

619 Cliff Avenue
PO Box 400
Enderby, BC
V0E 1V0

T: 250-838-7230
F: 250-838-6007
E: info@cityofenderby.com
cityofenderby.com

OFFICE USE ONLY:

Permit No.: _____

Date Received: _____

Application Fee: ☐ \$55 ☐ \$60 ☐ \$109 ☐ \$163

Receipt No.: _____

BUILDING PERMIT APPLICATION FORM

Type of Work (check all that apply):

- | | | |
|-----------------------------------|---|--|
| <input type="checkbox"/> New | <input type="checkbox"/> Alteration | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Demolition | <input type="checkbox"/> Pool |
| <input type="checkbox"/> Moving | <input type="checkbox"/> Change of Occupancy | <input type="checkbox"/> Retaining Wall |
| <input type="checkbox"/> Sign | <input type="checkbox"/> Solid Fuel Burning Appliance | <input type="checkbox"/> Other (describe): _____ |

Type of Building (check all that apply):

- | | | |
|---|--|--|
| <input type="checkbox"/> Single Family Dwelling | <input type="checkbox"/> Multi-Family | <input type="checkbox"/> Secondary Suite |
| <input type="checkbox"/> Agricultural | <input type="checkbox"/> Accessory | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Institutional | <input type="checkbox"/> Other (describe): _____ |
| <input type="checkbox"/> Manufactured Home
(CSA Z-240) | <input type="checkbox"/> Modular Home
(A-277) | |

Construction Value: \$ _____ **Description of Work:** _____**CONSTRUCTION SITE:**Legal Description: *Lot* _____ *Plan* _____*District Lot:* _____ *PID:* _____

Civic Address: _____

PROPERTY OWNER: _____ **EMAIL:** _____

Owner Name(s): _____

Address: _____ Postal Code: _____

Phone No. (primary): _____ Phone No. (secondary): _____

CONTRACTOR: _____ **EMAIL:** _____

Address: _____ Postal Code: _____

Phone No. (primary): _____ Phone No. (secondary): _____

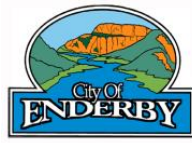
Contractor Signature: _____

Property Owner's Acknowledgement of Responsibility and Undertakings

- I understand that, in consideration of being granted a permit, I release and indemnify the City of Enderby and the Regional District of North Okanagan, its elected officials, employees and agents from and against all liability, demands, claims, causes of action, suits, judgments, losses, damages, costs and expenses of whatever kind which I or any other person, partnership or corporation or our respective heirs, successors, administrators or assignees may have or incur in consequence of, or incidental to, the granting of a permit or any representation, advice, inspection, failure to inspect, certification, approval, enforcement or failure to enforce the Building Bylaw or the BC Building Code and I agree that the City owes me no duty of care in respect of these matters.
- I have checked the Certificate of Title for covenants, building schemes, easements, and other charges or notations, and I understand that these matters are my sole responsibility to review, interpret, and follow, which includes the seeking of independent legal advice.
- I recognize that there are areas of 'problem soils' which are widely distributed as to location. I affirm that it is my responsibility to identify site conditions generally, and 'problem soils' in particular, and take all action required to ensure the adequacy of the foundation and other affected works.
- I acknowledge that, if granted a permit pursuant to this application, it is my responsibility to ensure compliance with the BC Building Code, Building Bylaw and any other applicable enactment, code, regulation or standard relating to the permitted construction, whether or not the work is undertaken by me or another person or entity acting on my behalf, either directly or indirectly.
- I acknowledge that neither the issuance of a permit; nor the acceptance and review of plans, specifications, drawings or supporting documents; nor inspections made by or on behalf of the City of Enderby or the Regional District of North Okanagan constitute a representation, warranty, assurance, or statement of compliance with the BC Building Code, Building Bylaw or any other applicable enactment, code, regulation or standard.
- I acknowledge that it is my sole responsibility to obtain independent legal advice with respect to this application and any consequent matter related to it.
- I understand that a Permit Application expires after 6 months if it remains incomplete or unpaid, after which all application documents may be destroyed.
- I acknowledge that this application is made with my full knowledge and consent.

I have read and understand the above acknowledgement, undertaking, release and indemnity.

