

VILLAGE OF BELCARRA
4084 Bedwell Bay Road
Belcarra BC V3H 4P8
Tel: 604-937-4100/ Fax: 604-939-5034/ belcarra@belcarra.ca
SCHEDULE "A"

BUILDING PERMIT APPLICATION

Owner Reference. (details of Ownership are identified in a Certificate of Title)	Name _____ Mailing Address _____ Postal Code _____ Tel: (home) _____ Tel: (work) _____ Fax: _____ email: _____		
Contractor (as identified in the owner's written designation)	Name _____ Business Licence # _____ Mailing Address _____ Postal Code _____ Tel: (home) _____ Tel: (work) _____ Fax: _____ email: _____		
Registered Professional	Name _____ Mailing Address _____ Postal Code _____ Tel: (home) _____ Tel: (work) _____ Fax: _____ email: _____		
Registered Professional	Name _____ Mailing Address _____ Postal Code _____ Tel: (home) _____ Tel: (work) _____ Fax: _____ email: _____		
Plumber	<input type="checkbox"/> to be installed by <i>owner</i> <input type="checkbox"/> to be installed by plumbing contractor – please specify: Name _____ Trade Certification No. _____ Business Licence # _____		
Property Description	Tax Assessment Roll/Folio # _____ PID # _____ Lot _____ Block _____ Plan _____ District Lot _____ House No. _____ Street _____		
Application to Construct (please \sqrt one) <input type="checkbox"/> simple building <input type="checkbox"/> complex building <input type="checkbox"/> renovation <input type="checkbox"/> addition <input type="checkbox"/> excavation <input type="checkbox"/> swimming pool <input type="checkbox"/> Decks <input type="checkbox"/> retaining structure <input type="checkbox"/> demolition; <input type="checkbox"/> new accessory building <input type="checkbox"/> accessory suite <input type="checkbox"/> change of occupancy <input type="checkbox"/> other: _____			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> ESTIMATED CONSTRUCTION VALUE: (It is an offence to falsely declare a constructed value) </td> <td style="width: 50%; padding: 5px;"> CONSTRUCTION VALUE FOR BUILDING PERMIT: (FOR OFFICE USE ONLY) </td> </tr> </table>		ESTIMATED CONSTRUCTION VALUE: (It is an offence to falsely declare a constructed value)	CONSTRUCTION VALUE FOR BUILDING PERMIT: (FOR OFFICE USE ONLY)
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Freedom of Information and Protection of Privacy Act Notification: The information on this form is collected under the general authority of the Local Government Act. It is related directly, required and used by the Village of Belcarra, to administer the Building Permit application process. The access and privacy provisions of the *Freedom of Information and Protection of Privacy Act* apply to the information collected on this form. Please contact the Information and Privacy Officer at 604-937-4100 if you have any questions.

SCHEDULE "A"

Applicant to ✓ that a cheque or money order for \$75.00 (made payable to the Village of Belcarra) is attached and that each permit or approval listed below has been obtained and the documentation is attached.

- 2 copies of design drawings including any structural drawings
- 2 copies of Site Plans
- Approval of strata corporation (if applicable)
- Cheque or money order for \$75.00
- Proof of Ownership (Certificate of Title - must dated within 90 days prior to application)
- Copy of All Covenants & Easements.
- Written Sewage Disposal Approval from the Simon Fraser Health Authority.
- Proof of Potable water (for new dwellings, accessory suites and buildings containing fixtures):
- Driveway Access Permit
- Homeowner Protection Certification (New Dwellings or significant renovations)
- Approval from Ministry of Environment, Lands and Parks (if applicable)
- Copies of required Letters of Assurance
- Proof of Professional Liability Insurance from Registered Professional (if applicable).

Application Fee date stamp
area.

Approving Official

Date of Application: _____; Receipt #: _____.

(This application will be cancelled for failure to provide required documentation or approvals within 180 days of the date of receipt of the application.)

