



BUILDING PERMIT APPLICATION

CRANBROOK OFFICE
 19 – 24th Avenue South
 Cranbrook BC V1C 3H8
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COLUMBIA VALLEY OFFICE
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 Invermere BC V0A 1K3
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Toll Free 1-888-478-7335
 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: _____	Office 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"/> Interior Renovation |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Exterior Renovation |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Detached Garage / Shop / Accessory Structure | <input type="checkbox"/> Wood Burning Appliance |
| <input type="checkbox"/> Deck /Porch / Veranda | <input type="checkbox"/> Move Building / Structure |
| <input type="checkbox"/> Retaining Wall (taller than 1.5 m) | |
| <input type="checkbox"/> Other _____ (specify) | |

Proposed Use of Structure: _____
 Estimated Value of Construction: _____ Size of Building: _____
 Height of Structure: _____ Number of Storeys: _____
 Number of Plumbing Fixtures: _____

SECTION 4 – CHECKLIST OF DOCUMENTS TO BE INCLUDED WITH APPLICATION

- Does your property have a history of a specified industrial and commercial use as shown on **Schedule 2** of the Contaminated Site Regulation?

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/375_96_04

- No

- Yes, Completed Site Disclosure Statement included.

<https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/guidance-resources/forms>

More information about this requirement (including 'How to complete a Site Disclosure Statement') can be found on the Ministry of Environment's Site Remediation website here:

<https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/identifying-and-disclosing-sites-that-may-be-contaminated#how-to-complete>

- 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 scale labelled on the drawing
****Note: Construction plans to be printed on the size of paper for which they were scaled****

For New Single Family Dwelling Permit Applications Only

- Construction plans to include the above as well as:**

- Mechanical details (CSA F280 Calculations to be provided)
- Source of heating
- Insulation, air and vapor barrier details
- Limiting distance calculations
- Bracing plans to confirm compliance with 9.23.13, including braced wall bands and panels

- Energy Efficiency** – Submit 9.36 Pre-construction Report from Certified Energy Advisor - Step 3 required

- 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.

- 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 \$17.50.

- Please check and initial here to consent to the RDEK conducting a Land Title Search on your behalf for a fee of \$17.50.

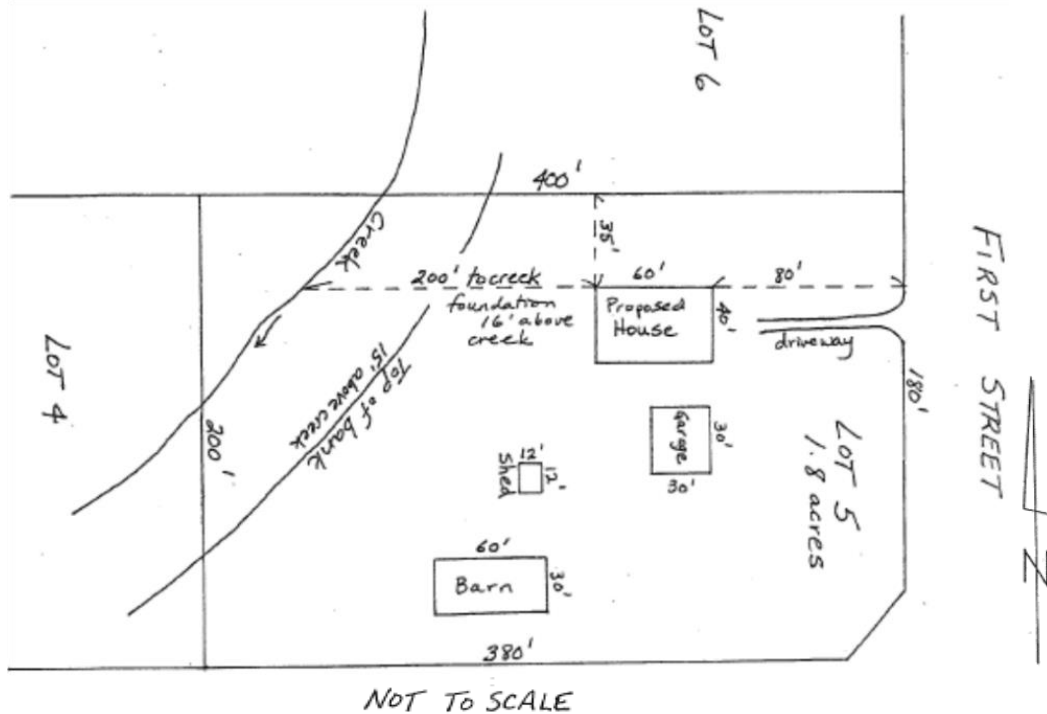
Please note if you are leasing a site within a campground or manufactured home park, or you own a lot within a strata development, we will require authorization from the owner of the land that you are permitted to construct your proposed structure.

