



DISTRICT OF PORT HARDY

7360 Columbia Street • PO Box 68, Port Hardy, BC V0N 2P0 Canada
Telephone: (250) 949-6665 • Fax: (250) 949-7433
E-mail: general@porthardy.ca • www.porthardy.ca

BUILDING PERMIT APPLICATION PROCEDURE

1. Ensure that the application is property completed, dated and signed.
2. State the intended use of the building or works and the true value of such building or works.
3. Include a duplicate 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