7360 Columbia Street
PO Box 68 Port Hardy, BC V0N 2P0
Phone: 250-949-6665
Fax: 250-949-7433
Email: general@porthardy.ca
Email: lukas@porthardy.ca

DISTRICT OF PORT HARDY

APPLICATION FOR BUILDING OR PLUMBING PERMIT
TO ERECT, ALTER, ADD, MOVE
DEMOLISH A BUILDING
OR INSTALL A WOOD BURNING APPLIANCE

Date of Application:_____ **Roll/Folio No.** _____

1. Registered Owner(s) _____

2. Legal Description Lot _____ Block _____ Section _____ Township _____ Plan _____ Zoning _____

3. Civic Address_____

   Mailing Address (Owners) _____

   _____

   Telephone numbers: Daytime _____ Cell _____

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4. Other Applicant: Contractor or Agent (Name)_____

   Mailing Address _____

   Telephone numbers: Daytime _____ Cell _____

   Is Contractor a Certified Tradesman? ____ Yes ____ No If No Provide detailed schematic.

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5. Designer/Architect _____Telephone number _____

6. Use of Building _____ Building Area _____ Number of Stories _____

7. Class of Work ____ New ____ Addition ____ Alteration ____ Move ____Demolish

   Number of Dwelling Units Created _____

8. Describe Work_____

_____

_____

9. Actual Building Setbacks: Front _____ Left Side _____ Right Side _____ Rear_____

   Actual Coverage Ratio _____ % Parking spaces required _____

10. Mobile Home Certification No. CSA.Z240 _____

11. Is there an Easement or Covenant registered on the property? ____ Yes ____ No (If yes, attach copy)

12. Value of Construction $ _____

13. Water Meter: New installation _____Yes _____No

14. **Water Connection:** Beyond 20 meters distance from property line _____Yes _____No
    Standard 18mm (3/4") and within 20 meters distance from property line _____Yes _____No
    Above Standard of 18mm (3/4") _____Yes _____No

15. **Sewer Connection:** _____Yes _____No
    Standard and within 20 meters distance from property line _____Yes _____No
    Above Standard of 100 mm (34") or more than 20 meters distance from property line _____Yes _____No

16. Private Sewerage System ** Filing number provided by the Health Authority or relevant Ministry as a result of compliance with Section 8 of the Sewerage System Regulation #_____

_____ **AUTHORIZED SIGNATURE REQUIRED ON REVERSE**

17. I/we, the undersigned, being the owner(s) of the property described, apply for a permit to do the work detailed in this application.

In consideration for this permit, I/we agree for myself/ourselves and my/our assigns to indemnify and keep harmless the District of Port Hardy and its officers against and from all claims, liabilities, judgments, costs and expenses which may accrue from granting this permit, or which may be brought or made against the District of Port Hardy, or its officers, in respect of any matter arising out of the works contemplated herein. This permit and/or the approval of plans or specifications supporting the application does not:

a) relieve the applicant, owner or occupant from conforming to all acts, bylaws and regulations;
b) relieve the owner's responsibility to search the title and check for restrictions against the property; and
c) make the municipality responsible for providing roads, lanes, water or any service for the property concerned, or impose upon the municipality or its employees any obligation to inspect or approve any construction carried on under this permit.

18. *Private Sewerage System Installations*
Where the District of Port Hardy requires that proof of compliance with the Sewerage System Regulation be provided pursuant to the Building Bylaw, I confirm that I have been advised that it relied exclusively on the filing number provided by the health authority as a result of an authorized person filing documents in compliance with Section 8 of the Sewerage System Regulation, and that it has not inquired as to the adequacy of the sewerage system.

19. I confirm that I have relied only on the authorized person who filed documents pursuant to Section 8 of the Sewerage System Regulation for assurances regarding the adequacy of the sewerage system.

I understand, agree and will abide with the attached instructions regarding building permit applications and inspections.

