Alberni-Clayoquot Regional District

BUILDING PERMIT APPLICATION CHECKLIST

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 Building Permit (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, if the Permit cannot be issued because the applicant has not provided anything required by Section 5(1) of Building Bylaw No. PS1011.**

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.
- ❑ 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 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.

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. PS1011*. 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

Required for all **new** single-family dwellings and Accessory Dwelling Units

- ❑ A Licensed Residential Builder Registration number or an Owner Builder Authorization number:
  - Obtained through Licensing & Consumer Services (LCS) (formerly HPO)
  - LCS requires that all owner builder applicants meet eligibility requirements and successfully complete an exam

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

Alberni-Clayoquot Regional District

BUILDING PERMIT APPLICATION CHECKLIST

CONSTRUCTION PLANS at a Scale of ¼" = 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 may be required depending on structure distance from property line
  - ❑ 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
  - ❑ Heating and ventilation method

OTHER DOCUMENTS

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

- ❑ BC Land Survey Certificate is required for all new construction within 20' of a required setback and should be submitted prior to drainage inspection
- ❑ Plumbing Declaration (by or at Plumbing Inspection)
- ❑ Septic filing (only required if not connected to municipal system), obtained from a Registered Onsite Wastewater Practitioner (ROWP) and accepted by Island Health
- ❑ Mechanical Ventilation Checklist (by or at Framing Inspection)
- ❑ Electrical Permit from Technical Safety BC (by or at Final/Occupancy Inspection)
- ❑ Gas Permit from Technical Safety BC (by or at Final/Occupancy Inspection)

ONCE A BUILDING PERMIT HAS BEEN ISSUED:

- 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.
- For further information on Permit Conditions, refer to PS1011 Building Bylaw

Alberni-Clayoquot Regional District

BUILDING PERMIT APPLICATION

Property Owner'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:	

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:	

The personal information is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act and is only collected for the purposes of your Permit application and will not be used or disclosed for any other purpose. If you have any questions about the collection, use or disclosure of your personal information, please contact the ACRD Office at (250) 720-2700 or email: wthomson@acrd.bc.ca .

Alberni-Clayoquot Regional District

BUILDING PERMIT APPLICATION

Construction Information:

Estimated Construction Value:	
Type of Building (i.e., home, shop, storage shed, barn, etc.):	
Type of Construction (i.e., new, renovations, change of use, etc.):	
Wood Burning Appliance(s) (i.e., woodstove, fireplace, pellet stove, etc.):	Yes ☐ No ☐ # of units:

Comments:

Agreement, Release and Indemnity

I/we agree that the information in this application or gathered by the Regional District of Alberni-Clayoquot in connection with a Building Permit may be used by the Regional District of Alberni-Clayoquot for any purpose connected with the exercise of its powers or the performance of its duties including enforcement of Regional District of Alberni-Clayoquot 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 Property Owner _____ Date _____

Signature of Property Owner _____ Date _____

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

Alberni-Clayoquot Regional District

BUILDING PERMIT APPLICATION

AGENT AUTHORIZATION FORM

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

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

Alberni-Clayoquot Regional District
AGENCY CONTACT INFORMATION

AGENCY	SERVICE OR CONTACT NAME	MAILING ADDRESS	EMAIL ADDRESS, WEBSITE	CONTACT NO.
BC Assessment	Property Assessment	300 – 125 Wallace Street Nanaimo, BC V9R 5B2	https://www.bcassessment.ca/	1-866-825-8322
BC Housing	Home Warranty	Suite 203-4555 Kingsway Burnaby, BC V5H 4T8	https://www.bchousing.org/home	1-800-407-7757
Technical Safety BC	Gas & Electrical Inspection & Permits	Unit 40 - 1100 Princess Royal Avenue Nanaimo, BC V9R 5R5	contact@technicalsafetybc.ca https://www.technicalsafetybc.ca/	1-866-566-7233
Bamfield Water System	Les Butler	PO Box 76 Bamfield, BC V0R 1B0	lesbutler64@gmail.com	250-728-1260 250-735-2148 cell
Cherry Creek Waterworks District	Wesley Kovacs-Flood, Interim Office Adm.	5920-A Cherry Creek Road Port Alberni, BC V9Y 8R7	ccww@shaw.ca http://www.cherrycreekwater.com/	250-723-2214
Mainroad Mid-Island Contracting	Road Maintenance & Construction	1435 Springhill Road Parksville, BC V9P 2T2	midisland@mainroad.ca	1-877-215-6006
Ministry of Transportation & Infrastructure	James Miskulin, Dev. Services Officer	3rd Floor - 2100 Labieux Road Nanaimo, BC V9T 6E9	james.miskulin@gov.bc.ca www.gov.bc.ca/tran	250-734-4812
Ministry of Transportation & Infrastructure	Jessica Learn, Area Manager – Roads	3rd Floor - 2100 Labieux Road Nanaimo, BC V9T 6E9	jessica.learn@gov.bc.ca www.gov.bc.ca/tran	236-478-1337 250-802-7596 cell
Bureau Veritas	Water Testing	2755-B Moray Avenue Courtenay, BC V9N 8M9	https://www.bvlabs.com/	250-338-7786 1-833-282-5227
Service BC	Suzanne Turgeon, Acting Gov't Agent	4070 8th Avenue Port Alberni, BC V9Y 4S4	Suzanne.turgeon@gov.bc.ca www.servicebc.gov.bc.ca	250-720-2040
Island Health, Health Protection & Environmental Services	Environmental Health Officer	4201 6th Avenue Port Alberni, BC V9Y 4N1	hpes.portalberni@islandhealth.ca www.islandhealth.ca	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://owrp.asttbc.org/

* 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

Craig Bowerman	250-723-8775	Brent Van Vliet	250-724-6762
Tim Cisaroski	250-724-6771	Dave Burgess	250-720-5200
Denis Francoeur	250-724-1789	Blair Pletti	250-720-1203
Tobin Laughlin	250-723-7066 or 1-877-898-7625	Terry Kelloway – Roto Rooter Plumbers	250-723-8774
Glenn Gibson	250-240-1724		