Building Permit

APPLICATION FORM

Stamp Date here

SQUAMISH
HARDWIRED *for* ADVENTURE

OFFICE USE ONLY:

Application Processing Fee Receipt #: _____ BUILDING PERMIT NO.:_____Clerk Initials: _____

Referrals Required Engineering _____ Environment _____ Application Reviewed By:_____

Fire _____ Planning _____ Real Estate _____ PW/Ops _____ External Referrals _____

IMPORTANT:

- Before you submit your application, you must ensure you have the appropriate (if any) Land Development Permit(s) and Service Agreements for your property. Contact the Community Planning Department to confirm.
- **INCOMPLETE APPLICATIONS ARE NOT ACCEPTED (SEE DOCUMENT CHECKLIST)**

PROPERTY INFORMATION:

Project Civic Address (Street No. & Name):

Parcel Identifier (PID): _ _ _ - _ _ _ - _ _ _

Construction Value: $_____

ZONING INFORMATION (not required for plumbing-only alterations):

Zoning for your Property:_____(e.g. RS1)

Is there a Development Variance Permit? ◯ Yes ◯ No

If Yes, Include a copy with your application

To confirm your property zone, go to www.squamish.ca and use the Parcel & Land Use Map. To confirm the heights and setbacks for your zone, refer to the *Zoning Bylaw*.

APPLICANT DETAILS: (The primary contact who is responsible for the permit)

Full Name: _____ Company Name:_____

Mailing Address : _____**Bus. Licence #:**_____

City:_____Province:_____Postal Code:_____

Bus. Ph:_____Cel Ph:_____Email (required): _____

PROPERTY OWNER DETAILS:

Full Name: _____Company Name:_____

Mailing Address: _____

City:_____Province:_____Postal Code:_____

Bus. Ph:_____Cel Ph:_____Email (required): _____

GENERAL CONTRACTOR DETAILS:

Full Name: _____Company Name:_____

Mailing Address: _____ **Bus. Licence #:**_____

City:_____Province:_____Postal Code:_____

Bus. Ph:_____ Cel Ph:_____Email (required): _____

APPLICATION TYPE:

NOTE: If you are planning to construct a Single Unit Dwelling with an Accessory Building, **you must submit two *Building Permit Application Forms,*** one for each building type.

Building Type (check one box only):

- ☐ Single Unit Dwelling
- ☐ Single Unit Dwelling with Suite
- ☐ Two Unit Dwelling (Duplex)
- ☐ Multi-Unit Dwelling
- ☐ Accessory Building
- ☐ Carriage House
- ☐ Modular/Mobile Home
- ☐ Floating Building/Structure
- ☐ Commercial
- ☐ Industrial
- ☐ Institutional
- ☐ Mixed Use

Construction Type (check one box only):

- ☐ New Construction
- ☐ Addition
- ☐ Alteration
- ☐ Demolition - Size of Building being Demolished: _____ m2
- ☐ Swimming Pool
- ☐ Suite Installation
- ☐ Retaining Wall
- ☐ Relocation of a Building
- ☐ Service Connection Only
- ☐ Plumbing only

PLEASE READ CAREFULLY AND ANSWER ALL QUESTIONS:	**YES**	**NO**	**N/A**
If this application is part of a new business or a business changing location, have you confirmed that the business is a permitted use in that zone?	☐	☐	☐
Is there a Board of Variance appeal involved?	☐	☐	☐
Is there any damage to your lot frontage or District property?	☐	☐	☐
Are you proposing a new driveway from the street?*	☐	☐	☐
** Driveway Access Permit to be signed and approved by District Engineering Department prior to issuance of Building Permit, Locations of driveway, sidewalks, utilities, hydrants and landscape details to be indicated on plans.*			
Is there an existing secondary suite in the principal building?	☐	☐	☐
Does the property **contain** a creek or watercourse?	☐	☐	☐
Is the property **within 30m** of a creek or watercourse?	☐	☐	☐
Answering Yes to either of the above will require an Environmental Development Permit prior to Building Permit Application			

PROJECT DESCRIPTION: Describe in detail the nature of your project:

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IMPORTANT:

- An Application Fee is due at time of submission, this fee will be determined based on construction costs.
- **All contractors must have a valid District of Squamish Business Licence.**
- Changes to plans for a Building Permit Application that is already being processed must be approved by a Building Official prior to permit issuance; new drawings may be required.

As owner and/or owner's agent, I have verified that the information contained in this form and associated plans is correct, and describes the use, building or work which complies with all relevant bylaws and statues**. I/we have attached to this application the documents required as noted in the *Building Permit Document Checklist*, along with the required fee(s), and hereby agree to submit further information deemed necessary for processing this application.**

I acknowledge that the responsibility for bylaw and Building Code compliance rests with the owner and the owner's employees, agents and contractors. I will indemnify and save harmless the District of Squamish, its officials, employees and agents against all claims, liabilities and expenses of every kind, in respect to anything done or not done pursuant to this application or ensuing permit, including negligence and/or the failure to observe all bylaws, Building Code, Acts or Regulations.

By signing below, I/we acknowledge I/we have read and understand the District Squamish *Zoning Bylaw*, *Building Bylaw*, *Subdivision and Development Control Bylaw*, and *Watercourse Bylaw*, including:

- No excavation, construction, enlargement, alteration, repair, removal or demolition of any building or structure, or part thereof, shall be commenced or undertaken without a permit being first obtained from the District of Squamish.
- No person shall occupy a building or structure or part of a building or structure until a final report authorizing occupancy has been issued by a building official.
- Every owner to whom a permit is issued shall be responsible for the cost of repair to any damaged District property.
- No permit for construction of any residential, commercial or industrial building shall be issued unless the following essential services are provided: road, water, sewer, and storm drainage.

