



BUILDING PERMIT APPLICATION

CRANBROOK OFFICE
 19 – 24th Avenue South
 Cranbrook BC V1C 3H8
 Ph: 250-489-2791
 Fax: 250-489-3498
 Toll Free 1-888-478-7335

COLUMBIA VALLEY OFFICE
 1164 Windermere Loop Road
 Invermere BC V0A 1K3
 Ph: 250-342-0063
 Fax: 250-342-0064

Web Site: www.rdek.bc.ca

OFFICE USE ONLY
BP No. _____
Area/Yr _____

SECTION 1 – APPLICANT INFORMATION

Registered Owner(s): _____	Contractor / Agent: _____
Mailing Address: _____ _____	Mailing Address: _____ _____
Contact No.: _____ Cell: _____ Email: _____	Business No: _____ Cell: _____ Email: _____

SECTION 2 – LEGAL DESCRIPTION OF PROPERTY

Parcel Identifier Number (PID): _____ Folio Number: _____

Address of Proposed Construction (as assigned by the RDEK): _____

SECTION 3 – PURPOSE OF APPLICATION

Please check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Single Family Dwelling
<input type="checkbox"/> Commercial
<input type="checkbox"/> Addition
<input type="checkbox"/> Detached Garage/Shop/Accessory Structure
<input type="checkbox"/> Deck/Porch/Veranda
<input type="checkbox"/> Plumbing
<input type="checkbox"/> Retaining Wall (taller than 1.5m)
<input type="checkbox"/> Other _____ (specify) | <input type="checkbox"/> Manufactured Home Placement
<input type="checkbox"/> Z240 <input type="checkbox"/> A277 Model Year _____

<input type="checkbox"/> Interior Renovation
<input type="checkbox"/> Exterior Renovation
<input type="checkbox"/> Wood Burning Appliance
<input type="checkbox"/> Move Building / Structure |
|--|---|

Proposed Use of Structure: _____

Estimated Value of Construction: _____ Size of Building: _____

Height of Structure: _____ Number of Storeys: _____

Number of Plumbing Fixtures: _____

SECTION 4 – ENSURE THE FOLLOWING DOCUMENTS ARE INCLUDED WITH THE APPLICATION

- Two (2) sets of construction plans showing:
(One set of plans will be returned to you with RDEK comments upon the issuance of the permit.)
 - Elevations (north, south, east, west)
 - Scaled floor plans including labelled use of each room
 - All structural details including foundations
 - Building cross sections
 - All construction drawings to include dimensions & be scaled with the scaled labelled on the drawing

For New Single Family Dwelling Permit Applications Only

- Construction plans to include the above as well as:**
 - Mechanical details
 - Source of heating
 - Insulation, air and vapor barrier details
 - Limiting distance calculations
- Energy Efficiency** – Submit 9.36 Pre-construction Report from Certified Energy Advisor
 - Step 1 required starting January 1, 2021
 - Step 2 required starting January 1, 2022
- Licensing and Consumer Services Branch of BC Housing** Registration Form – Please see the Licensing and Consumer Services Branch of BC Housing website for further details: <https://www.bchousing.org/licensing-consumer-services> or phone 1-800-407-7757.

- Sewage / Septic filing form** - obtained from a Registered Onsite Wastewater Practitioner (ROWP)
 - For a list of certified practitioners visit the ASTTBC website: <http://owrp.asttbc.org/c/finder.php>.
- Provide Proof of Ownership** – A Title Search print dated no more than 30 days before you file your application is required for **all** building permit applications. These are available online at <http://www.ltsa.ca/cms/>. If requested, a Title Search can be obtained by the RDEK for a document fee of \$15.00.