_____

Print Name

_____ _____

Signature of Owner(s)or Agent *Date*

20. **All contractors and sub-contractors require business licenses to operate within the Town limits.**

OFFICE USE ONLY:

Maximum Height:	
Minimum Requirement Setbacks	
Front:	Rear:
Left Side:	Right Side:
Maximum ratio permitted:	**%**
Class of Building (BCBC):	

Cost of Permit			
Damage Deposit			
WATER & SEWER CONNECTIONS			
Water Pipe Size			
Sewer Pipe Size			
	Yes	No	Cost
Installation of New Water Meter			
Standard Water Connection			
Non Standard Water Connection			
Sewer Connection			
Non Standard Sewer Connection			
TOTAL DUE			

SPECIAL APPROVALS	REQD	NOT REQD	Notes
Development Permit			
Highways Dept			
Site Profile			
Variances			
Business License			
Damage Deposit			
HPO Registration No			

Application Approved

Building Inspector: _____

Date: _____

Epcor: _____

Date: _____

Planning Dept: _____

Date: _____

Finance Review _____

Date: _____

DISTRICT OF PORT HARDY
BUILDING PERMIT APPLICATION PROCEDURE

1. Ensure that the application is properly completed, dated and signed.
2. State the intended use of the building or works and *true value* of such building or works.
3. Include a duplicate set of working drawings at a suitable scale of design showing the following:
   a) Site plan;
   b) Foundation plan;
   c) Main floor, basement and any other floor plans;
   d) Front and side elevations;
   e) Detailed cross section illustrating footings and foundations, drainage, ceiling heights, height of crawl space and roof spaces;

Also include:

a) Copy of a title search made within 30 days of the date of application;
b) Copy of any covenants or easements registered on the property;
c) Copies of approvals, permits or documents relating to health and/or safety;
d) Include letters of assurance when required by the Building Code and the Building Official;
e) Provide evidence that the proposed residential constructor is covered by home warranty insurance and the builder is a licensed residential builder; and
f) Other permits (when required) available upon request at the front counter at the District Office.

The foregoing must be submitted to the Port Hardy Municipal Hall at 7360 Columbia Street prior to processing of an application; please allow 10 days minimum for processing.
Incomplete applications will be returned to the applicant.

IMPORTANT: The Building Inspector is available for enquiries Monday, Tuesday and Friday between the hours of 8:30 am to 9:30 am *and* 3:30 pm to 4:30 pm.

CHECKLIST

BUILDING/PLUMBING PERMIT APPLICATION

Rcvd	Needed	N/A	
			APPLICATION REVIEW
☐	☐	☐	Name of all registered owners on the State of Title Certificate (STC) and contact information for minimum of one
☐	☐	☐	Name, contact information and credentials for agent/ contractor
☐	☐	☐	Property legal description and civic address
☐	☐	☐	Zoning
☐	☐	☐	Architect name and contact information
☐	☐	☐	Building specs
☐	☐	☐	*True Value* of construction
☐	☐	☐	Water connection information
☐	☐	☐	Sewer connection information
☐	☐	☐	Sewerage system information
☐	☐	☐	Date and signature of owner(s) or agent
			ATTACHMENTS
☐	☐	☐	State of Title Certificate dated within the last 30 days
☐	☐	☐	Copies of all easements, right of ways and encumbrances shown on the title (excluding financial)
☐	☐	☐	Site plan including location of roads as they relate to the parcel
☐	☐	☐	Foundation plan and floor plans
☐	☐	☐	Front and side elevations
☐	☐	☐	Approvals, permits or documents relating to health and/or safety
☐	☐	☐	Letters of Assurance – *specify*
☐	☐	☐	Home Protection Office registration and insurance

Rcvd	Needed	N/A	
			MISCELLANEOUS REVIEW
☐	☐	☐	Appropriate to zone permitted use
☐	☐	☐	Appropriate setbacks
☐	☐	☐	Allowable maximum buildings
☐	☐	☐	Allowable maximum floor area on lot
☐	☐	☐	Meets maximum building height requirements
☐	☐	☐	Meets maximum lot coverage
☐	☐	☐	Sufficient parking
☐	☐	☐	Sufficient loading area
☐	☐	☐	Screening requirements addressed
☐	☐	☐	Bond or damage deposit received
☐	☐	☐	Subdivision complete
☐	☐	☐	Development permit required
☐	☐	☐	Site profile required
☐	☐	☐	Variance required
☐	☐	☐	
☐	☐	☐	
☐	☐	☐	

