



CITY OF PORT ALBERNI  
PLANNING & BUILDING  
DEPARTMENT

DATE RECEIVED

**PERIMETER DRAIN  
PERMIT APPLICATION**

Non-refundable \$100 Application  
Fee must be paid with application

**Scope of Work  
(select one):**

- ☐ Entire perimeter drain replacement  
☐ Partial perimeter drain replacement

Application must include title search.  
(Current within 30 days)

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

FOR PERMISSION TO REPLACE \_\_\_\_\_  
(DESCRIPTION OF PROJECT)

SITE ADDRESS: \_\_\_\_\_

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

TOTAL VALUE OF WORK: \$ \_\_\_\_\_  
\* Value must match final calculation on attached valuation form \*

**APPLICANT**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_

**PROPERTY  
OWNER**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_

**BUILDER**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_  
Business License No.: \_\_\_\_\_

**PLUMBER**

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone No. \_\_\_\_\_ Business License No. \_\_\_\_\_  
TQ# \_\_\_\_\_ Email \_\_\_\_\_

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

**SUBCONTRACTOR CONTACT INFORMATION**

1. Contact Name \_\_\_\_\_ Trade \_\_\_\_\_

Business License No. \_\_\_\_\_ Phone No. \_\_\_\_\_ Email \_\_\_\_\_

2. Contact Name \_\_\_\_\_ Trade \_\_\_\_\_

Business License No. \_\_\_\_\_ Phone No. \_\_\_\_\_ Email \_\_\_\_\_

3. Contact Name \_\_\_\_\_ Trade \_\_\_\_\_

Business License No. \_\_\_\_\_ Phone No. \_\_\_\_\_ Email \_\_\_\_\_

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 720-2823. 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 (mm/dd/yy) \_\_\_\_\_ ✕ Signature of **Applicant** \_\_\_\_\_

**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. Signature of **Owner** \_\_\_\_\_

### **SITE DISCLOSURE STATEMENT**

Has the subject property been used for any industrial or commercial uses described in SCHEDULE 2 of the Contaminated Sites Regulation? Yes ☐ or No ☐

**IMPORTANT:** If you answered "Yes" above, you must complete a provincial Site Disclosure Statement (Schedule 1) online at <https://submit.digital.gov.bc.ca/app/form/submit?f=32a95812-f9db-4fd2-99eb-7e362b0253b1> and **submit a copy with this application**. Be sure to review Part 2, Division 3 of the Contaminated Sites Regulation to determine whether you are exempt from submitting a Site Disclosure Statement.

If you answered "Yes" above but are exempt, please site the exemption reason as stated in the Contaminated Sites Regulation \_\_\_\_\_

✕ Signature of **Applicant** \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_  
\_\_\_\_\_



CITY OF PORT ALBERNI  
PLANNING & BUILDING  
DEPARTMENT

**OWNERS/OWNER'S AGENT  
UNDERTAKING FORM**

Civic Address: \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ DL \_\_\_\_\_ ALD PLAN: \_\_\_\_\_ P.I.D.: \_\_\_\_\_

Registered Owner(s): \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

**OWNER'S ACKNOWLEDGMENT & SIGNATURE(S)**

The undersigned acknowledges the following:

1. Issuance of a permit pursuant to this application will not relieve me from my primary responsibility for complying with the federal, provincial and City regulations governing the work authorized by the permit, including the BC Building Code and the City's building bylaw, not from the responsibility for obtaining information about such regulations, whether the work is undertaken by me or by those whom I may retain or employ to provide design or construction services.
2. Construction must be carried out in accordance with the permit and all applicable laws, and in accordance with good construction practices.
3. It is my responsibility to establish the legal boundaries of the building lot and, unless the building official deems it unnecessary, to provide to the City a building survey certificate prepared by a BC Land Surveyor after the building foundations have been constructed.
4. Issuance of a permit does not entitle me to construct anything on the building lot in contravention of any covenant, easement, right of way, statutory building scheme, or other restriction or charge registered against the title to the land, responsibility for the identification and interpretation of which rests wholly on me.
5. I am responsible for requesting inspections by the City's building official at the following stages of construction unless field reviews are being provided by a registered professional: footings and foundation framework; perimeter drainage and damp proofing before backfilling; water, sewage and storm drainage connections before backfilling; framing; plumbing; insulation and vapor barrier; and final inspection.
6. I will be liable to the City for the cost of repairing any damage to public works or highways that results from the construction authorized by this permit.
7. If the project involves any plumbing work, other than the repair or replacement of a valve, faucet, fixture or sprinkler, the clearance of a stoppage, or repair of a leak, requiring in each case no change in piping, a separate plumbing permit is required.
8. Neither the issuance of a permit pursuant to this application, nor the review or acceptance of plans, specifications, or drawings or the conduct of inspections by the City of Port Alberni constitutes a representation, warranty, or assurance that the work authorized by the permit complies with the BC Building Code, the City's building bylaw, or any other applicable enactment, code or standard, or meets any standard of materials or construction.

