



VILLAGE OF BELCARRA

"Between Forest and Sea"

4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8
TELEPHONE 604-937-4100 FAX 604-939-5034
belcarra@belcarra.ca • www.belcarra.ca



BUILDING PERMIT APPLICATION CHECKLIST

Applicant to ensure that each permit or approval listed below has been obtained and the documentation is included with the completed Building Permit Application.

Please note that incomplete applications **will not be** accepted or processed.
Payment is to be made by **cash or cheque** only, payable to the Village of Belcarra.

- 1. 3 copies of design drawings including any structural drawings.
- 2. 3 copies of site plans.
- 3. Building Permit Application Fee, as per Village of Belcarra Fees & Charges Bylaw.
- 4. Payment of all fees, charges, levies or taxes imposed by the Village and payable under an enactment.
- 5. Proof of Ownership (Certificate of Title). Must be dated within 30 days of application.
- 6. Approval of strata corporation, if applicable.
- 7. Copy of applicable covenants and easements.
- 8. Proof of filing a Written Sewage Disposal Approval with the Fraser Health Authority, if applicable.
- 9. Water Service Connection Application (if applicable).
- 10. Proof of potable water (for new dwellings, accessory suites and buildings containing fixtures).
- 11. Traffic Management Plan (for construction over \$250,000.)
- 12. Road Use Permit Application (driveway access, if applicable).
- 13. Road Use Permit Application fee, as per Village of Belcarra Fees & Charges Bylaw.
- 14. Homeowner Protection Certification (new dwellings).
- 15. Copies of required Letters of Assurance.
- 16. Proof of Professional Liability Insurance from Registered Professional(s), if applicable.
- 17. For works within the intertidal zone or up to 30 metres above the high water mark (HWM), a review must be undertaken by the Burrard Environmental Review Committee (BERC). For more information: <https://www.portvancouver.com/development-and-permits/project-and-environmental-reviews/>
- 18. For works within 30 metres of a watercourse, the Riparian Areas Regulation (RAR) may affect your development. If this is the case, you are required to have your property assessed by a Qualified Environmental Professional. For more information: <https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/fish/riparian-areas-regulation>

Review and completion of schedules and appendixes in Building Permit Application as required:

- Schedule A – Building Permit Application and Application Checklist
- Schedule A – Building Permit Owner's Acknowledgement of Responsibility
- Schedule B – Permit Fees and Security Deposits
- Schedule C – Construction Values
- Schedule D – Owner's Undertaking
- Schedule E – Geotechnical Hazard Area
- Schedule F – Building Permit Form
- Schedule L – Proof of Potable Water
- Schedule M – Traffic Management Plan
- Other: _____

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 owner <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 \checkmark 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:	
ESTIMATED CONSTRUCTION VALUE: (It is an offence to falsely declare a constructed value) \$ _____	CONSTRUCTION VALUE FOR BUILDING PERMIT: (FOR OFFICE USE ONLY) \$ _____

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.

APPLICATION CHECKLIST

Applicant to ensure that payment of Building Permit Application fee (cash or cheque only) is included with application and that each permit or approval listed below has been obtained and the documentation is attached.

- 3 copies of design drawings including any structural drawings
- 3 copies of Site Plans
- Approval of strata corporation (if applicable)
- Building Permit Application fee per Village of Belcarra Fees and Charges Bylaw
- Payment of all fees, charges, levies or taxes imposed by the Village and payable under an enactment.
- Proof of Ownership (Certificate of Title – must be dated within 30 days of 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)
- Water Service Connection Application (if applicable)
- Driveway Access Permit
- Traffic Management Plan (construction over \$250,000.)
- 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	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.)
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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 _____

**SCHEDULE B
FEES & CHARGES**

Refer to: Consolidated Fees and Charges Bylaw No. 517, 2018

**Building Permit and Inspection Services Included:
Schedules 2a - Permit Fees and Inspection Services;
Schedules 2b- Building Department Documents and Services.**