Notes:

_____

_____

_____

_____

_____

_____

_____

THE DISTRICT OF PORT HARDY

APPLICATION FOR UTILITY CONNECTION

Date:_____ Folio:_____

STREET ADDRESS OF SUBJECT PROPERTY:_____

Lot:_____ Block:_____ Plan:_____

□ Residential □ Multi-family □ Commercial □ Industrial

□ Water □ Sewer □ Drainage

Size:_____ Size:_____ Size:_____

Details of development:

_____

_____

_____

APPLICANT INFORMATION:

Name: _____

Mailing Address: _____

_____

_____

Daytime phone: _____ Cell: _____ Email: _____

I understand that this is an application for service and that the District may not be able to provide the requested service(s) depending on circumstances.

I understand that after the Operations Department has determined the estimated costs of these services that I must pay in full these costs prior to the installation being scheduled.

This Application Fee will be applied to this total.

_____ _____

APPLICANT SIGNATURE DATE

Office Use Only:

Amount paid: _____ **Receipt Number:** _____ **Date:** _____

cc: MUNICIPAL INSPECTOR, EPCOR, FINANCE DEPARTMENT

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DISTRICT OF PORT HARDY
ADVISORY

BUILDING PERMIT RENOVATION APPLICANTS

WorkSafeBC Occupational Health and Safety Guideline 20.112 requires that you obtain a hazardous materials [e.g., asbestos, lead, mould, mercury, etc] survey report from a qualified person before commencing your renovation. You should discuss this matter with your contractor before commencing the work.

Specifically, ***Section 20.112 of the Occupational Health and Safety Regulations*** states:

> *"Before work begins on the demolition* [see note below] *... of buildings or structures, the employer or owner must*
>
> *(a) inspect the site to identify any asbestos, lead, or other heavy metal or toxic, flammable or explosive materials that may be handled, disturbed or removed,*
>
> *(b) have the inspection results available at the worksite, including any drawings, plans or specifications, as appropriate, to show the locations of any hazardous substances,*
>
> *(c) ensure that any hazardous materials found are safely contained or removed, and*
>
> *(d) if hazardous materials are discovered during demolition work that were not identified in the inspection required by paragraph (a), ensure that all work ceases until such materials are contained or removed."*
>
> ***"Note: Demolition work is often a necessary component of a building renovation project ... and the requirements of section 20.112 of the Regulation and the information in this guideline also apply when demolition work is part of building renovation or restoration."***

Due to the requirements of **OH&S Regulation 20.112**, building inspections may not be conducted, or may be delayed, if you cannot provide the District with a copy of a hazardous materials survey report completed by a qualified person indicating either that there were no such materials disturbed by your renovation or that any such materials have been contained or removed.

WorkSafeBC 1-800-663-7593

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worksafebc.com

Asbestos Hazards in Demolition, Renovation, and Salvage

From 1995 to 2003, 120 of 258 deaths in construction were from asbestos-related diseases.

Asbestos is a hazardous material. Demolition or renovation of houses containing asbestos products can release asbestos fibres, which are extremely fine and can stay in the air for hours.

Unprotected workers exposed to asbestos-contaminated air can breathe in the fibres. This may cause serious health problems – including *lung disease* and *cancer*.

What is asbestos?

Asbestos is a strong, fire-resistant mineral fibre. In the past, asbestos was used as insulation against heat or noise and for fire protection. It was also added to materials such as cement and plaster to give them more structural strength.

Where was asbestos used in older homes?

Until the late 1980s, more than 3,000 products containing asbestos were used in house construction. The drawing on the back of this page shows potential sources of asbestos once commonly used in residential construction. When demolishing older houses, there is a high probability of encountering asbestos-containing materials, which may release asbestos fibres.

