



**District of Port Hardy
Building & Licensing Services**

7360 Columbia St. PO Box 68 Port Hardy, BC V0N 2P0
Tel. (250) 949-6665 Fax: (250) 949-7433
<http://www.porthardy.ca>

Building Permit Application

PLEASE DO NOT PRINT DOUBLE SIDED, SINGLE SIDED ONLY.

Description of Property DATE _____ ROLL NO. _____ PERMIT # _____

Civic Address _____ PID _____

Legal Lot(s) _____ Block _____ Section _____ Plan _____ Township _____

Was this house built prior to 1990? Yes _____ No _____ Zoning _____

**Owner
(Required)**

Name		Company	
Mailing Address		City	
Email		Postal Code	
Phone	Cell	Fax	

**Applicant
if different
from owner
(Agent
Authorization
required)**

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Fax	

Architect

Name		Company	
Phone	Cell	Fax	

Contractor

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Fax	

Building Permit is requested to: please check one

- Erect new structure
- Demolish existing structure
- Add to existing structure
- Renewal of existing permit
- Alter existing structure

Describe current use of building(s): please check one

- Single family dwelling
- Single family dwelling with suite
- Industrial
- Public/Institutional
- Two family dwelling
- Multiple family dwelling
- Institutional day use
- Accessory building
- Bed & Breakfast
- Commercial
- Parks
- Other

Proposed use of buildings: _____

Estimated cost of construction: _____

Detailed description of work to be done: _____

Number of dwelling units: _____

Existing floor area: _____ ft² **Proposed Additional Floor Area:** _____ ft²

Pursuant to Building Bylaw No. 11-2005, the following information must be provided on or with the Building Permit Application form:

- (1) The application shall:
 - a) be made in the form prescribed by the District of Port Hardy
 - b) be signed by the owner
 - c) state the intended use or uses of the building
 - d) include **2** paper copies (for complex buildings you must provide **3** paper copies and one digital copy) of the specifications and scale drawings of the building with respect to the work that is to be carried out showing the following in **IMPERIAL UNITS of MEASUREMENT**

PLANS MUST CONFORM TO Division C, Part 2, Section 2.2.2 OF THE B.C. BUILDING CODE.

- (i) the dimensions of the land on which the building is, or is to be, situated including setbacks
- (ii) the dimensions of the building, the position, height, and horizontal dimensions
- (iii) dimensions of all buildings on the land referred to in clause (i)
- (iv) the proposed use of each room or floor area and dimensions of each room
- (v) a survey of the building site by a registered provincial surveyor, indicating metric geodetic elevations of property at building perimeter, taken prior to any construction, may be required for complex buildings
- (vi) the technical information specified in other parts of Bylaw No. 11-2005 required to be included on the drawings relating to those parts

- (vii) such other information as is necessary to illustrate all essential features of the design of the building
i.e. Section views which show natural grade with dimensions and geodetic elevations
 - (viii) diagram of building, sewer, storm drain and water services
- (2) Notwithstanding any other provisions of Bylaw No. 11-2005, whenever, in the opinion of the District of Port Hardy, the proposed work requires specialized technical knowledge, it may be required as a condition of the issuance of any permit that all drawings, specifications and plot plans, or any part thereof, be prepared and signed by and the construction carried out under the supervision of an architect or professional engineer.

Before an application can be accepted the following information must be present at the time of application:

- Hazardous Materials Survey (PRE-1990 RENOVATIONS REQUIRE WORKSAFE BC BL. N.O.P.)
- A letter of Authorization is required if the applicant is not the property owner
- 2 Sets** of Plans (**in imperial measurements**) meeting the requirements of the current BC Building Code. Complex Buildings require **3 Sets** of plans and 1 digital copy
- Required Letters of Assurance in the form of a **Schedule B**, signed by the registered professional, must be accompanied with a proof of insurance letter
- Copy of current Certificate of Title (no older than 30 days) and copies of any title restrictions e.g. restrictive covenants, easements, rights of way. **Please note - The District of Port Hardy can provide this service for a fee as set out in the User Rates Bylaw**
- The existing and finished ground levels to an established datum at the corners of the building or structure, location of existing buildings if applicable and any existing easements or rights-of-way
- Schedules Documentation from the Homeowner Protection Office is required for new dwelling construction
- Applicant's Acknowledgement Schedule C Signed

It is the responsibility of the owner to ensure that all required inspections are requested. As inspections are not conducted every day in all areas, applicants are advised to contact the Building Inspector in advance to discuss your proposed schedule. Requests for inspections must be received within 48 hours in advance of the desired inspection date. When calling for an inspection have the following information available:

- Contact name and number,
- Address of construction,
- Type of inspection requested,
- Permit number, and,
- Day inspection is requested.