Village of Belcarra Fees and Charges Bylaw No.517, 2018

Schedule 2a – Building Permit and Inspection Services

Article I. Permit Fees and Inspection Services	
Description	Fee
Building Permit Application Fee , includes Plumbing Permit (Amended as per Bylaw No. 532, 2019) (fee removed for fire sprinklers per Bylaw 576, 2020)	\$102.00/Construction up to \$5,000.00 value
	\$116.00/Construction over \$5,000.00 value
Simple Buildings or Structures	
Construction up to \$5,000.00 of value	\$27.00/\$1,000.00 (minimum fee \$102.00)
Construction \$5,001.00 to \$20,000.00 of value	\$15.00/\$1,000.00 plus \$68.00 base fee
Construction \$20,001.00 to \$50,000.00 of value	\$12.00/\$1,000.00 plus \$816.00 base fee
Construction \$50,001.00 to \$500,000.00 of value	\$10.00/\$1,000.00 plus \$1,360.00 base fee
Construction \$500,001.00 and over of value	\$8.00/\$1,000.00 plus \$3,400.00 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	\$20.00/\$1,000.00 (minimum fee \$102.00)
Construction \$5,001.00 to \$20,000.00 of value	\$16.00/\$1,000.00 plus \$68.00 base fee
Construction \$20,001.00 to \$50,000.00 of value	\$12.00/\$1,000.00 plus \$136.00 base fee
Construction \$50,001.00 to \$500,000.00 of value	\$10.00/\$1,000.00 plus \$279.00 base fee
Construction \$500,001.00 and over of value	\$7.00/\$1,000.00 plus \$1,204.00 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 \$680.00
Temporary Building or Structure	
0 to 56m ² area of building footprint	\$102.00
Greater than 56m ² area of building footprint	\$204.00

(entire table amended as per Bylaw No. 532, 2019)

Schedule 2a – Building Permit and Inspection Services, continued

<u>Building Permit and Inspection Services</u>	
Description	Fee
Building or Structure Demolition	
0 to 56m ² area of building footprint	\$102.00
greater than 56m ² area of building footprint	\$204.00
Building or Structure Move or Relocation	
0 to 56m ² area of building footprint	\$184.00 minimum plus \$82.00 per hour Inspector Fees if inspection exceeds 2 hours
greater than 56m ² area of building footprint	\$422.00 plus \$476.00 per hour Inspector Fees if inspection exceeds 2 hours
Examination of a building	\$286.00 plus \$163.00 per hour Inspector Fees if inspection exceeds 2 hours
Disconnection of municipal services, if applicable	\$204.00
Swimming Pools or Retaining Structures	
Construction up to \$5,000.00 of value	\$20.00/\$1000.00 (minimum fee \$102.00)
Greater than \$5,000.00 of value	\$20.00/\$1000.00 plus \$340.00 base fee
Chimney, Fireplaces and Solid Fuel Appliances	
Fireplaces, solid fuel appliances	\$490.00/appliance
natural or propane gas fired heating devices requiring a vent connection to the outdoors, except hot water storage tanks	\$163.00/appliance
Each chimney and pre-fabricated chimney	\$54.00/chimney
Each hot water storage tank or boiler vent	\$54.00/vent
Excavation or Site Preparation	
Foundation excavation or site investigation	\$408.00 (deducted from Building Permit Fee if application approved)
Building Site Services	
Driveway access and off street parking	\$136.00
New or replacement underground water services	\$54.00/10 metres of pipe
New or replacement underground storm sewer pipe	\$54.00/10 metres of pipe
On site catch basin, oil interceptor, sump or connection to a municipal utility.	\$54.00 each

(entire table amended as per Bylaw No. 532, 2019)

Schedule 2a – Building Permit and Inspection Services, continued

<u>Building Permit and Inspection Services</u>	
Description	Fee
Plumbing Permit & Fixture Fees	
Plumbing Permit Application Fee , if separate from a Building Permit	\$61.00
Municipal Water Connection	See Schedule 13
Fixture fee, as defined by Bylaw and the BC Building Code	\$27.00 each fixture (minimum fee \$102.00)
Water storage tanks, check valves, outdoor showers	\$27.00 each
Swimming pool supply, drainage backflow preventer	\$109.00/pool
No Fixture but installation of soil, waste or drainage pipe	\$54.00/10 metres of pipe
Fire Sprinkler Heads – first 50 heads, per head (fee removed per Bylaw No. 576, 2020)	
Building Permit Extension	\$1,360.00
Building Permit transfer to new property owner	\$653.00
Penalties	
Double Permit Fees for construction prior to issuance of a Building Permit	Permit Fee (x 2) (maximum of \$6,800.00)
STOP WORK order posting	\$490.00 per order
STOP WORK order re-posting due to unauthorized removal	\$326.00 per order
DO NOT OCCUPY order posting	\$326.00 per order
DO NOT OCCUPY order re-posting due to unauthorized removal	\$326.00 per order
Plan Review/Miscellaneous Inspection Fee	
Re-inspection fee for each inspection after the second consecutive inspection	\$82.00 per hour 3 rd inspection - \$163.00 per hour 4 th inspection - \$326.00 per hour 5 th inspection - \$490.00 per hour 6 th inspection – \$979.00 per hour
Building Inspector, inspection fee for undefined inspections	\$82.00 per hour
Emergency Inspections outside regular office hours	\$163.00 per hour
Plan review for a design modification after Building Permit issuance	\$163.00 per hour
Equivalency Report review	\$163.00 per hour

