the Beaver Creek, Millstream and Bamfield Water Service Areas. For applications: <https://www.acrd.bc.ca/water-systems>

BUILDING PERMIT APPLICATION DEPOSIT FEE

A **Building Permit Application Deposit Fee** in the amount of **\$100.00** is collected at time of application, as per *Bylaw No. PS1013*. The Permit Application Deposit Fee is non-refundable and shall be credited to the Building Permit fees prior to Permit issuance.

SITE PLAN (required for all applications)

2 printed copies of the site plan showing North Point and including:

- ☐ Locations of **all existing buildings** on site and the area of each.
- ☐ Location of proposed structure with distances to each property line.
- ☐ Side, front and rear setbacks.
- ☐ Location and setbacks to watercourses (creeks, rivers, ponds, ocean, etc.).
- ☐ Lot coverage and access (roads, driveways and lanes).

HOME WARRANTY INSURANCE

For all **new** Single-Family Dwellings (SFD) and Accessory Dwelling Units (ADU), BC Housing requires that all Owner Builder Applicants meet the eligibility requirements.

- ☐ New Home Registration Form
 - Licensed Residential Builder; or
 - Owner Builder

All information and instructions can be obtained from BC Housing: <https://www.bchousing.org>



CONSTRUCTION PLANS at a Scale of $\frac{1}{4}'' = 1'$ (required for all applications)

- ☐ **Floor Plans**, including:
 - ☐ Dimensions of all walls, area of each floor, and all rooms labelled
 - ☐ Doors, sizes and swings; window locations and sizes
 - ☐ Plumbing fixtures
 - ☐ Location of furnaces, fireplaces and hot water tank
- ☐ **Elevations and Cross-Sections:**
 - ☐ Indicate natural and finished grade
 - ☐ Building and wall heights with height resolve
 - ☐ Roof slopes
 - ☐ Exterior finishing details
 - ☐ Insulation, air barrier and vapour barrier details
 - ☐ Spatial separation calculations
 - ☐ Drawing of slab, floor, deck, wall and roof assemblies
 - ☐ Footing details
- ☐ **Structures above** including beams, posts, rafters and joists (spacing and direction):
 - ☐ Layout and Beam Runs from truss company showing factored reactions
 - Concentrated loads over 15,000 lbs. will require the foundation to be engineered
 - Concentrated loads over 20,000 lbs. will require entire load path to be engineered
- ☐ **Lateral Bracing** Requirements:
 - ☐ Location of brace wall bands and brace wall panels
- ☐ **Energy Compliance Path:** <https://energystepcode.ca/compliance-tools-part3/>
 - ☐ Heating and ventilation method
 - ☐ Step Code 3 required for all dwelling units

OTHER DOCUMENTS

The following may be required for the project or occupancy, but not at application:

- ☐ **BC Land Survey Certificate** is required for all new construction within 20' of a required setback and must be submitted prior to drainage inspection
- ☐ **Plumbing Declaration** (by or at Plumbing Inspection, email: building@acrd.bc.ca for form)
- ☐ **Mechanical Ventilation Checklist** (by or at Framing Inspection, email: building@acrd.bc.ca for form)
- ☐ **Electrical Permit** from Technical Safety BC (by or at Final/Occupancy Inspection)
- ☐ **Gas Permit** from Technical Safety BC (by or at Final/Occupancy Inspection)
- ☐ **CSA F280 Calculation**

ONCE A BUILDING PERMIT HAS BEEN ISSUED:

- The Permit must be picked up and paid for within 60 days of issuance.
- Construction shall commence within six (6) months from the date of issuing the Permit.
- All Permits will expire two (2) years from the date of issuance. If permit expires, permit must be renewed.
- For further information on Permit Conditions, refer to: Bylaw No. PS1013
https://www.acrd.bc.ca/dms/documents/bylaws/building-bylaws/ps1013_building_bylaw.pdf



Property Owner's Contact Information:

Name(s):	
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:	

Coordinating Registered Professional Contact Information (if applicable):

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

Property Information:

Civic Address (if applicable):	
PID:	
Legal Description:	



Construction Information:

Comments:

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BUILDING PERMIT APPLICATION

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/our property. As the registered owner(s), I/we understand and agree that I/we am/are responsible to ensure that construction is carried out according to law and in compliance with the Building Bylaw and the BC Building Code.