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.

Building Permit Application

- Plot Plan** – Provide plot plan which includes the following (sample below):
 - north arrow
 - lot lines with dimensions
 - location of proposed structure with setback distances indicated from proposed structure to property lines
 - access (roads, driveways)
 - all existing buildings on property including the square footage of each structure and use (e.g. 20' x 30' garage – vehicle & yard care equipment storage)
 - 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



****Note: Detailed information on the plot plan as outlined above must be included on the plot plan. Provision of insufficient information may result in delays in processing your application. ****

- Sewerage System**
 - Septic Tank and Field** – Provide **Septic Letter of Comfort or Sewage / Septic filing forms** - obtained from a Registered Onsite Wastewater Practitioner (ROWP). For a list of certified practitioners visit the ASTTBC website: <https://asttbc.org/registrants/registrator-directory/>.
 - Community Sewer System** – Name: _____
- Planning Requirements (see pages 4 & 5)**

All building permits are reviewed by the RDEK Planning Department for conformity with RDEK zoning regulations, floodplain management bylaws and the Agricultural Land Commission Act & Regulations. Applicants **must** ensure that all other required approvals (RDEK, Agricultural Land Commission or other) are received prior to permit issuance.



**DEVELOPMENT SERVICES
PLANNING REQUIREMENTS**

Building Permits are reviewed by the RDEK Planning Department for compliance with applicable zoning regulations, floodplain management bylaws and the Agricultural Land Commission Act & Regulations. The planning review or plan check process happens **before** review of the application by a RDEK Building Official, however the non-refundable Building Permit application fee as required by the Building Regulation Bylaw **must** be paid upon application submission.

AGRICULTURAL LAND RESERVE

Is your property located within the Agricultural Land Reserve (ALR)?

YES, confirmation attached **NO**

If unsure, look up if your property is in the ALR - <https://www.alc.gov.bc.ca/alr-maps/>

If YES, the Agricultural land Reserve Use Regulation outlines permitted farm uses and non-farm uses for your property. The ALC provides interpretation of activities and uses within the ALR. More information can be found here: [ALC Policies and Bulletins - Provincial Agricultural Land Commission \(gov.bc.ca\)](http://www.alc.gov.bc.ca/ALC-Policies-and-Bulletins-Provincial-Agricultural-Land-Commission)

Size limits and restrictions apply to all non-farm uses, including housing and residential accessory buildings (e.g. second residences, detached garages, shops, personal greenhouses etc). Approval of the Agricultural Land Commission (ALC) for a non-adhering residential use, Non-Farm Use or Notice of Intent (NOI) for accessory structures is required **prior to** authorization of your building permit by the RDEK.

