



District of Vanderhoof

Incorporated 1926
Geographical Centre of B.C.

P.O.Box 900
Vanderhoof, B.C. V0J 3A0
Phone: (250) 567-4711 Fax: (250) 567-9169

BUILDING PERMIT APPLICATION

**FOR THE CONSTRUCTION, ALTERATION, DEMOLITION AND RELOCATION OF A BUILDING,
INCLUDING MANUFACTURED HOMES, AND ALL WOOD BURNING APPLIANCE INSTALLATIONS**

Pursuant to the requirements of the **District** of Vanderhoof Building Bylaw No. 965, 2004, I, being the **owner** or acting with the consent of the **owner**, hereby make application to:

Describe Project:

Registered Owner:.....

Mailing Address:.....

Phone:..... Fax:..... Cell: Email:

Legal description of property:

Street address of property: Lot Size: Roll#:

Is the property adjacent to a body of water or watercourse? If yes, describe:.....

Are there any other buildings occupying this property?..... If yes, describe:.....

Proposed heating system: Will a wood or pellet stove/furnace be installed?.....

Total number of bedrooms Total sq. footage: Est. Construction Cost:

Contractor:.....

Mailing Address:.....

Phone:..... Fax: Cell: Email:

Designer: Phone:

PLEASE READ THE FOLLOWING CAREFULLY

- 1) Please note that the **District** is not responsible for ensuring correct siting with regard to minimum setbacks. It is the **owner's** responsibility to establish the property lines of the **site** and to maintain all required setbacks.
- 2) The applicant is responsible for checking the title of the above noted property and verifying that there are no encumbrances or restrictions against the property that would prevent a **building permit** being issued.
- 3) **This application must be accompanied by the following information:**
 - a) Proof of property ownership, such as a copy of the Tax Assessment Notice or Certificate of Title
 - b) Sewage disposal **permit**, obtained from the local Health Unit office (for new plumbing not on a municipal system, or new bedroom additions).
 - c) **Site** Plan, indicating setbacks from property lines, roads, adjacent **buildings**, and bodies of water / watercourses.
 - d) **Building** Plans, drawn to scale, and specifications (as applicable). For example:
 - i) foundation plan,
 - ii) floor plans of each level, including proposed and / or existing uses of all rooms,
 - iii) exterior elevations, and
 - iv) cross sections showing all structural details and finishes.
 - e) For new residential **construction**, submit completed form from the "Homeowner Protection Office". Call 1-800-407-7757.
- 4) For any **building** designed beyond Part 9 "Housing and Small Buildings" of the B.C. **Building Code**, all applicable design schedules **must** be received prior to issuance of the **building permit**.

- 5) The Building Inspection Department **must** be informed in advance of the following required inspections:
- | | |
|--|------------------------------|
| a) footing forms (prior to pouring concrete) | e) plumbing rough-in |
| b) foundation (prior to backfill) | f) heating system rough-in |
| c) framing (prior to insulating) | g) prior to occupancy |
| d) insulation and vapour barrier | |
- 6) In consideration of the granting of this **permit**, I/we agree to release and indemnify the **District** of Vanderhoof, its **Council** members, employees and **agents** from and against all liability, demand claims, causes or actions, suits, judgments, losses, damages, costs, and expenses of whatever kind which I/we or any other **person**, partnership, or corporation or our respective heirs, successors, administrators or assignees may have or incur in consequence of or incidental to the granting of this **permit** or any representation, advice, inspection, failure to inspect, certification, approval, enforcement or failure to enforce the **District** of Vanderhoof Building Bylaw or the British Columbia **Building Code**, including negligence, on the part of the **District** of Vanderhoof, its **Council** member, employees and **agents** and I/we agree that the **District** of Vanderhoof owes me/us no duty of care in respect to these matters.
- 7) I acknowledge that if I am granted a **building permit** pursuant to this application I am responsible for compliance with the current edition of the British Columbia **Building Code**, the Building Bylaw of the **District** of Vanderhoof, 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.
- 8) I acknowledge that the issuance of a **permit** under this bylaw, the acceptance or review of plans, specifications, drawings or supporting documents, or inspections made by or on behalf of the **District** do not constitute a representation, warranty, assurance or statement that the current edition of the British Columbia **Building Code**, the Building Bylaw of the **District** of Vanderhoof or any other applicable enactment, code, regulation or standard has been complied with.
- 9) Where the **District** requires that letters of assurance be provided by a **registered professional**, I confirm that I will rely only on the said **registered professional** for the adequacy of the plans, drawings, specifications and supporting documents submitted with this application.
- 10) 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 **District** of Vanderhoof pursuant to this application and in respect of the execution of this acknowledgement.

I have read the above agreement, release and indemnity and understand it.

SIGNATURE OF OWNER OR AUTHORIZED AGENT

PRINT NAME

DATE

PHONE

THIS IS NOT A PERMIT

*PERMIT FEE WILL BE CALCULATED UPON RECEIPT OF THIS APPLICATION AND SUPPORTING DOCUMENTS,
AS PER SCHEDULE "B" OF THE DISTRICT OF VANDERHOOF BUILDING BYLAW NO. 965, 2004.*

APPLICANT TO SUBMIT WHITE COPY OF THIS APPLICATION, KEEP COLOURED COPY

**DISTRICT OF VANDERHOOF
BUILDING BYLAW NO. 965, 2004**

SCHEDULE “D”

OWNER’S UNDERTAKING OF BUILDING FOUNDATION

Property **Owner**: _____

Describe Project: _____

Street Address of Property: _____

Legal Description of Property: _____

Pursuant to Section 10.1.16 of the **District of Vanderhoof** Building Bylaw No. 965, I _____ being the registered **owner** of the above referenced property do hereby acknowledge and accept responsibility for the design and **construction** of the foundation for the above referenced project.

Furthermore, I recognize that within the boundaries of the **District of Vanderhoof** there are areas of “problem soils” and that these are widely distributed as to location. I affirm that it is my responsibility as **owner** to identify soil conditions on which the intended **construction** is to be placed and take all action required to ensure the adequacy of the foundation.

Owner’s Information:

Agent for Owner Information

Name (print)

Name & Title (print)

Signature

Signature

Mailing Address (print)

Mailing Address (print)

Mailing Address

Mailing Address

Date

Date

Permit # (office use only): _____

**DISTRICT OF VANDERHOOF
BUILDING BYLAW NO. 965, 2004**

SCHEDULE "F"

OWNER'S UNDERTAKING OF BUILDING SITING

Property **Owner**: _____

Describe Project: _____

Street Address of Property: _____

Legal Description of Property: _____

Pursuant to Section 10.1.6 of the **District of Vanderhoof** Building Bylaw No. 965, I
_____ being the registered **owner** of the above
referenced property do hereby acknowledge and accept responsibility for the siting of
the **building** or **structure** for the above referenced project on the property.

Owner's Information:

Agent for Owner Information

Name (print)

Name & Title (print)

Signature

Signature

Mailing Address (print)

Mailing Address (print)

Mailing Address

Mailing Address

Date

Date

Permit # (office use only): _____