What are my responsibilities as an employer or owner/builder?

Employers and owner/builders are responsible for ensuring the health and safety of all workers working for the employer and of any other workers present at the workplace. They are also responsible for protecting the public.

The WCB has specific regulations that must be followed covering:

- Demolition (Part 20 Occupational Health and Safety Regulation)
- Asbestos (Part 6 Occupational Health and Safety Regulation)

What do I have to do before work begins on the demolition, renovation, or salvage of buildings or structures?

The employer, owner/builder, agent, or property manager must have a qualified* person inspect the site to identify any asbestos that may be handled, disturbed, or removed.

What should I do if I find asbestos-containing material (ACM)?

1. A qualified individual must decide what ACM must be removed before demolition and the safe work procedures required. (Refer to WCB guideline: G6.8 Procedures for abatement of asbestos-containing material during house and building demolition/renovation.)
2. All ACM that is friable (meaning easily crumbled or powdered by hand pressure) must be removed and disposed of by trained and qualified workers before demolition, renovation, or salvage work is started.
3. A notice of project for asbestos (NOPA) must be submitted to the Workers' Compensation Board at least 24 hours before asbestos removal, demolition, renovation, or salvage work is started.

Asbestos survey and removal companies can be found in the Yellow Pages under Asbestos Abatement & Removal, Health & Safety Consultants, or Environmental Consultants.

If asbestos-containing materials that were not identified during the inspection are found during work activities, **stop work immediately!** Have trained and qualified workers remove these materials before resuming work.

Where can I find additional information about asbestos and NOPA forms?

- **The WCB booklet *Safe Work Practices for Handling Asbestos***
  http://www.worksafebc.com/publications/health_and_safety_information/by_topic/assets/pdf/asbestos.pdf (PDF 899kb)
- **WCB Health & Safety Centre for Construction**
  http:/construction.healthandsafetycentre.org/s/Home.asp
- **G6.8 Procedures for abatement of asbestos-containing material (ACM) during house and building demolition/renovation**
  http://regulation.healthandsafetycentre.org/s/GuidelinePart6.asp#SectionNumber:G6.8
- **Notice of Project Form for Asbestos or Lead**
  http://www.worksafebc.com/online_services/notice_of_project/
  phone: 1 866 319-9704
  fax: 604 232-9703, toll-free fax 1 888 232-9714
  e-mail: customer.service@worksafebcstore.com

