

## BUILDING PERMIT APPLICATION



**A Permit is issued after a plan review. Payment of fees does not grant permission to begin construction.**

PROPERTY UNDER APPLICATION		
CIVIC ADDRESS:		
REGISTERED PROPERTY OWNERS		
NAME ON TITLE: <b>(numbered/named companies: proof of signing authority is required)</b>	PHONE:	PHONE (ALTERNATE):
MAILING ADDRESS:	POSTAL CODE:	E-MAIL:
As owner(s) of the land described in this application, I/we hereby consent to the submission of this building application, and I acknowledge that it is my responsibility as the Property Owner to ensure full compliance with the Building Code, the Subdivision and Development Bylaw, Off-street Parking and Landscaping Bylaw, the Zoning Bylaw, Building Bylaw and other applicable legislation. It is the responsibility of the Property Owner to ensure all regulations and requirements are met.		
<b>OWNER'S SIGNATURE:</b>	<b>DATE:</b>	
APPLICANT - PREFERRED CONTACT		
Applicant is the property owner: <input type="checkbox"/> Yes <input type="checkbox"/> No: <b>COMPLETE "OWNER'S REPRESENTATIVE FORM" (PAGE 4 OF APPLICATION)</b>		
NAME:	PHONE:	
MAILING ADDRESS:	E-MAIL:	PHONE (ALTERNATE):
I declare that the information submitted in support of this application is, to the best of my knowledge, true and correct and that I will submit further information deemed necessary by the City for processing this application. I acknowledge that all fees paid in connection with this permit are non-refundable, except as noted in the City of Nelson Fees and Charges Bylaw. In consideration of this permit being issued, I release and indemnify the City of Nelson, its Council members, officers, employees, and agents from and against all liability, claims and other expenses of any kind which I, or any other person, may have in connection with anything said or done, the granting of this permit or any action taken or not taken, by the City of Nelson and I agree that the City of Nelson owes me no duty of care in respect of these matters.		
<b>SIGNATURE:</b>	<b>DATE:</b>	
CONTRACTOR		
NAME:	COMPANY:	PHONE:
MAILING ADDRESS:	E-MAIL:	BUSINESS LICENSE #:
REGISTERED PROFESSIONALS - FOR ENGINEERED PROJECTS		
NAME:	COMPANY:	PHONE:
MAILING ADDRESS:	E-MAIL:	

PERMIT #	OFFICE USE ONLY		
LEGAL DESCRIPTION: LOT(S)	BLOCK	D.L.	PLAN
FOLIO/ROLL #: 219.	PID(s) #:		
	APPLICATION FEE:	\$	PAYMENT STAMP
	REGISTERED PROFESSIONAL DISCOUNT:	<input type="checkbox"/> (check if discount applied)	
	SECURITY DEPOSIT: Paid by <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Applicant	\$	
	<b>TOTAL FEES DUE</b>	<b>\$</b>	

The City of Nelson is collecting your personal information in accordance with Section 26 of the Freedom of Information and Protection of Privacy Act. The City of Nelson collects your information for the purposes of administering City of Nelson programs and services, including permits and licensing services. If you have any questions, please contact the Privacy Head at 310 Ward Street, Nelson, BC V1L 4P1 or FOI@nelson.ca or 250-352-8234.

## PROJECT DETAILS

Total value of completed project (incl. labour and materials): \$ \_\_\_\_\_ (subject to review)

Note: the current edition of the Marshall Valuation Service may be used by the Building Official to determine the value of completed project for the purpose of assessing permit fees. Where the submitted value of completed project is lower than the value determined by using the Marshall Valuation Service, the higher value will be used.

Project description: \_\_\_\_\_

### Type of Building:

- Single dwelling unit
- Duplex
- Multi-Residential
- Laneway house
- Accessory Building
- Mixed-Use
- Commercial
- Industrial
- Institutional/Public

### Scope (choose all that apply):

- Alteration/Renovations
- New Secondary suite
- New Construction
- Garage/ Carport
- Demolition
- Addition

- Deck
- Shipping Container Installation
- Retaining Wall
- Occupant Load
- Other: \_\_\_\_\_

Area under construction/building area (m<sup>2</sup> or ft<sup>2</sup>): \_\_\_\_\_ Number of levels in building: \_\_\_\_\_

## REQUIRED DOCUMENTATION CHECKLIST

- TITLE SEARCH for all lots** (no older than 30 days) – Obtain through the Land Title Office: visit [www.ltsa.ca](http://www.ltsa.ca) or purchased from the City of Nelson Development Services Department. Copies of all non-financial charges such as easements, covenants, right-of-ways, building schemes listed on the title(s) may also be required.
- BUILDING PLANS – Two complete sets of plans to scale 1/4" = 1'0"** (ONE PAPER SET, ONE ELECTRONIC SET in PDF format), showing the specifications of the building and all interior and exterior alterations. Electronic plans can be submitted in person via a USB flash drive, or emailed to [development@nelson.ca](mailto:development@nelson.ca).