Registered Owner Signature(s)_____
Date



CITY OF ENDERBY APPLICATION FOR A BUILDING PERMIT REQUIRED DOCUMENTS CHECKLIST

For ALL Building Permit Applications:

- ☐ Completed and signed Building Permit Application Form
- ☐ Application Fee (non-refundable) as outlined in Fees and Charges Bylaw No. 1479, 2010, as amended from time to time
- ☐ Site Plan
- ☐ Two sets of Construction plans
- ☐ Schedule 1: Site Disclosure Statement

For ALL Building Permit Applications OUTSIDE OF A RIPARIAN AREA

- ☐ Affidavit for properties NOT SUBJECT to the Provincial Riparian Areas Regulation signed by the owner and witnessed by a Commissioner, Notary or Lawyer

Additional Documents That MAY Be Required for Specific Permit Applications:

(Please contact the Building Inspector to confirm whether any of the below may be required)

- ☐ Owner's Appointment of a Representative (if somebody will be acting on your behalf)
- ☐ Supplementary Contractor Information (if more than one contractor is working on the construction)
- ☐ Survey Certificate
- ☐ Truss and Floor Lay
- ☐ Homeowner Protection Office (<http://www.hpo.bc.ca>) New Home Registration Form (for all new dwellings)
- ☐ Evidence of Potable Water Supply
- ☐ Evidence of Sewage Disposal
- ☐ Evidence of Driveway Access approval from the City of Enderby or, when applicable, the Ministry of Transportation and Infrastructure
- ☐ Energy Advisory Compliance Report – **Pre Construction** must be submitted at the time of application and completed by a Certified Energy Advisor.
- ☐ Energy Advisor Compliance Report – **As-Built** must be submitted by a Certified Energy Advisor before Final Occupancy.
- ☐ Schedule A of the BC Building Code, Report on Professional Insurance, and Certificate of Professional Liability Insurance from a registered professional
- ☐ Schedule B (Architectural, Structural, Mechanical, Plumbing, Fire Suppression, Electrical, Geotechnical) of the BC Building Code, Report on Professional Insurance, and Certificate of Professional Liability Insurance from a registered professional
- ☐ Authorization to Build a Manufactured or Mobile Home

For Moving Permits

- ☐ Appraisal Report as outlined in Section 1103 of Building Bylaw No. 1582, 2015



SCHEDULE 1 SITE DISCLOSURE STATEMENT

I. CONTACT INFORMATION

A: SITE OWNER(s) or OPERATOR(s)			
LAST NAME		FIRST NAME(s)	
COMPANY (if applicable)			
ADDRESS - STREET		CITY	
PROVINCE/STATE	COUNTRY		POSTAL CODE
PHONE		E-MAIL	

B: PERSON COMPLETING SITE DISCLOSURE STATEMENT (Leave blank if same as above)	
<input type="checkbox"/> Agent authorized to complete form on behalf of the owner or operator	
LAST NAME	FIRST NAME(s)
COMPANY (if applicable)	

C: PERSON TO CONTACT REGARDING THE SITE DISCLOSURE STATEMENT			
LAST NAME		FIRST NAME(s)	
COMPANY (if applicable)			
ADDRESS - STREET		CITY	
PROVINCE/STATE	COUNTRY		POSTAL CODE
PHONE		E-MAIL	

II. SITE INFORMATION

Coordinates (using the North American Datum 1983 convention) for the centre of the site:

Latitude			Longitude		
DEGREES	MINUTES	SECONDS	DEGREES	MINUTES	SECONDS

Attach a map of appropriate scale showing the location and boundaries of the site.

For Legally Titled, Registered Property

SITE ADDRESS (or nearest street name/intersection if no address assigned)

CITY

POSTAL CODE

PID	Land Description	Add	Delete
		+	-
		+	-

For Untitled Crown Land**PIN** numbers and associated Land Description (if applicable)

PIN	Land Description	Add	Delete
		+	-
		+	-

And if available

Crown Land File Numbers	Add	Delete
	+	-
	+	-

III. INDUSTRIAL OR COMMERCIAL PURPOSES OR ACTIVITIESHas the site been used for any industrial or commercial purposes or activities described in [SCHEDULE 2](#) of the Contaminated Sites Regulation?☐ Yes☐ No

If you answered YES to the question above, please indicate below, in the format of the example provided, which of the industrial or commercial purposes or activities have occurred or are occurring on this site.

EXAMPLE

Schedule 2 Reference	Description
E1	appliance, equipment or engine maintenance, repair, reconditioning, cleaning or salvage
F10	solvent manufacturing, bulk storage, shipping or handling

Schedule 2 Reference	Description	Add	Delete
		+	-
		+	-

IV. ADDITIONAL INFORMATION

1. Provide a brief summary of the planned activity and proposed land use at the site.

2. Indicate the information used to complete this site disclosure statement including a list of record searches completed.

3. List any past or present government orders, permits, approvals, certificates or notifications pertaining to the environmental condition of the site. *(Attach extra pages, if necessary):*

V. DECLARATIONS

1. Exemptions (See the Contaminated Sites Regulation, Division 3 of Part 2):

Does the application qualify for an exemption from submitting a site disclosure statement?