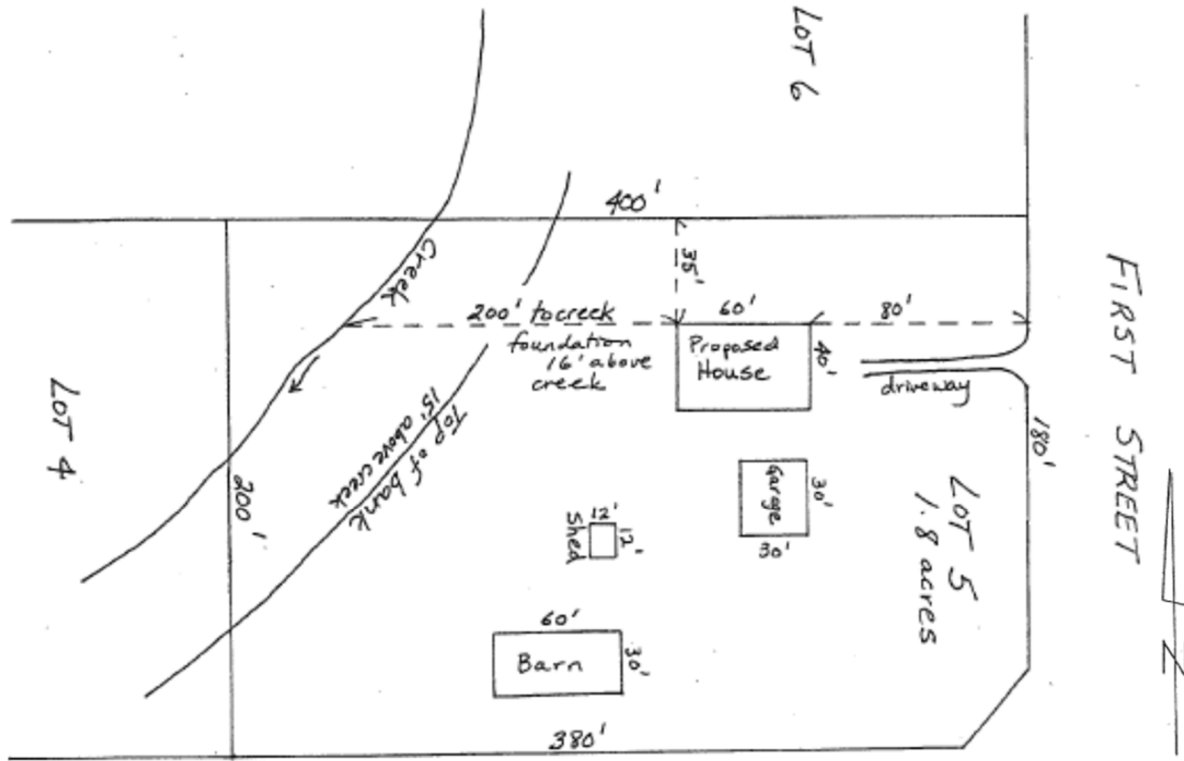
Please check and initial here to consent to the RDEK conducting a Land Title Search on your behalf for a fee of \$15.00.

Please note if you are leasing a site within a campground or manufactured home park, or you own a lot within a strata development, we will require authorization from the owner of the land that you are permitted to construct your proposed structure.

If your property is in the name of a company, please provide a copy of the company registry documents showing owners and signers for the property.

- Plot Plan** – provide plot plan which includes the following (sample on page 3):
 - north arrow
 - lot lines with dimensions
 - location of proposed structure with distances indicated from each structure to each property line
 - access (roads, driveways)
 - all existing buildings on property including the square footage of each structures
 - distances from & elevations above all watercourses and/or waterbodies on or near the property (including creeks, springs, seasonal drainages, rivers, lakes, wetlands, ponds)

SAMPLE PLOT PLAN



NOT TO SCALE

SECTION 5 – ADDITIONAL PERMIT REQUIREMENTS

Development Permit Application Submitted

In addition to a Building Permit you may need to apply for a Development Permit if your property is within a Development Permit Area identified in one of the following Official Community Plans:

- Fernie Alpine Resort
- Island Lake
- Lake Windermere
- Toby Benches
- Wasa & Area
- Rockyview (*Cranbrook Rural Area or Wycliffe*)
- Steeples (Fort Steele, Bull River, Mayook & Wardner)
- Fairmont Hot Springs and Columbia Lake
- Kimberley Rural
- Panorama
- Steamboat-Jubilee Mountain (Area G)

If you are proposing a development to include construction of buildings or structure within any of the Official Community Plan areas listed above, please contact Planning & Development Services staff at 250-489-2791 or 1-888-478-7335 prior to making an application.

Development Variance Permit Application Submitted

You have confirmed that you will require a variance to the zoning on your property and have already submitted a Development Variance Permit Application with the RDEK.

SECTION 6 – DECLARATION AND OWNER AUTHORIZATION

If the permit applied for is granted, I / we agree:

- (a) to conform and be bound by the requirements of all relevant statutes, regulations, rules, orders in council and bylaws of the Province of British Columbia and the Regional District of East Kootenay (RDEK), including but not limited to, the BC Building Code and the RDEK Building Regulation Bylaw.
- (b) neither the issuance of a permit under this Bylaw, the review and acceptance of the design, drawings, plans or specifications, nor inspections made by a Building & Protective Services official, shall constitute a representation or warranty that the Building Code or the Bylaw have been complied with or the building, structure or plumbing system meets any standard of materials or workmanship, and no person shall rely on any of those acts as establishing compliance with the Building Code or this Bylaw or any standard of construction.
- (c) Personal information contained on this form is collected under *the Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing the permit application. For questions or additional information, contact the RDEK FOI Coordinator at 250-489-2791.

I / we have read the above agreement, release and indemnify and understand it.

Signature of All Registered Owner(s) (Required for all application):

Name: _____ Date: _____
(please print clearly)

Signature: _____

Name: _____ Date: _____
(please print clearly)

Signature: _____

Name: _____ Date: _____
(please print clearly)

Signature: _____

Name: _____ Date: _____
(please print clearly)

Signature: _____

SECTION 7 – CONTRACTOR / AGENT AUTHORIZATION

If the application is submitted by a Contractor/Agent, and the Contractor/Agent will be acting on the owner's behalf, the owner(s) must also sign the following statement or provide separate written authorization:

I / we consent to this application filed by the person or company whose name appears as the contractor / agent on page 1.

Signature of Owner(s): _____ **Date:** _____

Signature of Contractor: _____ **Date:** _____