

Legal Description:							
House Number: (If assigned)		Road Name:					
OWNER INFORMATION Primary Contact							
Name(s):							
Mailing Address:		City/Prov:			Postal Code:		
email:		Tel:			Cell:		
AGENT INFORMATION Primary Contact							
Name(s):							
Mailing Address:		City/Prov:			Postal Code:		
email:		Tel:			Cell:		
CONTRACTOR INFORMATION Primary Contact							
Name(s):						Plumber T.Q. #:	
Company Name:							
Mailing Address:		City/Prov:			Postal Code:		
email:		Tel:			Cell:		
DOCUMENTS SUPPLIED WITH APPLICATION (Click Building Permit Application Requirements for more information)							
Appointment of Agent form **Must be signed by all owners on title**						YES	N/A
Residential builder "BC Housing Registration Form" or Owner Builder "New Home Registration Form" (for new dwellings)						YES	N/A
Preliminary Planning Review **Obtain from the Planning Department prior to submitting your application**						YES	Required
Property Declaration Form						YES	NO
Improvement District Water Service Area Declaration						YES	N/A
Site Plan (Show location of proposed structure distanced to lot lines, existing buildings, setbacks, driveway, watercourses)						YES	Required
Construction plans/drawings (including engineered drawings, if applicable)						YES	NO
BC Building Code Letters of Assurance from registered professionals (Schedules A and/or B)						YES	NO
Proof of liability insurance from Professional Engineer(s)						YES	NO
Hazardous Materials Declaration Form required for demolitions, additions, alterations, repairs, and moved-on buildings						YES	NO
Truss layout						YES	NO
Septic Filing or Registered Onsite Wastewater Practitioner's (ROWP) report						YES	NO
Pre-construction BC Energy Compliance report - Performance paths for Part 9 Buildings (Optional, except for log homes)						YES	NO
Alternate Solution						YES	N/A
Manufacturer's specification sheet (for mobile or modular homes)						YES	N/A
Mobile or modular home certification standard and number:		CSA - Z240	CSA - A277	CSA No:			

PROPOSED CONSTRUCTION							
Detailed scope of work:							
Value of construction	\$	Building Area:		Number of stories:		Number of bedrooms:	
New	Dwelling			Commercial			
Addition	Secondary Suite			Industrial			
Renovation	Accessory Dwelling			Institutional			
Demolition	Manufactured Home			Multi-Residential			
Moved on Building	Accessory Building			Other			
Plumbing	Fire Suppression System			Other			

CONSTRUCTION DETAILS (must be shown on plans)			
Woodstove	Electrical fixtures	Slab	Heating System:
Factory fireplace	Plumbing fixtures	Crawl space	Electric Baseboard
Masonry fireplace	Heating Appliance	Finished Basement	Heat Pump
Gas fireplaces	Garage	Unfinished Basement	Forced Air
Gas appliances	Carport	Other	In-floor Radiant
Masonry chimney	Decks	Not applicable	None
Factory Built chimney	Verandahs		
Not applicable	Retaining Walls		
	Not applicable		

SITE INFORMATION				
Has or will blasting be carried out on the subject property?			YES	No
Has or will fill been placed on site?			YES	No
Distance to North Lot Line (metres):		Distance to South Lot Line (metres):		
Distance to East Lot Line (metres):		Distance to West Lot Line (metres):		
Building Height		Building Separation		
Property Contains and/or Adjacent to:				
Sea	Lake/Pond	River/Stream		
Ditch	Cliff/Bank	None		

Acknowledgement of Responsibility and Undertakings
<p>The undersigned being the owner/agent for the owner of the property herein described hereby makes application for a permit to undertake the work as set forth in this application. I agree to conform to all requirements as may be specified by the Regional District of Nanaimo Building Bylaw and any other applicable Bylaw or Regulation in force in the Regional District of Nanaimo.</p> <p>Neither the issuance of the Permit nor the approval of the drawings and specifications submitted as part of this application, by the Regional District of Nanaimo Building Inspection Department or designates thereof, shall, in any way relieve the applicant from the responsibility of ensuring the construction for which this permit issued, is carried out in conformity with the requirements of the Building Bylaw and any other applicable Bylaws and Regulations, nor prevent the Building Inspector, or his designate from requiring correction of any errors in construction or violation of the Building Bylaw or other applicable Bylaw or Regulations.</p> <p>The issuance of a building or occupancy permit is not a warranty that the building complies in every respect with the Building Code or meets any particular standard of construction, and that the owner is responsible for ensuring that the building for which application is made complies with the Building Code and other applicable enactments.</p> <p>The undersigned owner(s)/authorized agent of the owner makes an application as specified herein and declares that the information submitted in support of the application is true and correct in all respects.</p>

 Owner / Agent (Signature) (Print Name) (Date)

 Owner (Signature) (Print Name) (Date)

 Owner (Signature) (Print Name) (Date)

***All owners must sign this form unless using an Agent.**
 Personal information collected on this form is collected for the purposes of processing this building permit application and for administration and enforcement. The personal information is collected under the authority of the *Local Government Act*, the Regional District's Building Bylaw and pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act*.