SCHEDULE "A"

BUILDING PERMIT OWNER'S ACKNOWLEDGEMENT OF RESPONSIBILITY

1. I acknowledge that if I am granted a building permit pursuant to this application that I am responsible for 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, specifications, drawings or supporting documents, nor inspections made by or on behalf of the Village of Belcarra constitute a representation, warranty, assurance or statement that the current edition of the British Columbia Building Code, the Building bylaws of Village of Belcarra or any other applicable enactment, code, regulation or standard has been complied with.
3. Where the Village of Belcarra requires that Letters of Assurance be provided by a Registered professional pursuant to Section 9 of the Village of Belcarra Bylaw #355-2003, I confirm that I have been advised in writing by the Village of Belcarra that it relied exclusively on the Letter of Assurance of the "Professional Design and Commitment for Field Review" prepared by _____ in reviewing the plans, drawings specifications and supporting documents submitted for a building permit.
4. I confirm that I have relied only on the said Registered Professional for the adequacy of plans, drawings, specifications and supporting documents submitted with this application.
5. Where the Village of Belcarra requires that **proof of compliance** with the **Sewerage System Regulation** be provided pursuant to sections 73(5) and 79(11) of the Village of Belcarra Building and Plumbing Code Regulation Bylaw No. 355, 2003, I confirm I have been advised in writing that it relied exclusively on the filing number provided by the health authority as a result of an authorized person filing documents in compliance with section 8 of the **Sewerage System Regulation**, and that it has not inquired as to the adequacy of the sewerage system.
6. I confirm that I have relied only on the authorized person who filed documents pursuant to section 8 of the **Sewerage System Regulation** for assurances regarding the adequacy of the sewerage system.
7. 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 Village of Belcarra.

Signed this day of _____

Owner'/Agent's Signature _____

Signed this day of Witnessed by _____

Signature of Witness _____

Occupation _____

(please print)

NOTE: If signed by an Agent, letter of authorization from the Owner must be provided with this application.

FOR OFFICE USE ONLY

- Proof of Ownership Planning Dept. Approval for Agent Drawings Site Plan Septic Driveway Access
 Potable Water Zoning Homeowner Protection Application Fee House Number Previously Assigned

Present Zoning _____ Occupancy _____ Lot Area _____

Lot Coverage _____ LCR _____ (Lot Coverage Ratio)

Building Setbacks: Front _____ Exterior Side _____ Interior Side _____ Rear _____

Building Permit Number _____

House Number Assigned _____

FEES & CHARGES BYLAW NO. 400, 2008

Schedule 2a – Building Permit and Inspection Services

Article I. Permit Fees and Inspection Services	
Description	Fee
Building Permit Application Fee , includes Plumbing Permit	\$75.00 (deducted from Building Permit Fee if application approved)
Simple Buildings or Structures	
Construction up to \$5,000.00 of value	\$20.00/\$1,000.00 (minimum fee \$75.00)
Construction \$5,001.00 to \$20,000.00 of value	\$11.00/\$1,000.00 plus \$20.00 base fee
Construction \$20,001.00 to \$50,000.00 of value	\$8.00/\$1,000.00 plus \$80.00 base fee
Construction \$50,001.00 to \$500,000.00 of value	\$6.00/\$1,000.00 plus \$195.00 base fee
Construction \$500,001.00 and over of value	\$5.00/\$1,000.00 plus \$840.00 base fee
In cases of repairs to simple buildings where latent water penetration has resulted in structural deterioration or damage the applicable above building permit fees will be waived.	
Complex Buildings	
Construction up to \$5,000.00 of value	\$15.00/\$1,000.00 (minimum fee \$75.00)
Construction \$5,001.00 to \$20,000.00 of value	\$12.00/\$1,000.00 plus \$20.00 base fee
Construction \$20,001.00 to \$50,000.00 of value	\$8.00/\$1,000.00 plus \$84.00 base fee
Construction \$50,001.00 to \$500,000.00 of value	\$6.00/\$1,000.00 plus \$205.00 base fee
Construction \$500,001.00 and over of value	\$5.00/\$1,000.00 plus \$885.00 base fee
In cases of repairs to complex buildings where latent water penetration has resulted in structural deterioration or damage the applicable above building permit fees will be waived.	
Professional Plan Certification	When a building permit is issued in reliance upon the certification of a registered professional that the design and plans submitted comply with the building code the permit fee is reduced by 5% of the fees payable up to a maximum of \$500.
Temporary Building or Structure	
0 to 56m ² area of building footprint	\$75.00
Greater than 56m ² area of building footprint	\$150.00