(entire table amended as per Bylaw No. 532, 2019)

Schedule 2a – Building Permit and Inspection Services, continued

<u>Building Permit and Inspection Services</u>	
Description	Fee
Security Deposits (Cash, Cheque or Certified Cheque)	
Construction security deposit	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	\$68.00
Decommissioning – inspection fee	\$136.00
Address Change	
Address Change - When an owner requests a new address	\$408.00

(entire table amended as per Bylaw No. 532, 2019)

Village of Belcarra Fees and Charges Bylaw No.517, 2018

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	\$136.00 a deposit of \$272.00 required prior to work being done
Each additional 15 minutes or portion thereof	\$34.00
Building Plan Reproduction	
Offsite copying or larger than 279mm x 431mm (11" x 17")	\$204.00 plus actual cost of reproduction a deposit of \$204.00 required prior to work being done
File Notice on Title, pursuant to section 57 of the Community Charter	\$408.00
Cancel Notice on Title, pursuant to section 58 of the Community Charter	\$408.00
Property Title Search	\$102.00

(entire table amended as per Bylaw No. 532, 2019)

**CONSTRUCTION VALUES
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
SCHEDULE 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 **"Consolidated 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 the owner is a company, affix a corporate seal in the 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 "**Consolidated 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: sgrewal@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
-----------	------	-----------------------------

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

BUILDING PERMIT PAGE 2

BUILDING PERMIT:

Type of Work:

Environmental No:
Subdivision No:
As Built No:

Project Location:

Legal Address:

Property Owner:

Primary Contact:

Sanitary Sewer Location:

Storm Sewer Location:

Note: Where connection exists, expose before setting plumbing *grade*.

Water Service Location:

Water Meter:

Gas Main Location:

Contact B.C. Gas if concerned.

Easements/Rights of Ways:

Note: A **structure** must not encroach within the easement. Applicant is cautioned to protect Municipal utilities within easement.

Covenants:

Remarks:

Engineering Signature:	Date:
------------------------	-------

SEE REVERSE FOR IMPORTANT NOTICE

NOTICE

[Information on reverse of every Permit]

It is a condition of this **permit** that the Owner or the **Owner's Agent** request all required inspections and obtain all necessary approvals required by the governing bylaw.

It is a condition of a **Building Permit** that the **Owner** or the **Owner's Agent** must request all required inspections and obtain all necessary approvals prior to **occupancy** of the whole **building** or part thereof in respect to work for which this **permit** was issued.

It is a condition of a Security deposit that all inspections required by the governing bylaw are complete and acceptable to the Inspector prior to its release.

It is an offence if the **Owner**, the **Owner's Agent** or a tenant occupy or **permit a building** or part thereof to be occupied prior to final inspection and approval by the Inspector.

This **permit** has an expiry date. It is an offence if the **Owner** or the **Owner's Agent** commences work or continues to work beyond the expiry date. Inspections requested after the expiry date are subject to the **Owner** or the **Owner's Agent** obtaining a new **Building Permit**. The **Owner** or the **Owner's Agent** may apply for a **construction** time extension prior to the **permit** expiry date.

The **Owner** or the **Owner's agent** should familiarize themselves with the contents of the Village of Belcarra Building Regulation Bylaw, Electrical Bylaw and Gas Fitting Bylaw.

**PROOF OF POTABLE WATER
SCHEDULE L**

The British Columbia **Building Code** states “every **dwelling unit** shall be supplied with **potable water**”. The plumbing Code defines potable as “safe for human consumption”. The Ministry of Health has adopted the Canadian Drinking Water Guidelines and amendments thereto, as the standard, which must be met when water is tested to determine potability for domestic purposes. The Safe Drinking Water Regulation, a regulation under the Health Act, sets out parameters for water potability requirements and disinfection requirements of surface water. It is a condition of the **building permit** and an **occupancy permit** that the **owner** supply proof of **potable water** in accordance with this bylaw.