This project will be constructed in conjunction with the *Wildlife Attractant Bylaw 2053, 2009*, and in accordance with Bear Aware best practices.

I understand that personal information contained in this form will not be released to the public except as required by law. For questions about the collection and use of this information, I acknowledge that I may contact the Information and Privacy Coordinator at the District of Squamish on 604.815.5006 or email privacy@squamish.ca.

Full Name of Applicant (please print)	Signature of Applicant	DD / MMM / YYYY Date
Full Name of Owner #1 (please print)	Signature of Owner #1	DD / MMM / YYYY Date
Full Name of Owner #2 (please print)	Signature of Owner #2	DD / MM M/ YYYY Date

All Property Owners must sign this application before submission.

District of Squamish Building Bylaw No. 1822,

2004 Form 1

Acknowledgements of Owner

I acknowledge that the owner of the land in respect of which this permit is issued is solely responsible for carrying out the work authorized by this permit in accordance with the Building Code and other applicable laws respecting safety, including the requirements of the Building Code in relation to soil conditions for building foundations.

I acknowledge that the owner of the land is also solely responsible for determining whether the work authorized by this permit contravenes any covenant, easement, right of way, building scheme or other restriction affecting the building site, and whether the work requires the involvement of an architect under the ***Architect's Act*** or an engineer or geoscientist under the ***Engineers and Geoscientists Act***.

I acknowledge that the District of Squamish provides a limited monitoring service in relation to building construction and does not, by accepting or reviewing plans, inspecting construction, monitoring the inspection of construction by others, or issuing building or occupancy permits, make any representation or give any assurance that the construction authorized by this permit complies in every or any respect with the Building Code or any other applicable laws respecting safety.

If the District of Squamish has so indicated on this permit, I acknowledge that the District has issued the permit in reliance on the certification of a registered professional, engaged by me to provide such a certification, that the plans for the work authorized by the permit comply with the Building Code and other applicable enactments, and that the fee for the permit has been accordingly reduced. I acknowledge that the District of Squamish, by issuing this permit or any occupancy permit, makes no representations to me or any other person as to any such compliance.

_____

Full Name of Registered Owner (please print)

_____

Civic Address of Registered Owner

_____ DD / MM M/ YYYY

Signature of Registered Owner #1 (please print) Date

SQUAMISH
HARDWIRED for ADVENTURE

37955 2nd Avenue, PO Box
310 Squamish, BC V8B 0A3
604.815.5012
www.squamish.ca

File / Permit #: _____
Office Use Only

Community Planning

Owner's Acknowledgement of Responsibilities Agreement

Homeowners and builders are responsible for ensuring that District of Squamish property is not damaged during construction. This includes, but is not limited to, damage to roads, curbs, pipes, culverts, sidewalks, water valve risers, and cleanouts. It also includes actively protecting the storm drain system from deleterious materials, including placing protective materials and barriers around District property and using sediment control.

NOTE: Any construction or maintenance on District property requires a Work Permit. Damage to individual utilities such as BC Hydro, Telus or Fortis BC Gas, should be reported immediately to the respective service provider as well as the District of Squamish.

PROJECT INFORMATION:

Project Description: _____

Civic Address: _____

Legal Description: _____

Property Owner Name: _____

Property Owner Address: _____

Property Owner Phone: _____

Property Owner Email: _____

If different from above:

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____

Applicant Email: _____

DAMAGE CHECK:

It is advised that you inspect your property, the adjacent public boulevard, and the downstream catch basins for damage prior to taking control of the property or prior to applying for a Building Permit. In the event you find a problem, you should document it and inform the Development Services Department at the District of Squamish immediately at **604-815-6872**. Any damage found by District Staff after commencement will be deemed to be your responsibility.
After reviewing the above notes, please check <u>one</u> of the following:

☐ **No damage** to District property was found prior to start of construction.

☐ **Damage** has been found – please describe in the box below and attach photos if possible:

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I,_____, the owner or duly authorized signatory for the person, company or strata corporation applying for the permit or approval have inspected all visible District works and services (road, curb, sidewalk, street lighting, water, service caps, etc.) in front of or on the property at:

_____

(civic address)

and do acknowledge and understand that I am responsible for all costs associated with repairing all damage not noted above to the standards established by the District of Squamish.

DECLARATIONS:

I,_____, the owner or duly authorized signatory for the person, company or strata corporation applying for the permit or approval do acknowledge and understand that I am responsible for all costs associated with repairing all damage not noted above to the standards established by the District, and that if I do not affect any required repairs as directed by the District then the District may undertake the repairs and invoice me for the costs of the repairs, and I will pay any invoice from the District within thirty (30) days.

☐ Owner's initials

I,_____, the owner or duly authorized signatory for the person, company or strata corporation applying for the permit or approval do further acknowledge and understand that if I do not pay any invoice from the District within thirty (30) days, then pursuant to the relevant sections of the Community Charter (s. 17, 258 & 259), the District may apply any unpaid amount to the property tax roll for the above noted property, and the District may collect those funds in the same manner as unpaid taxes.

☐ Owner's initials

I,_____, the owner or duly authorized signatory for the person, company or strata corporation applying for the permit or approval do further acknowledge and understand that if I have either sought legal advice with respect to signing this agreement or have chosen voluntarily not to seek independent legal counsel.

☐ Owner's initials

SIGNATURES:

_____ DD / MM M/ YYYY

Signature of Owner / Agent / Strata Council Representative — Date

_____ DD / MM M/ YYYY

Signature of Applicant — Date

_____

Civic Address

_____ DD / MM M/ YYYY

Signature of District Designated Representative — Date