Schedule 2a – Building Permit and Inspection Services

Description	Fee
Building or Structure Demolition	
0 to 56m ² area of building footprint	\$75.00
greater than 56m ² area of building footprint	\$150.00
Building or Structure Move or Relocation	
0 to 56m ² area of building footprint	\$75.00 plus \$50.00 per hour Inspector Fees if inspection exceeds 2 hours
greater than 56m ² area of building footprint	\$250.00 plus \$50.00 per hour Inspector Fees if inspection exceeds 2 hours
Examination of a building	\$150.00 plus \$50.00 per hour Inspector Fees if inspection exceeds 2 hours
Disconnection of municipal services, if applicable	\$150.00
Swimming Pools or Retaining Structures	
Construction up to \$5,000.00 of value	\$15.00/\$1000.00 (minimum fee \$75.00)
Greater than \$5,000.00 of value	\$15.00/\$1000.00 plus \$250.00 base fee
Chimney, Fireplaces and Solid Fuel Appliances	
Fireplaces, solid fuel appliances	\$60.00/appliance
natural or propane gas fired heating devices requiring a vent connection to the outdoors, except hot water storage tanks	\$60.00/appliance
Each chimney and pre-fabricated chimney	\$20.00/chimney
Each hot water storage tank or boiler vent	\$20.00/vent
Excavation or Site Preparation	
Foundation excavation or site investigation	\$300.00 (deducted from Building Permit Fee if application approved)
Building Site Services	
Driveway access and off street parking	\$100.00
New or replacement underground water services	\$40.00/10 metres of pipe
New or replacement underground storm sewer pipe	\$40.00/10 metres of pipe
On site catch basin, oil interceptor, sump or connection to a municipal utility.	\$40.00 each

Schedule 2a – Building Permit and Inspection Services

Description	Fee
Plumbing Permit & Fixture Fees	
Plumbing Permit Application Fee , if separate from a Building Permit	\$45.00 (deducted from Building Permit Fee if application approved)
Fixture fee, as defined by Bylaw and the BC Building Code	\$20.00 each fixture (minimum fee \$75.00)
Water storage tanks, check valves, outdoor showers	\$20.00 each
Swimming pool supply, drainage backflow preventer	\$80.00/pool
No Fixture but installation of soil, waste or drainage pipe	\$40.00/10 metres of pipe
Fire Sprinkler Heads – first 50 heads, per head	\$3.00
<ul style="list-style-type: none"> • Minimum fee 	\$50.00
<ul style="list-style-type: none"> • each additional HEAD 	\$3.00
Building Permit Extension	
	\$45.00
Building Permit transfer to new property owner	
	\$75.00
Penalties	
Double Permit Fees for construction prior to issuance of a Building Permit	Permit Fee (x 2) (maximum of \$5,000.00)
STOP WORK order posting	\$50.00 per order
STOP WORK order re-posting due to unauthorized removal	\$25.00 per order
DO NOT OCCUPY order posting	\$50.00 per order
DO NOT OCCUPY order re-posting due to unauthorized removal	\$25.00 per order
Plan Review/Miscellaneous Inspection Fee	
Re-inspection fee for each inspection after the second consecutive inspection (Amended as per Bylaw 436, 2011)	\$55.00 per hour
Building Inspector, inspection fee for undefined inspections (Amended as per Bylaw 436, 2011)	\$55.00 per hour
Emergency Inspections outside regular office hours	\$100.00 per hour
Plan review for a design modification after Building Permit issuance	\$75.00
Equivalency Report review	\$75.00

Schedule 2a – Building Permit and Inspection Services

Description	Fee
Security Deposits (Cash, Cheque or Certified Cheque)	
Construction security deposit (Amended as per Bylaw 419, 2009)	0.75% constructed value
Temporary building security deposit	\$10.75 x constructed value
Move or relocate a building or structure - an additional security	\$20,000.00
Work near High Precision Network survey monuments	\$7,000.00
Secondary Suites	
Decommissioning – application fee	\$25.00
Decommissioning – inspection fee	\$40.00
Address Change	
Address Change - When an owner requests a new address	\$300.00

Schedule 2b – Building Permit and Inspection Services

Article II. Building Department Documents & Services	
Description	Fee
Building and Property Record Search	
Record Searches where it is determined by the Department Head that research could involve staff time in excess of 15 minutes <ul style="list-style-type: none"> • Building Permits (single family, duplex buildings, accessory suites, civic or institutional buildings) • Board of Variance rulings • Development Variance rulings 	
First Hour	\$60.00 a deposit of \$120.00 required prior to work being done
Each additional 15 minutes or portion thereof	\$10.00
Building Plan Reproduction	
279mm x 431mm (11" x 17") or larger	\$75.00 plus actual cost of reproduction a deposit of \$75.00 required prior to work being done

Schedule 2b – Building Permit and Inspection Services

Services	
File Notice on Title, pursuant to section 57 of the Community Charter	\$300.00
Cancel Notice on Title, pursuant to section 58 of the Community Charter	\$150.00
Property Title Search	\$25.00

SCHEDULE "C"

CONSTRUCTION VALUES:

The determination of constructed value, for the purpose of establishing building permit fees and security deposits, will be the calculated average of at least two of the following submitted constructed values. The Village will reserve the right to require the owner to submit at least two independent qualified estimated constructed value reports in the event of a dispute over the information submitted.