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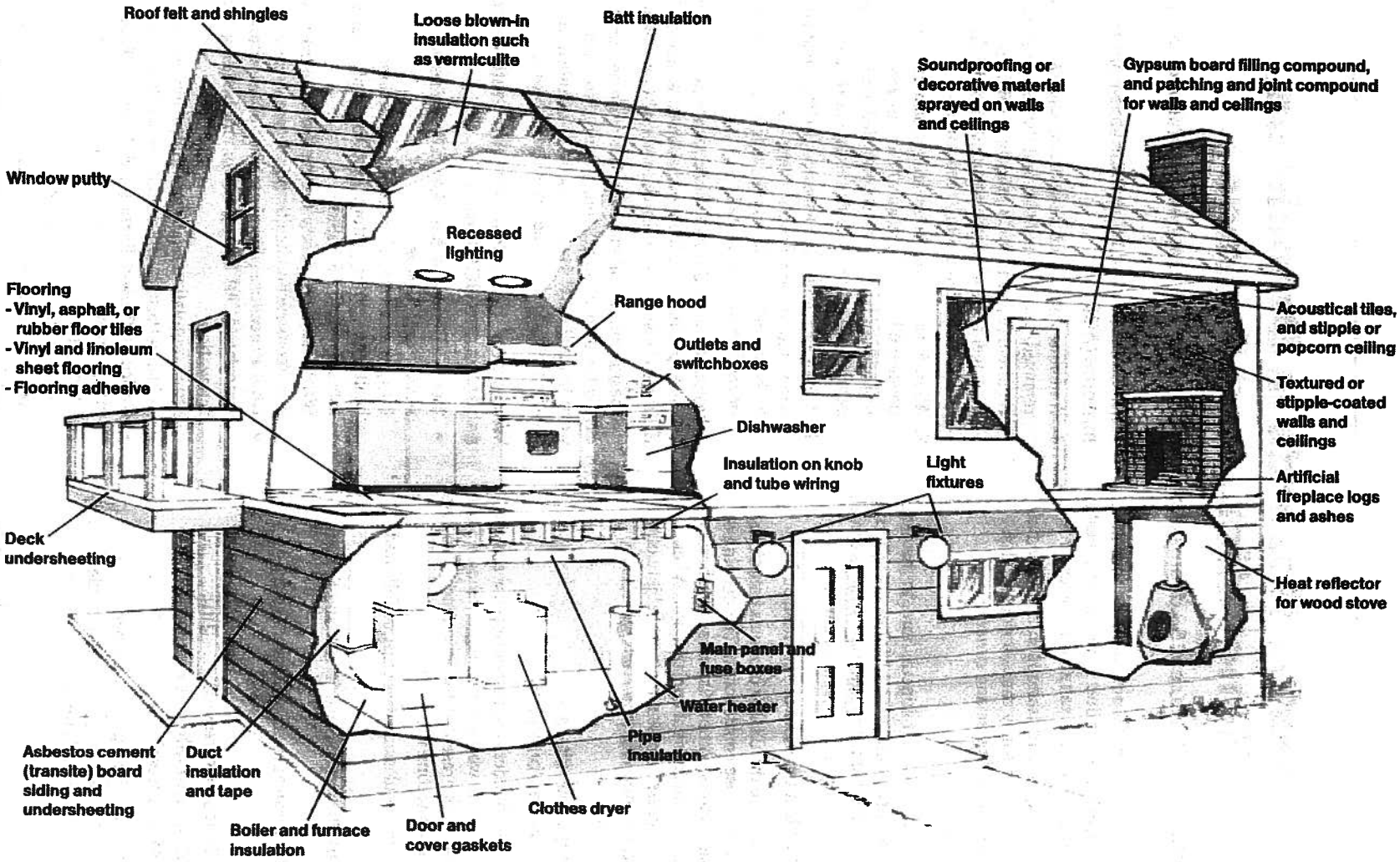
* "Qualified" means being knowledgeable of the work, the hazards involved and the means to control the hazards by reason of education, training, experience, or a combination thereof.

Potential Sources of Asbestos



WORK SAFE

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WORK SAFE
WORKING TO MAKE A DIFFERENCE

Ten Steps to Compliance with asbestos abatement requirements of section 20.112 for a pre-1990 house/building demolition

1. A pre-1990 house/building is to be demolished or renovated.

2. The building owner (or owner's representative) or the employer (e.g., builder, demolition contractor) retains a qualified person (usually a consultant) to perform a risk assessment and asbestos survey before conducting work where asbestos may be disturbed.

3. The qualified person inspects the house/building, collects representative bulk samples, and has the samples analyzed by a qualified laboratory.

4. The qualified person prepares a report that identifies all inspection results (including drawings, plans, or specifications), risk assessment, and scope of work for the abatement of the asbestos.

5. The report containing the inspection results is provided to the owner/employer. The inspection results must be available at the worksite whenever workers are on site.

6. The owner or employer retains trained asbestos abatement workers. An NOP with written work procedures is submitted to WorkSafeBC before commencement of asbestos removal work.

7. Safe removal and disposal of identified asbestos occurs.

8. After the asbestos removal the owner or employer receives written confirmation that the asbestos specified for removal on the NOP has been removed. A copy of the inspection results is on site.

9. The owner authorizes demolition of the house/building to proceed. The demolition employer proceeds to demolish house using safe work procedures. Copy of inspection results and post-abatement reports are on site.

10. If any asbestos is found during demolition, all work is to cease until a risk assessment is done and the asbestos is safely contained or removed. In this case, go back to step 7.