



PLANNING & BUILDING DEPARTMENT
CITY OF PORT ALBERNI

STANDARD BUILDING PERMIT APPLICATION

DATE RECEIVED

(BUILDING AREA UNDER 600M², THREE STOREYS OR LESS, AND/OR NOT USED FOR AN ASSEMBLY, CARE OR HIGH HAZARD MAJOR OCCUPANCY)

I, _____ HEREBY APPLY UNDER THE PROVISIONS OF THE BUILDING BYLAW
(NAME OF APPLICANT – PLEASE PRINT)

FOR PERMISSION TO BUILD _____
(DESCRIPTION OF PROJECT)

SITE ADDRESS: _____

LEGAL DESCRIPTION: Lot _____ Block _____ DL _____ ALD PLAN _____ P.I.D.: _____

VALUE OF WORK: (WHEN COMPLETED) \$ _____

APPLICANT
Name _____
Address _____
Phone _____ Email _____ Fax _____

PROPERTY OWNER
Name _____
Address _____
Phone _____ Email _____ Fax _____

BUILDER
Name _____
Address _____
Phone _____ Email _____ Fax _____
Business License No.: _____

PLUMBER
Name _____
Phone No.: _____ Business License No.: _____ TQ# _____

Note: Meter supplied by City (250-720-2840). Installation by Plumber to City Specification

☐ COMPLETE BUILDING PERMIT APPLICATION FORM & PROVIDE DOCUMENTS WHICH MAY INCLUDE THE FOLLOWING:

- ALL** building permits require a **current title search (within the last 30 days)**
- Site plan (to scale)** showing existing buildings and proposed buildings with distances to property lines
- 2 sets of scaled drawings/plans** - Buildings need to show Brace Wall Panels, NAFS to PG25 and WTP 360Pa.
- Determine size, grade and location of **underground and overhead utilities**.
- A **layout** will be required for TJI's, engineered beams or trusses.
- Ventilation System form** (including Principal Exhaust and Supply Fan Details) - New buildings and some renovations will require a completed form
- Homeowners Protection certification** for new home residential construction - (Contact Homeowner Protection Office at 1-800-407-7757 or 1-604-646-7050)
- Obtain approval **from the City Engineering Department for Works & Services** ie. water, storm and sewer connections, driveway access (usually new construction). Contact 250 720 2843

ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED

Personal Information collected on this form is collected for the purpose of processing this application for administration and enforcement. The personal information is collected under the authority of the Local Government Act and the City's bylaws. If you have any questions about this collection, contact the Clerk's Department, City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8. Phone 720-2810. Personal information or business information submitted on this form is not to be considered as supplied in confidence.

PLEASE INITIAL TO ACKNOWLEDGE THAT YOU HAVE READ THE ABOVE ✕ _____

Application is hereby made under the provisions of the Bylaws of the said City for permission to construct the above mentioned building(s). The applicant agrees to cause the work to be done in accordance with all the Bylaws of the City and in a workman-like manner and to have all building material, rubbish and litter cleared from the streets and site upon completion of the building. Plans of the proposed building(s) are submitted herewith. It is understood and agreed that any misrepresentation in the particulars given herein shall cancel the permit issued hereon and render the same invalid. Plans accompanying this application are to be left for two clear days at least for examination and approval by the Building Inspector before a permit is issued hereon. The acceptance of filed plans or issuance of a building permit constitutes no approval of same, or relaxation from any Municipal Bylaw or regulations made by other authority.

DATE _____ ✕ APPLICANT SIGNATURE _____

Responsibility of Owner

Neither the granting of a Building Permit nor the approval of the relevant drawings and specifications nor inspections made by the Authority having Jurisdiction shall in any way relieve the Owner of such Building from full responsibility for carrying out the work or having the work carried out in full accordance with the requirements of the British Columbia Building Code.

AS OWNER I UNDERSTAND AND AGREE THAT I AM RESPONSIBLE TO ENSURE THAT THE CONSTRUCTION IS CARRIED OUT ACCORDING TO LAW AND IN COMPLIANCE WITH THE BUILDING BYLAW AND THE BRITISH COLUMBIA BUILDING CODE.

DATE: _____ ✕ OWNER SIGNATURE: _____

Where the applicant is other than the owner of the parcel on which the Construction is to be undertaken, this Application for Permit shall be accompanied by a signed statement by the owners as follows:

I, _____ THE OWNER OF
(NAME OF OWNER – PLEASE PRINT)

_____ HEREBY AUTHORIZE
(SITE ADDRESS)

_____ AS MY AGENT TO APPLY FOR A PERMIT
(NAME OF AGENT)

TO UNDERTAKE CONSTRUCTION ON MY PROPERTY. ✕ OWNER SIGNATURE _____