PERMIT AREA	Owner's Value	Contractors Value	Registered Professional	Building Official	Average Value
Basement or Crawl Space	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²
First Storey	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²
Second Storey	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²
Third Storey	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²
Bonus Room	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²
Attached Garage	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²
Attached Carport	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²
Accessory Suite	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²
Accessory Bldg.	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²
Decks & Wharfs	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²
Swimming pool	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²
Retaining Wall	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²
Complex Bldg.	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²	\$_____/m ²
Totals					

"No owner or agent shall knowingly submit false or misleading information to a building official in relation to any permit application or construction undertaken pursuant to this bylaw."

**OWNER'S UNDERTAKING
APPENDIX "D"**

- (1) Note: 1. To be submitted prior to issuance of a building permit
(1) 2. Only an original Schedule printed by the Village of Belcarra or an unaltered photocopy of this Schedule is to be completed and submitted.
-

ATTENTION: Building Official

Re: **Address** _____
Building Permit No. _____

In consideration of the Village accepting and processing the above application for a building permit, and as required by the Village's Building Regulation Bylaw, the following representations, warranties and indemnities are given to the Village.

1. That I am:
- The owner of the above property; or
 - Authorized by the owner of the property described above to make this application (Agent for Owner).

2. That I have authorized:

Name (print)

Address (print)

to make application for the above permit on my behalf.

3. That I will comply with, or cause those whom I employ to comply with, the B.C. Building Code and all bylaws of the Village and other statutes and regulations in force in the Village relating to the development, work, undertaking or permission in respect of which this application is made.
4. That I understand and acknowledge that I am fully responsible for carrying out the work, or having the work carried out, in accordance with the requirements of the B.C. Building Code, the Building Regulation Bylaw, in force from time to time, and all other Bylaws of the Village.
5. That I understand and acknowledge that neither the issuance of a permit under this bylaw, the review of plans and supporting documents, nor inspections made by the building official shall in any way constitute a representation, warranty or statement that the B.C. Building Code, the Building Regulation Bylaw or any other bylaw of the Village has been complied with.
6. That I confirm that I have relied only on the said registered professionals for the adequacy of the plans and supporting documents submitted with this application.
7. The Village has relied and is relying exclusively on the Letter of Assurance of "Professional Design and Commitment for Field Review" prepared by:

(Insert name of registered professional)

- _____ Architectural
- _____ Structural
- _____ Mechanical
- _____ Plumbing
- _____ Fire Suppression Systems
- _____ Electrical
- _____ Geotechnical – temporary
- _____ Geotechnical – permanent
- _____ Other (specify)

In reviewing the plans and supporting documents submitted with this application for a building permit.

8. That I understand that where used herein the words “work” or “work or undertaking in respect of which this application is made” includes all electrical, plumbing, mechanical, gas and other works necessary to complete the contemplated construction.
9. That I confirm I am aware the Building Regulation Bylaw does not apply to installation of new, or replacement of existing, roofing or deck membranes; kitchen cabinets; floor coverings; exterior cladding or weatherproof membranes; or hydronic or radiant pipe heating.
10. That I am authorized to give these representations, warranties, assurance and indemnities to the Village.
11. That I confirm that I have been advised that I should seek independent legal advice from a lawyer in respect of signing this schedule.
12. That I have been advised to review or obtain a certified true copy of the “**Village of Belcarra Building and Plumbing Code Regulation Bylaw No. 355, 2003**”.

Owner’s Information

Agent for Owner Information

Name (print)

Name (print)

Signature

Signature

Address (print)

Address (print)

If owner is company, affix corporate seal in space below.

(a) The Corporate Seal of:

Witness Information

_____)	_____)
was hereunto affixed in the presence of:)	Name (print))
_____)	_____)
Signature of Officer)	Signature)
_____)	_____)
Name of Officer (print))	Address (print))
_____)	_____)
Title of Officer (print))	_____)
_____)	Occupation (print))
Signature of Officer)	_____)
_____)	_____)
Name of Officer (print))	_____)
_____)	_____)
Title of Officer (print))	(affix seal here)

The **owner** or his appointed **agent** must sign the above. The signature must be witnessed. If the **owner** is a company, the corporate seal of the company must be affixed to the document in the presence of the duly authorized officers. The officers must also sign, setting for their positions in the company.