Date

Signature(s) of Owner

Date

Signature(s) of Owner

Date

Signature(s) of Owner

**All owners registered on title must sign this form*



AGENCY	SERVICE & CONTACT NAME	MAILING ADDRESS	EMAIL ADDRESS & WEBSITE	CONTACT #
BC Assessment	Property Assessment	#901 – 5800 Turner Road Nanaimo, BC V9T 6J4	https://www.bcassessment.ca	1-866-825-8322
BC Housing	Home Warranty	Suite 203 – 4555 Kingsway Burnaby, BC V5H 4T8	https://www.bchousing.org	1-800-407-7757
Technical Safety BC	Gas & Electrical Inspection Permits	Unit 40 – 1100 Princess Royal Avenue Nanaimo, BC V9S 5R5	https://www.technicalsafetybc.ca	1-866-566-7233
Bamfield Water System	Les Butler	PO Box 76 Bamfield, BC V0R 1B0	Lesbutler64@gmail.com	1-250-728-1260 1-250-735-2148 Cell
Cherry Creek Waterworks District	Wes Kovacs, Office Administrator	5920 – A Cherry Creek Road Port Alberni, BC V9Y 8R7	ccww@shaw.ca http://www.cherrycreekwater.com/	1-250-723-2214
Mainroad Mid-Island Contracting	Road Maintenance & Construction	435 Springhill Road Parksville, BC V9P 2T2	midisland@mainroad.ca	1-877-215-6006
Ministry of Transportation & Infrastructure	James Miskulin, Development Officer	3 rd Floor – 2100 Labieux Road Nanaimo, BC V9T 6E9	James.Miskulin@gov.bc.ca www.gov.bc.ca/tran	1-250-734-4821
Ministry of Transportation & Infrastructure	Jessica Learn, Area Roads Manager	3 rd Floor – 2100 Labieux Road Nanaimo, BC V9T 6E9	Jessica.Learn@gov.bc.ca www.gov.bc.ca/tran	1-236-478-1337 1-250-802-7596 Cell
Bureau Veritas	Water Testing	2755 – B Moray Avenue Courtenay, BC V9N 8M9	https://www.bvlabs.com/	1-250-338-7786 1-833-282-5227
Service BC	Suzanne Turgeon, Customer Service Representative	4070 8 th Avenue Port Alberni, BC V9Y 4S4	Suzanne.Turgeon@gov.bc.ca www.servicebc.gov.bc.ca	1-250-720-2045
Island Health (Health Protection & Enviro. Services)	Environmental Health Officer	4201 6 th Avenue Port Alberni, BC V9Y 4N1	hpes.portalberni@islandhealth.ca www.islandhealth.ca	1-250-731-1355

BRITISH COLUMBIA LAND SURVEYORS: <https://www.abcls.ca>

REGISTERED PROFESSIONAL BIOLOGISTS: <https://www.cab-bc.org/members-list/partial>

REGISTERED PROFESSIONAL ENGINEERS & GEOSCIENTISTS: <https://www.egbc.ca/Member-Directories>

REGISTERED ONSITE WASTEWATER PRACTITIONERS: <https://asttbc.org/registrants/registrator-directory/#>

* The Registered Onsite Wastewater Practitioners listed below 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

Port Alberni			
Bowerman Construction Ltd.	250-723-8775	Denis Francoeur Backhoeing Ltd	250-724-1789
B Pletti Contracting Ltd.	250-720-1203		
Parksville			
Glenn Gibson	250-240-1724	Kivela Contractors, Kevin Kivela	250-954-0817
Roto-Rooter Plumbers	250-723-8774		