Water must be both sampled and tested by an accredited laboratory approved under the Safe Drinking Water Regulation. The laboratory must provide proof of accreditation, as well as the sample results and written confirmation that the water was both sampled and tested by the laboratory.

The minimum specific health-related parameters for which water supplies must be tested are:

PARAMETER	MAXIMUM CONCENTRATION
Arsenic	0.010 mg/L
Barium	1.0 mg/L
Boron	5.0 mg/L
Chromium	0.05 mg/L
Fluoride, dissolved	1.5 mg/L
Lead	0.01 mg/L
Nitrogen : Nitrate	10.0 mg/L
Nitrogen : Nitrite	1.0 mg/L
Coliform, E. Coli	<1 per 100 ml
Coliform, Total	<1 per 100 ml

(Amended as per Bylaw 437, 2011)

The above list is considered a minimum, owner’s may choose to satisfy additional test parameters.+

Water tests must not be dated more than 180 days before the date of issuance of a *Building Permit* or *Occupancy Permit*.

SCHEDULE M



VILLAGE OF BELCARRA
TRAFFIC MANAGEMENT PLAN
APPLICATION FORM



PART A - INTRODUCTION

What it is: A Traffic Management Plan (TMP), which is a requirement outlined in the Village of Belcarra (VOB) Building and Plumbing Bylaw No, 355, 2003 Amendment Bylaw No. 521, 2018 has been developed with the objective of minimizing local traffic disruption, mitigating impact to neighboring properties, and addressing safety concerns which may arise as a result of construction traffic and parking associated with an active building permit.

When Does It Apply: A Traffic Management Plan (TMP) is mandatory for all new homes or renovation having a value exceeding \$250,000.

Requirements: The contractor, their staff, and sub-contractors are subject to the above noted bylaw at all times. It is the responsibility of the contractor to have the TMP posted on site and available if requested at any time by Village staff during the construction process at any time.

PART B – PROJECT DESCRIPTION

1. Project:

(i) Activity: _____

(ii) Address: _____

2. Contacts: (i) The Contractor, or (ii) designated alternate/site supervisor will be handling day-to-day issues which may arise regarding related traffic control related and/or general public inquiries. Also provide (iii) owner contact information.

(i) Contractor: _____
Company: _____
Address: _____
Cell: _____
Phone: _____
E-mail: _____

(ii) Alternate Contractor: _____
Company: _____
Address: _____
Cell: _____
Phone: _____
E-mail: _____

(iii) Owner: _____
Cell: _____
E-mail: _____

3. Approximate Construction Schedule:

Start Date (mo/yr) _____ / _____ End Date (mo/yr) _____ / _____

PART C – TRAFFIC MANAGEMENT PLAN DETAILS

1. Parking: The objective of the Village is to maximize on-site parking (particularly existing driveways) and minimize off-site parking. Please evaluate parking requirements anticipated during construction, and

(i) Estimate the number of required parking spaces at the PEAK trades period _____ parking spots.

(ii) Create and attach a plan map (8.5 x 11) showing locations of these proposed on-site (if any) parking spots. Please note that proposed off-site spots must adhere to the VOB Traffic and Parking Bylaw No. 518, 2018 at all times. In particular, do not propose spots:

- Where vehicles will overhang/occupy road space, particularly on bus routes
- On or over sidewalks, bike lanes, ditches, or at the end of cul-de-sacs, or designated turn-around
- That conflict with existing Village shrubs, bushes, and tree/root systems (protection shall be provided as per instructions of the Superintendent of Public Works)
- Within certain distances of intersections, stop signs, hydrants, bus stops, etc. (see VOB Traffic and Parking Bylaw No. 518, 2018). If you propose placing parking spots on shoulders in front of neighbours' homes, the Village suggests that you make arrangement with those neighbours to minimize potential conflict (these areas are typically subject to a 6 hour maximum parking period, or by permit only). Please refer to the VOB Traffic and Parking Bylaw No. 518, 2018 for additional clarification.

2. Road/Lane Closure: Please check one of the following options:

- Road closure will be less than ten minutes.
- Road closures will be over ten minutes. The Contractor will make application to the Village for any road closure over ten (10) minutes. Road closure requests are required 5 days in advance of closure. (Should an unscheduled closure occur, the site supervisor, or alternate, will immediately notify the Superintendent of Public Works at the Village Office at 604-937-4100.).

Reason for closure(s) if applicable:
