

Legal Description:							
House Number: (If assigned)		Road Name:					
<b>OWNER INFORMATION</b> Primary Contact							
Name(s):							
Mailing Address:			City/Prov:		Postal Code:		
email:			Tel:		Cell:		
<b>AGENT INFORMATION</b> Primary Contact							
Name(s):							
Mailing Address:			City/Prov:		Postal Code:		
email:			Tel:		Cell:		
<b>CONSTRUCTOR INFORMATION</b> Primary Contact							
Name(s):					Plumber T.Q. #:		
Company Name:							
Mailing Address:			City/Prov:		Postal Code:		
email:			Tel:		Cell:		
<b>REQUIRED DOCUMENTS</b>							
Certificate of Title (dated within two days of application, including copies of registered covenants, easements and right of ways), missing documents can be obtained by staff, but additional fees will apply					YES	NO	
Agent Authorization					YES	N/A	
Preliminary Planning Department Review					YES	NO	
Site Plan, two sets complete with all buildings, measurements & setbacks, driveway access					YES	NO	
Construction plans – two sets of drawings (two sets sealed by P Eng if applicable)					YES	NO	
Demolition, Addition, Alteration or Repair of a structure built prior to 1990?					YES	NO	
Truss layout c/w factored concentrated loads					YES	NO	
BC Building Code Letters of Assurance complete with proof of liability insurance from Professional Engineer(s)					YES	N/A	
Residential builder “BC Housing Registration Form” or Owner Builder “New Home Registration Form” (for new dwellings)					YES	N/A	
Pre-construction BC Energy Compliance report – (Performance paths for Part 9 Buildings)					YES	N/A	
Hazardous Materials Declaration for pre 1990 buildings					YES	N/A	
Sewerage Filing or Registered Practitioner’s (ROWP) report					YES	N/A	
Improvement District Water Service Area Declaration					YES	N/A	
Alternate Solution					YES	N/A	
Manufacturer’s specification sheet, for mobile or modular home					YES	N/A	
Mobile or modular home certification standard and number:		CSA - Z240	CSA - A277	CSA No:			

<b>PROPOSED CONSTRUCTION</b>						
Detailed scope of work:						
Value of construction	\$	Building Area:		Number of stories:		Number of bedrooms:
New	Dwelling			Commercial		
Addition	Secondary Suite			Industrial		
Renovation	Accessory Dwelling			Institutional		
Demolition	Manufactured Home			Multi-Residential		
Moved on Building	Accessory Building			Other		
Plumbing	Fire Suppression System			Other		

**CONSTRUCTION DETAILS (must be shown on plans)**

Woodstove	Electrical fixtures	Slab	Heating System:
Factory fireplace	Plumbing fixtures	Crawl space	Electric Baseboard
Masonry fireplace	Heating Appliance	Finished Basement	Heat Pump
Gas fireplaces	Garage	Unfinished Basement	Forced Air
Gas appliances	Carport	Other	In-floor Radiant
Masonry chimney	Decks	Not applicable	None
Factory Built chimney	Verandahs		
Not applicable	Retaining Walls		
	Not applicable		

**SITE INFORMATION**

Has or will blasting be carried out on the subject property?		YES	No
Has or will fill been placed on site?		YES	No
Distance to North Lot Line (metres):		Distance to South Lot Line (metres):	
Distance to East Lot Line (metres):		Distance to West Lot Line (metres):	
Building Height		Building Separation	
Property Contains and/or Adjacent to:			
Sea	Lake/Pond	River/Stream	
Ditch	Cliff/Bank	None	

**Acknowledgement of Responsibility and Undertakings**

The undersigned being the owner/agent for the owner of the property herein described hereby makes application for a permit to undertake the work as set forth in this application. I agree to conform to all requirements as may be specified by the Regional District of Nanaimo Building Bylaw and any other applicable Bylaw or Regulation in force in the Regional District of Nanaimo.

Neither the issuance of the Permit nor the approval of the drawings and specifications submitted as part of this application, by the Regional District of Nanaimo Building Inspection Department or designates thereof, shall, in any way relieve the applicant from the responsibility of ensuring the construction for which this permit issued, is carried out in conformity with the requirements of the Building Bylaw and any other applicable Bylaws and Regulations, nor prevent the Building Inspector, or his designate from requiring correction of any errors in construction or violation of the Building Bylaw or other applicable Bylaw or Regulations.

The issuance of a building or occupancy permit is not a warranty that the building complies in every respect with the Building Code or meets any particular standard of construction, and that the owner is responsible for ensuring that the building for which application is made complies with the Building Code and other applicable enactments.

The undersigned owner/authorized agent of the owner makes an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

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 Owner (Signature)

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 (Print Name)

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 (Date)