In consideration of the granting of a permit pursuant to this application, I release and indemnify the City of Port Alberni, its Councilors, Officers and employees from and against any liability, demands, claims, causes of action, suits, judgments, losses, damages, costs and expenses of whatever kind which I or any other person, partnership, corporation or our respective heirs, successors, administrators or assignees may have or incur, in consequence of or incidental to the granting of the permit or any representation, advice, certification, inspection, approval, enforcement or failure to enforce the BC Building Code of the City's building bylaw in respect of the work authorized by the permit, and agree that the City owes me no duty of care in respect of these matters.

As owner or owner's agent, I have verified that the information contained within this document and associated applications and plans is correct, and describes a use, a building or a work which complies with all relevant bylaws and statutes. I understand that personal information contained in this form will not be released to the public except as required by law; however, all associated applications and plans will be made publicly available during the development or building application process. I acknowledge that responsibility for by-law compliance rests with the owner and the owner's employees, agents and contractors. I will indemnify and save harmless the City of Port Alberni, its officials, employees and agents against all claims, liabilities and expenses of every kind, in respect to anything done or not done pursuant to this application or ensuing permit, including negligence and/or the failure to observe all by-laws, acts or regulations.

Registered Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registered Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_



CITY OF PORT ALBERNI  
PLANNING & BUILDING DEPARTMENT

**EXISTING DAMAGE TO  
MUNICIPAL WORKS**

Subject Property Civic Address: \_\_\_\_\_

**Provide summary and reference photos of of any existing damage to Municipal Works. If there is no damage to Municipal Works please state "no damage".**

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Upon completion of the work and prior to occupancy, the City will inspect the municipal works and assign value to any observed damage. This cost must be paid before an occupancy permit will be issued and will be used towards the future replacement cost.

I hereby acknowledge that I personally inspected the Municipal Works immediately adjacent to the above noted property and have accurately stated the damage to Municipal Works.

Registered Owner(s) or Agent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



CITY OF PORT ALBERNI  
PLANNING & BUILDING DEPARTMENT  
**BUILDING PERMIT VALUATION  
FORM**

Applicant Name \_\_\_\_\_

Subject Property Address \_\_\_\_\_

In the space below, please provide the total value for the proposed scope of work.

