



DISTRICT OF PORT HARDY

Building & Licensing Services

7360 Columbia St., PO Box 68 Port Hardy. BC VON 2P0
Tel. (250) 949-6665 Fax: (250) 949-7433 email:reception@porthardy.ca

SCHEDULE OF BASIC INSPECTIONS

APPROVED PLANS TO BE ON-SITE AT ALL TIMES OR NO INSPECTIONS WILL BE CONDUCTED

**To book an inspection, call Susan in Building Inspections at (250) 949-6665
*Please note you MUST have the permit number in order to book an inspection**

The Owner shall:

Give at least 48 hours notice to the Inspector and obtain his inspection and approval of the work;

- 1) after the water, sanitary and storm sewer is connected at the street and under test but prior to covering.
- 2) after the forms for footings and foundations are complete, but prior to placing of any concrete therein;
- 3) after forms for the floor slab are complete and any reinforcing steel; heating duct work; pipe for plumbing, heating; vapour barrier and insulation are placed but prior to placement of concrete, this includes ground seal;
- 4) after removal of form work from a concrete foundation and installation of perimeter drain, rain water leaders and damp-proofing but prior to backfilling against the foundation;
- 5) before a **Building** drain, sanitary or storm sewer is covered. If any part of a plumbing system is covered before it is inspected and approved, it shall be uncovered if the **Inspector** so directs, and when considered necessary, underground Building drains, branches, storm drains and sewers may be required to be retested after the completion of all back-filling and grading by heavy equipment;
- 6) of fireplace/woodstove/pellet stove after the installation of the smoke damper and prior to the installation of the first flue liner and any material that would conceal the details of the **construction** of the fire-box and smoke chamber; of masonry and/or concrete **construction** as detailed in **Permit**;
- 7) before a framing inspection is done, the **Inspector** must be in receipt of a certified survey certificate, showing foundation location in respect of property lines, and height based on geodatum. (The certificate may be prepared by a B.C.L.S. or an A.S.T.T. Registered Survey Technologist). It should also be ensured that a copy of the engineers report for truss certification is on site;
- 8) when framing and sheathing, all exterior doors, windows and roof membrane are complete including Flashing, Fire Stopping, Bracing, Chimney, Plumbing and Duct work but before the insulation, lath or other interior or exterior finish is applied;
- 9) after all the insulation and vapour barrier is in place but prior to concealing of such work;
- 10) fire separations between multi-dwelling units;
- 11) in the case of a **Building** demolition, **before** the demolition to ensure site services are capped (call District of Port Hardy Operational Services 250-949-7779);
- 12) the final inspection for occupancy must be within two (2) years of issuance of **Permit**.



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<http://www.porthardy.ca>

Building Permit Application

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

Civic Address _____ PID _____

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

Was this house build 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 w/ 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? _____ m² **Proposed Additional Floor Area** _____ m²

Pursuant to Bylaw No. 11-2005, "Building Bylaw", 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 which the work is to be carried out showing the following in **METRIC UNITS OF MEASUREMENTS**:

PLANS MUST CONFORM TO Division C Part 2 Section 2.2.2 OF THE BC 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;
- (vi) the technical information specified in other parts of Bylaw No. 11-2005 required to be included on the drawings relating to those parts;

Building & Licensing Services

(vii) such other information as is necessary to illustrate all essential features of the design of the building ie. 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 required 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.

****Please note - 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 metric)** meeting the requirements of the current BC Building Code
*Complex Buildings require **3 Sets** of plans and 1 electronic copy on CD. **All drawings and plans submitted with a building permit application must show metric dimensions. ANY PLANS THAT ARE NOT IN METRIC MEASUREMENT WILL BE RETURNED WITHOUT BEING REVIEWED.**
- 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 will provide this service for a fee of \$20.00 per search.**
- 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.
- Applicants Acknowledgement Schedule C Signed.

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 the acceptance nor review of plans, specification drawing or supporting documents, nor inspections made by or on the 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, drawing specification 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:
 - 15 (f) the work authorized by the permit is not commenced within 6 months from the date of issuance of the permit; or
 - 15 (f) If the work authorized has not received a final inspection within one year of the date of the issuance of the permit, and;

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 "said agent") as my agent
for me and on my behalf to effect 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 the said agent no longer acts on
my/our behalf in the premises, the District of Port Hardy shall deal exclusively with the 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:

Company Name:

Date:

**Hereby certify that I am/we are the owner(s) of the said land and do hereby consent to the above
building renovations/construction.**

Approved and Consented to:

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**

District of Port Hardy

Building Permit Application

Building & Licensing Services

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			

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

Proposed	Setbacks
Maximum Height:	
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: _____

Op. Services: _____

Date: _____

Planning Dept: _____

Date: _____

Finance Review: _____

Date: _____