Please note the following provision from “**Village of Belcarra Building and Plumbing Code Regulation Bylaw No. 355, 2003**”, in force from time to time:

“OWNER'S RESPONSIBILITY”

*Every **owner**, or his or her **agent**, must carry out **construction** or have the **construction** carried out in accordance with the requirements of the **Building Code**, this bylaw and the other bylaws of the Village and neither the issuance of a **permit** under this bylaw, the review of plans and supporting documents, nor inspections made by the chief **building official** or a **registered professional** relieve the **owner**, or his or her **agent**, from full and sole responsibility to perform the work in strict accordance with this bylaw, the **Building Code** and other applicable enactments.”*

**GEOTECHNICAL HAZARD AREA
SCHEDULE "E"**

Geographical Area	Geotechnical Hazard	Registered Professional Requirement
Bedwell Bay Road	Slope Stability Rock Fall Ground Water	Yes
Belcarra Bay	Slope Stability Rock Fall	Yes
Coombe Lane	Soil Bearing Slope Stability Ground Water	Yes
Cosy Cove	Slope Stability Rock Fall Soil Bearing	Yes
Farrer Cove	Slope Stability Rock Fall	Yes
Main Avenue	Slope Stability Rock Fall	Yes
Kelly Road	Slope Stability	Yes
Midden Road	Soil Bearing	Yes
Marine Avenue	Slope Stability	Yes
Robson Road	Slope Stability	Yes
Salish Road	Soil Bearing Ground Water	Yes
Senkler Road	Soil Stability Rock Fall	Yes
Turtlehead Road	Slope Stability	Yes
Twin Island	Slope Stability Rock Fall	Yes
Young Road	Slope Stability Soil Bearing	Yes
Watson Road	Slope Stability Ground Water	Yes
West Road	Slope Stability	Yes
Whiskey Cove	Slope Stability	Yes

**BUILDING PERMIT FORMS
SCHEDULE "F"**

The Village of Belcarra

Mailing and Municipal Hall: 4084 Bedwell Bay Road, Belcarra BC V3H 4P8

email: lgscott@belcarra.ca web: www.belcarra.ca

2 business days Bldg/Mech/ Inspections: _____ Mon-Fri before 4:00 p.m.

BUILDING PERMIT:

Reviewed by:

Issue Date:

Expiry Date:

Construction Address:

Legal Address:

Zone:

Property **Owner**:

Primary Contact:

Project Description:

Type of Work:

Construction Value:

Permit Conditions:

Accepted Zoning Uses:

No. of **Dwelling units** or floor area:

Article of **Construction**:

Equivalencies **Accepted**:

Fire Alarm System Installed:

Building Sprinklered:

Professionals Retained:

By signing, the applicant, where other than the **owner**, represents that he or she is the **agent** of the **owner** and has the **owner's** authority to agree to the **permit** conditions for and on the **owner's** behalf.

The Village of Belcarra does not assume any responsibility for opening roads or lanes or providing water services or other public utilities in connection with this **permit**. The **Owner** must comply with all enactments, including bylaws, codes and regulations. Neither this **permit**, the approval of related plans and specifications nor any other District communication with the **Owner** either (a) relieves the **Owner** of the obligation to comply with all enactments, or (b) warrants that the work authorized by this **permit** complies with an enactment. The **Owner** shall repair, at its cost, any damage to municipal works, roads, pavement, curb, sidewalk, sidewalk trees, aquatic areas or drainage works as a result of the work covered by this **permit**. In return for the approval of this **permit**, the **Owner** agrees to indemnify and save harmless the District, and each of its officers, employees, **agents** and servants, of and from any claims, suits, liabilities, judgments, costs, expenses or actions of any kind arising from or relating to this **permit** or any communications or representations in connection with the work authorized by this **permit**.

THE OWNER AGREES TO ALL OF THE ABOVE CONDITIONS

Signature	Date	Issued for The Inspector by
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Applicants are advised that information contained on *Permits*, Licences and other discretionary benefits granted by the Village of Belcarra are considered public information.

SEE REVERSE OF PAGE 2 FOR IMPORTANT NOTICE