A Notice of Intent (NOI) to allow for the placement or removal of soil or fill may also be required by the ALC prior to the construction or placement of your proposed building or structure, including for accessory residential use structures. More information can be found here: [Accessory-Residential-Use-Structures-in-the-ALR-Guidelines.pdf \(gov.bc.ca\)](#)

If you have questions about ALC requirements or whether approval is required for your proposed building or structure, contact ALC staff directly at:

Phone: 604-660-7000
E-mail: ALC.Kootenay@gov.bc.ca
Toll-Free (BC only): 1-800-663-7867

ALC Confirmation Required:

Confirmation of approval from the ALC must be provided to the RDEK prior to the Building Permit application being reviewed or processed. A delay in providing the confirmation of approval will result in a delay in the review and issuance of your Building Permit.

Proposed building or structure requires ALC approval:

Specify Type of ALC Approval: _____

YES, confirmation attached **NO**

Proposed construction requires a Notice of Intent (NOI) Approval from the ALC for placement or removal of soil/fill:

Yes, NOI approval letter attached **NO**

Building Permit Application

ZONING COMPLIANCE

Please check the applicable zoning bylaw or land use bylaw:

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> Columbia Valley | <input type="checkbox"/> Jaffray, Tie Lake & Rosen Lake | <input type="checkbox"/> Sweetwater |
| <input type="checkbox"/> Electoral Area C South | <input type="checkbox"/> South Country | <input type="checkbox"/> Wycliffe |
| <input type="checkbox"/> Electoral Area E | <input type="checkbox"/> Steeples | <input type="checkbox"/> Unzoned Area |
| <input type="checkbox"/> Elk Valley | | |

The RDEK Public Web Map can be utilized to identify the applicable bylaw - [RDEK Web Map](#)

Applicable Zone:	
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Required Setbacks:	Front	Side	Side	Rear
Proposed Setbacks:	Front	Side	Side	Rear

Proposed Building:	Type	Size
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Height:	Maximum Permitted	Proposed
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Refer to the RDEK website www.rdek.bc.ca/bylaws/ocp_zoning_landuse/ for the zoning bylaw in your area. All setbacks must also be indicated on the plot plan and are required to conform to the zoning bylaw.

OTHER APPLICATIONS THAT MAY BE REQUIRED:

- 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 a RDEK Official Community Plan (OCP).

A Development Permit may be required for wildfire hazard, steep slopes, form & character (commercial & multi-family development), and/or environmentally sensitive areas (ESAs) (e.g. Shoreline, riparian areas, connectivity area, old growth forest).

OCPs include sections that outline the relevant Development Permit guidelines and have map schedules that show where some Development Permit Areas are in effect. OCPs are available on the RDEK website at: www.rdek.bc.ca/bylaws/ocp_zoning_landuse/.

Processing of a Development Permit can occur concurrently with Building Permit review but may result in a delay in issuance of the Building Permit.

- Development Variance Permit Application Submitted**

If you are unable to meet a requirement of the zoning regulations, e.g. setback or height requirements, a variance to the applicable bylaw may be required in order to proceed. Variances should only be considered due to special parcel specific circumstances or limitations and efforts should be made to bring your proposal into conformity with the Bylaw regulations.

If a variance application is required, confirm that you have already submitted a Development Variance Permit Application to the RDEK. If not already approved, the processing of a variance application will result in a delay of the issuance of the Building Permit.

SECTION 5 – 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 RDEK Building 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) that the information we provided on Page 2 of this application regarding the history of the property with respect to commercial or industrial activities is correct to the best of my/our knowledge.
- (d) Personal information contained on this is collected under the authority of section 26 of the Freedom of Information and Protection of Privacy Act (FOIPPA) and will be used by the RDEK for the purpose of processing the application. Disclosure of personal information by the RDEK is subject to the requirements of FOIPPA. For questions about the collection, use or disclosure of your personal information in the RDEK, contact the Corporate Officer of the RDEK at 19 – 24th Ave S., Cranbrook BC, V1C 3H8 or 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 applications):

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 6 – 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): _____

Signature of Contractor/Agent: _____ Date: _____