**VALUATION:**

**PERIMETER DRAIN REPLACEMENT VALUATION:**

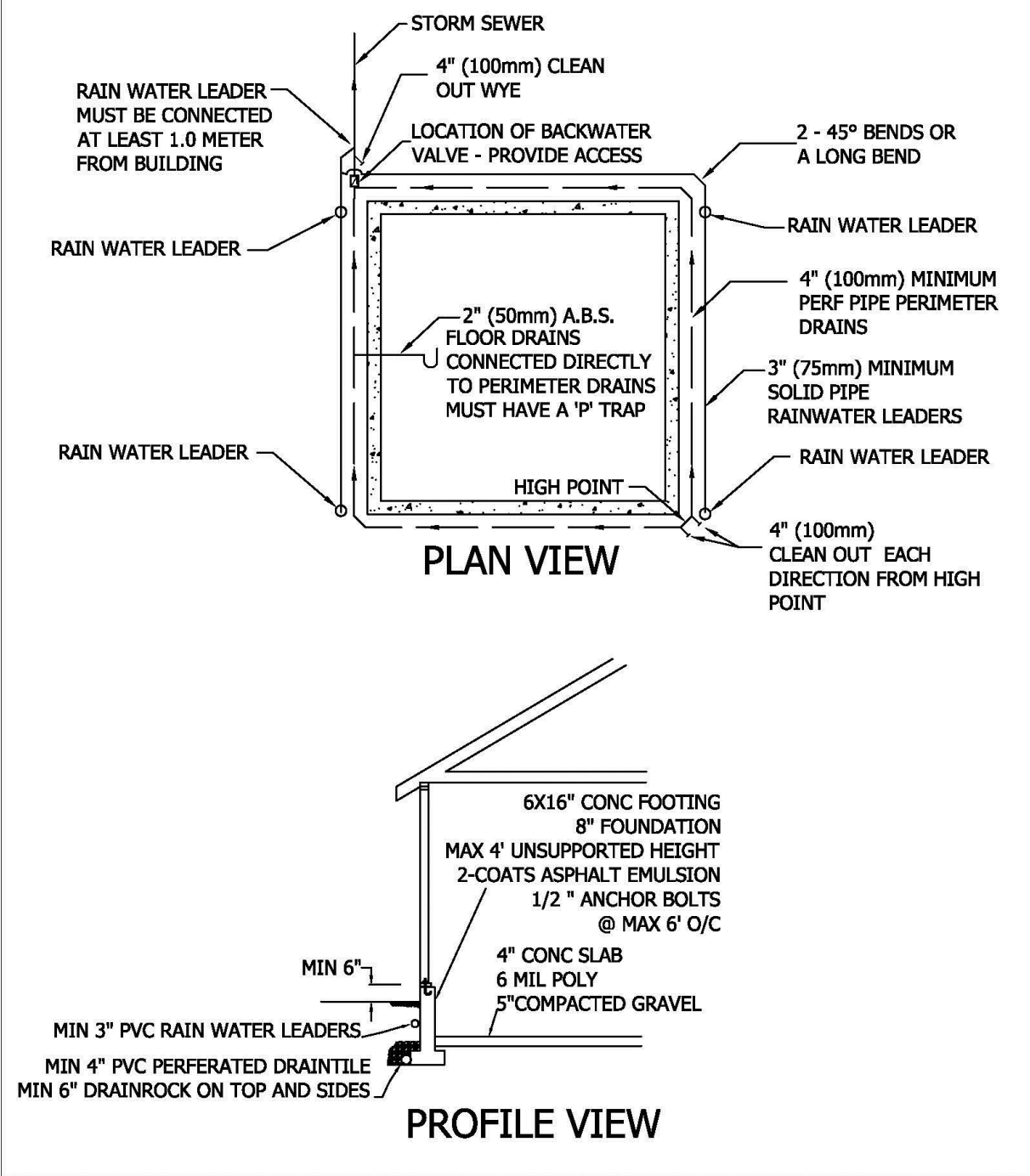
(for building permit purposes only)

*For building permit applications for multi-family dwellings (three or more units), mixed-use, commercial, industrial, institutional, and all other categories not addressed above, at the discretion of the City, the value of construction shall be based on the contract price together with a reasonable allowance for extras or, where there is no contract price, the cost estimated by a Building Official of construction of the building according to the plans submitted in support of the permit application. The City reserves the right to use the Marshall Swift or other industry databases such as Altus or Butterfield Consultants to calculate the total construction cost, at its discretion.*

HOMEOWNERS GUIDE TO

# PERIMETER DRAIN INSTALLATION/REPAIRS

## TYPICAL FOUNDATION & STORM DRAINAGE SYSTEM



# **PERIMETER DRAIN INSTALLATION/REPAIRS**



1. Obtain perimeter drain application form from Development Services and apply for perimeter drain permit.
2. A BC One Call is required by law prior to starting any excavation. Visit [bc1c.ca](http://bc1c.ca) or call 1-800-474-6886. They will contact all utilities (BC Hydro, Telus, Fortis BC, and City of Port Alberni) who will inform you of any underground utilities in your dig area.
3. Separate the solid pipe rainwater leader system from the perimeter drains, as shown on attached drawing.
4. Slab floor drains can connect directly to the exterior drains or drain tile (need primed "P" traps).
5. Perimeter drains must connect to the storm sewer.
6. Minimum grade on perimeter drain is recommended to be 1" in 40' or 0.2%.
7. Install 4" cleanouts to access each direction of high point of perimeter drain.
8. No connections to existing municipal services at property line are permitted without prior approval from the City of Port Alberni Public Works Department. (City Works – 250-720-2840).
9. If you have any questions please email [building@portalberni.ca](mailto:building@portalberni.ca) prior to excavation for consultation and information.