### Include the following information:

#### a. Floor Plan

- Outside dimensions and inside room dimensions including hallways
- Purpose of all rooms (kitchen, bedroom etc.) highlighting areas to be renovated
- Footings, foundation walls, slab, crawlspace construction details (if altered or new)
- Proposed wall structure including footing, foundation, floor construction, wall construction, roof construction, beam and lintel sizes, include wall covering details, as applicable
- Details of all load bearing walls or point loads (if removing walls)
- Details of fire-rated walls, doors, floor and ceiling assemblies separating the principal suite from the secondary suite, as applicable
- Joist size and layout, wall construction details, beam construction details, if changing
- Door, window & skylight sizes – label new or existing
- Stair width, rise & run
- Floor to ceilings heights, and height to undersides of beams and stairs
- Locations of plumbing fixtures
- Locations of smoke and carbon monoxide detectors, if bedrooms are affected
- Detail principal exhaust fan, kitchen, bathroom and laundry room venting & ducts/ duct lengths
- Building height measured as per the Zoning Bylaw

**b. Site Plan**

- Scale 1/16" = 1' or metric scale showing the dimensions of the parcel on which the building is to be situated. Include property line setbacks, dimensions and locations of all existing and proposed buildings, with decks and cantilevers shown. Include the location and the dimension of the driveway and slope, any rights-of-way or easements, locations of utility services and storm water solution (i.e: rock pit). For new secondary suites or laneway houses: your Site Plan must include parking, emergency access and addressing information (see Emergency Access Information Sheet).
- Parking dimensions and lot coverage

Use the corresponding Project Checklist (available at our office and on the City of Nelson website) to make sure your Plans have all the necessary information.

**□ Your water line may need to be upgraded to ¾" at the owner's expense. Check with the Engineering Technician at 250-352-8270.**

**INCOMPLETE APPLICATIONS WILL RESULT IN DELAYS  
SUBMITTING REVISED PLANS WILL RESULT IN ADDITIONAL FEES**

**ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED – CONSULT WITH STAFF TO DETERMINE APPLICABLE ITEMS**

- Survey required for all new buildings; may be required for additions. Scale no less than 1/16" = 1'0". A surveyed Certificate of Location by a Registered BC Land Surveyor is required following installation of concrete foundations. It is also recommended that the surveyor pin the footings or foundation walls prior to placing concrete.
- BC Housing Registration for new residential dwelling units and laneway houses
- Pre-construction Compliance Report from a qualified Energy Advisor
- Letter of confirmation from Strata Council for projects within stratified buildings
- Hazardous Material Survey following the guidelines for OHS Regulations 20.112 if renovating a house built in 1990 or earlier. For more information contact WorkSafeBC at (250) 354-5700 or [www.worksafebc.com](http://www.worksafebc.com).
- Notice of Project form and number provided by WSBC (if hazardous materials are identified)
- Post-Abatement Report (provided by qualified removal contractor after hazardous materials have been safely removed)
- Engineering Schedules A and B (Schedules C will be required prior to the Final Inspection)
- Lot consolidation (cancellation of lot line)
- Sealed Drawings, Schedules and Reports from (as required) Coordinating Registered Professional for buildings over 600 m<sup>2</sup> and/or 4 or more floors in building height. Architectural, mechanical, fire suppression engineering, mechanical engineering, structural engineering, geotechnical engineering.
- Complex Components/Design - All components, systems or design not contained within Part 9 of the BCBC must be reviewed by a Registered Professional Engineer. (Examples: manufactured beams, trusses, point loads, fire suppression, ICF foundations). Sealed drawings and Schedules or Letters of Assurance will be required.

# OWNER'S REPRESENTATIVE FORM

**Property owner's agreement:**

As owner(s) of the land described in this application, I/we hereby consent to the submission of this development or building application, and hereby authorize the following person to act as applicant in regard to this application:

**Name of Authorized Agent:** \_\_\_\_\_

**Agent's Business Name (if applicable):** \_\_\_\_\_

I have examined the contents of the application, certify that the information submitted with it is correct insofar as I have knowledge of these facts, and concur with the submission of the application. I acknowledge that it is my responsibility as the Property Owner to ensure full compliance with the Building Code, the Zoning Bylaw, Building Bylaw and other applicable legislation.

**Project Address:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

<b>REGISTERED PROPERTY OWNER(s): main contact</b>		
Please note for numbered or named companies, proof of signing authority is required.		
NAME:	PHONE:	PHONE (ALTERNATE) :
COMPANY:	E-MAIL:	
MAILING ADDRESS:		POSTAL CODE:

SIGNATURE

DATE

### OTHER REGISTERED OWNER(s)

NAME (PRINT)	SIGNATURE	DATE
NAME (PRINT)	SIGNATURE	DATE