



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 **including** a copy of the current (within 6 months) Certificate of Title and any registered covenants, charges, right of ways and/or easements.
- Two (2) sets of plans that include foundation layout and details, floor plans, roof plan, cross sections and all elevations. **And when applicable**, brace wall bands and panels, energy efficiency calculations and truss/floor layout with factored loads.
- One (1) site plan of the property showing the location of the proposed structure, as well as any existing structures, including all distances from property lines and dimensions of all structures. **Note:** any structure within 20 feet of a given setback will require a registered BC Land Survey when the foundation is complete. A final inspection and/or final occupancy will not be granted until the survey has been completed.
- When applicable, approval of a Development Permit from the ACRD. Please see the ACRD Planning Department.
- 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.
- When applicable, a “Record of Sewerage System”, approved by the Island Health Authority, is required. This is not required if the property is serviced by a community sewage system or if you are building an accessory building with no plumbing facilities.
- When applicable, approved home warranty from BC Housing. All information and instructions can be obtained from BC Housing by calling 1-800-407-7757 or visit their website at <https://www.bchousing.org/home> .

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



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:	



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) (ie. woodstove, fireplace, pellet stove, etc.):	Yes <input type="checkbox"/>	No <input type="checkbox"/>	# 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



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 BC Building Code.

Date

Signature(s) of Owner



Alberni-Clayoquot Regional District AGENCY CONTACT INFORMATION

AGENCY	SERVICE OR CONTACT NAME	MAILING ADDRESS	EMAIL ADDRESS, WEBSITE	CONTACT #'S
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@technicalafetybc.ca https://www.technicalafetybc.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	Loreen Brown, Interim Administrator	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	Bryce Pirozzini, District Dev. Technician	3 rd Floor - 2100 Labieux Road Nanaimo, BC V9T 6E9	bryce.pirozzini@gov.bc.ca www.gov.bc.ca/tran	250-751-7089
Ministry of Transportation & Infrastructure	Cindy Corner, Area Manager – Roads	3 rd Floor - 2100 Labieux Road Nanaimo, BC V9T 6E9	cindy.L.corner@gov.bc.ca www.gov.bc.ca/tran	250-751-3275 250-713-4404 cell
Maxxam Analytics	Water Testing	2755-B Moray Avenue Courtenay, BC V9N 8M9	http://maxxam.ca/services/environmental-testing-services/water-quality-testing	250-338-7786 1-877-533-3313
Service BC	Annameika Lee, Gov't Agent	4070 8 th Avenue Port Alberni, BC V9Y 4S4	Annameika.Lee@gov.bc.ca www.servicebc.gov.bc.ca	250-720-2040
Island Health Authority	Stephanie Bruvall, Environmental Health Officer	4201 6 th Avenue Port Alberni, BC V9Y 4N1	Stephanie.bruvall@viha.ca North Port (north of Roger Creek), Cherry Creek, Beaver Creek, Bamfield, Salmon Beach and Ucluelet	250-731-1315 Ext# 41768
Island Health Authority (VIHA)	Jackie Chiu, Environmental Health Officer	4201 6 th Avenue Port Alberni, BC V9Y 4N1	jacqueline.chiu@viha.ca South Port Alberni (~ south of Roger Creek), Sproat Lake and Tofino	250-731-1315 Ext# 41021

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/>

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

* The Registered Onsite Wastewater 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.