Under Section 57 of the *Community Charter* your local government may authorize building officials to register a Notice on Title for properties where work has not been inspected satisfactorily during construction (e.g. inspections not called for or carried out and work has been covered. **A registered professional will be required to sign off for any work not inspected.**

Archaeological Sites in Port Hardy

IT IS EVERYONE'S RESPONSIBILITY TO PROTECT ARCHAEOLOGICAL SITES ON BOTH PUBLIC AND PRIVATE LAND.

The District of Port Hardy lies within the traditional territory of the Kwakiutl People which has a rich history in and around Port Hardy. As a result of that history, archaeological sites are known in Port Hardy, and some are identified by the Archaeological Branch of BC and protected by the Heritage Conservation Act.

Recognizing a Possible Site

Physical evidence of BC's original inhabitants are represented in today's landscape by a wide variety of archeological site types. Most sites show evidence of art, habitations, resource gathering and production, tool making, and traditional ceremonial or ritual activities, such as:

- Rock art, including pictographs and petroglyphs
- Surface features such as depressions created by former habitations, earthen fortifications, rock cairns, fish traps and clam gardens
- Stone, bone, antler, wood, or shell artifacts that have become visible on the land surface owing to erosion or recent land-altering activity
- Buried cultural or human remains that may be sighted in a cutbank, excavation, eroded shoreline, or other exposed deposit

Protecting Archaeological Finds or Human Remains

If you think you have discovered an archaeological site, contact us. You may also want to contact the archaeology or anthropology department of your closest university or college, as they may be able to give you some insights into what you have found. Additionally, you may want to contact a professional consulting archaeologist.

If you think you have discovered human remains, please contact us immediately and **do not disturb the remains**. We'll notify the Coroner's Office and the local policing authority. The Coroner's Office will determine if human remains are of archaeological significance. We may also arrange for a qualified anthropologist or archaeologist to provide an assessment of the remains.

If the remains are of archaeological significance, we'll attempt to dispose of them in a culturally appropriate manner. Generally, if remains are still buried and are under no immediate threat of further disturbance, they will not be excavated or removed. If the remains have been partially or completely removed, we'll facilitate disposition.

If a cultural affiliation for the remains can be determined, we'll contact an organization representing that cultural group or First Nation.

If you find anything of archaeological significance on your property,
please **STOP WORK** and call the District Office at 250-949-6665
and the Archaeological Branch at 250-953-3334.

SCHEDULE C

APPLICANT(S) ACKNOWLEDGEMENT

- (1) I acknowledge that if I am granted a building permit pursuant to this application that I am responsible for the compliance with the current edition of the British Columbia Building Code, this bylaw and any other applicable enactment, Code, regulation or standard relating to the work in respect of which the permit is issued whether or not the said work is undertaken by me or by those whom I may retain or employ to provide design and/or construction services
- (2) I acknowledge that neither the issuance of a permit under this bylaw nor the review of plans, specification drawings or supporting documents, nor inspections made by or on behalf of the municipality constitute a representation, warranty, assurance or statement that the current edition of the British Columbia Building Code, the Building Bylaw of the District of Port Hardy or any other applicable enactment, code, regulation or standard has been complied with
- (3) Where the Municipality requires that Letters of Assurance be provided by a Registered Professional pursuant to the British Columbia Building Code, the District of Port Hardy Building Bylaw and the Community Charter, I confirm that I have been advised in writing by the Municipality that it relied exclusively on the Letters of Assurance of Professional Design and Commitment for Field Review prepared by _____ (insert name) in reviewing the plans, drawings, specification and supporting documents submitted with this application for a building permit. Further I confirm that I have relied only on the said Registered Professional for the adequacy of plans, specification drawings and supporting documents submitted with this application.
- (4) I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a building permit by the Municipality pursuant to this application and in respect of the execution of this acknowledgement.
- (5) I confirm that the information submitted with this application is accurate and may be relied upon by the municipality and that I am the registered owner(s) of the property referred to in this application.
- (6) I acknowledge that as per Building Bylaw 11-2005 the following conditions apply to all building permits
 - 15 (f) Every permit is issued upon the condition that the permit shall expire and the rights of the owner under the permit shall terminate if:
 - i) the work is not started within 6 months from the date of issuing the permit
 - ii) the work is substantially discontinued or suspended for a period of more than six months
- (7) I am aware that I am responsible for the protection of archaeological sites and will notify the District Office and the Archaeological Branch immediately when items of cultural significance are found (see page 3 and 4).

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE APPLICATION FORM.

Signature: Owner _____ Date: _____

Agent Authorization Form
Building Department

This will confirm the appointment of Name/Company_____

_____ (herein referred to as the "agent") as my agent for me and on my behalf to affect the building renovations/construction of those certain lands and premises described as:

Legal _____

Address _____

and to make all necessary arrangements with the District of Port Hardy to perform all matters and to take all necessary proceedings with respect thereto.

It is understood that, until the District of Port Hardy is advised in writing that said agent no longer acts on my/our behalf for these premises, the District of Port Hardy shall deal exclusively with said agent with respect to all matters pertaining to the proposed building renovations and is under no obligation to communicate with me or any other person other than said agent with regard to the said renovations. This authorization supersedes all previous appointments.

I/We, the registered owner(s):

Print Owner(s) Names

Owner(s) Signatures

Hereby certify that I am/we are the owner(s) of the said land and do hereby consent to the building renovations/construction by the said agent listed below:

Company Name

Agent Name

Agent Signature

Address

Phone

Email

Date

**** If the property is strata titled, the Strata Council represents the ownership and Strata Council meeting minutes are required to show owners have approved the application for building renovations/construction.**

Registered Professional's Proof of Insurance

ATTENTION: District of Port Hardy Building Department

Re: Building Permit No.: _____

Civic Address: _____

Project Description: _____

This is to confirm that the undersigned registered professional is insured by a policy of insurance covering liability to third parties for errors and omissions in the provision of professional services in respect of the captioned project, **a certificate for insurance which is attached.**

The undersigned will notify both the Building Official and the owner who has engaged the undersigned to provide professional services in respect of the captioned project, in writing, of any termination of or change in terms of the coverage provided by the policy immediately upon being informed of or becoming aware of such termination or change.

Signature of Registered Professional

Print Name

OFFICE USE ONLY:

Auto Washer	Interceptor / Acid Neutralizer	Altering Storm / Sewer	
Basin	Janitor Sink	Sump Pump / CB	
Bath	Laundry Tubs	Toilets	
Dishwasher	Sanitary	Underground Irrigation	
Drainage Repair	Shower	Backflow Preventer	
Drinking Fountain	Sink	Urinal	
Floor Drains	Sprinkler Heads	Water Service Meter	
Hot Water Tank	Storm	Other	
Hose Bibs			

Description of Works:

**OPERATIONAL SERVICES TO ADVISE
 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 Servicing Costs			

RAAD Archaeological Site #

Zoning	
Required	Setbacks
Maximum Height:	
Front:	Rear:
Left Side:	Right Side:
Maximum Lot Coverage	%
Class of Building (BCBC):	

Proposed	
Maximum Height:	Setbacks
Front:	Rear:
Left Side:	Right Side:
Maximum Lot Coverage	%

Cost of Permit Fees	\$
Contractor/Damage Deposit	\$
LTSA Fee	\$
Servicing Cost Fees	\$
Total Fees Dues	\$

SPECIAL APPROVALS	REQD	NOT REQD	Notes
Development Permit			
Highways Dept			
Site Profile			
Variances			
Business License			
Damage Deposit			
HPO Registration Number			

Application Approved

Building Inspector: _____
 Date: _____

Operational Services: _____
 Date: _____

Planning Dept: _____
 Date: _____

Finance Review: _____
 Date: _____