☐ Yes ☐ No

If yes, indicate which exemption applies _____

2. Where a municipal approval is not required, please indicate the reason for submission directly to the registrar:

☐ Under Order ☐ Foreclosure ☐ CCAA Proceedings ☐ BIA Proceedings

☐ Decommissioning ☐ Ceasing Operations

By signing below, I confirm that the information in this form is complete and accurate to the best of my knowledge:

SIGNATURE

DATE SIGNED (YYYY-MM-DD)

APPROVING AUTHORITY CONTACT INFORMATION

NAME

AGENCY

ADDRESS

PHONE

E-MAIL

Reason for submission (Please check one or more of the following):

☐ Building Permit ☐ Subdivision ☐ Zoning ☐ Development Permit

DATE RECEIVED (YYYY-MM-DD)

DATE SUBMITTED TO REGISTRAR (YYYY-MM-DD)

SCHEDULE 2

[am. B.C. Regs. 17/2002, s. 16; 239/2007, s. 5; 343/2008, s. 12; 62/2013, s. 1; 253/2016, s. 16.]

INDUSTRIAL AND COMMERCIAL PURPOSES AND ACTIVITIES

COLUMN 1 Item	COLUMN 2 Purpose or Activity
A	Chemical industries and activities <ol style="list-style-type: none">1. adhesives manufacturing or wholesale bulk storage2. chemical manufacturing or wholesale bulk storage3. explosives or ammunition manufacturing or wholesale bulk storage4. fire retardant manufacturing or wholesale bulk storage5. fertilizer manufacturing or wholesale bulk storage6. ink or dye manufacturing or wholesale bulk storage7. leather or hides tanning8. paint, lacquer or varnish manufacturing, formulation, recycling or wholesale bulk storage9. pharmaceutical products, or controlled substances as defined in the <i>Controlled Drugs and Substances Act</i> (Canada), manufacturing or operations10. plastic products (foam or expanded plastic products) manufacturing11. textile dyeing12. pesticide manufacturing, formulation or wholesale bulk storage13. resin or plastic monomer manufacturing, formulation or wholesale bulk storage
B	Electrical equipment and activities <ol style="list-style-type: none">1. battery (lead acid or other) manufacturing or wholesale bulk storage2. communications stations using or storing equipment that contains PCBs3. electrical equipment manufacturing, refurbishing or wholesale bulk storage4. electrical transmission or distribution substations5. electronic equipment manufacturing6. transformer oil manufacture, processing or wholesale bulk storage7. electrical power generating operations fuelled by coal or petroleum hydrocarbons and supplying electricity to a community or commercial or industrial operation
C	Metal smelting, processing or finishing industries and activities <ol style="list-style-type: none">1. foundries or scrap metal smelting2. galvanizing3. metal plating or finishing4. metal salvage operations5. nonferrous metal smelting or refining6. welding or machine shops (repair or fabrication)
D	Mining, milling or related industries and activities <ol style="list-style-type: none">1. asbestos mining, milling, wholesale bulk storage or shipping2. coal coke manufacture, wholesale bulk storage or shipping3. coal or lignite mining, milling, wholesale bulk storage or shipping4. milling reagent manufacture, wholesale bulk storage or shipping5. nonferrous metal concentrate wholesale bulk storage or shipping6. nonferrous metal mining or milling

COLUMN 1 Item	COLUMN 2 Purpose or Activity
E	Miscellaneous industries, operations or activities <ol style="list-style-type: none"> 1. appliance, equipment or engine repair, reconditioning, cleaning or salvage 2. ash deposit from boilers, incinerators, or other thermal facilities 3. asphalt tar manufacture, wholesale storage and distribution 4. coal gasification (manufactured gas production) 5. medical, chemical, radiological or biological laboratories 6. rifle or pistol firing ranges 7. road salt storage facilities 8. measuring instruments (containing mercury) manufacture, repair or wholesale bulk storage 9. dry cleaning facilities or operations and dry cleaning chemical storage 10. sites which have been or likely have been contaminated by substances migrating from other properties 11. controlled substances, as defined in the <i>Controlled Drugs and Substances Act</i> (Canada), manufacturing or operations
F	Petroleum and natural gas drilling, production, processing, retailing, distribution and storage other than the storage of residential heating fuel in tanks <ol style="list-style-type: none"> 1. petroleum or natural gas drilling 2. petroleum or natural gas production facilities 3. natural gas processing 4. petroleum coke manufacture, wholesale bulk storage or shipping 5. petroleum product, other than compressed gas, dispensing facilities, including service stations and card locks 6. petroleum, natural gas or sulphur pipeline rights of way excluding rights of way for pipelines used to distribute natural gas to consumers in a community 7. petroleum product, other than compressed gas, or produced water storage in above ground or underground tanks 8. petroleum product, other than compressed gas, wholesale bulk storage or distribution 9. petroleum refining wholesale bulk storage or shipping 10. solvent manufacturing or wholesale bulk storage 11. sulphur handling, processing or wholesale bulk storage and distribution
G	Transportation industries, operations and related activities <ol style="list-style-type: none"> 1. aircraft maintenance, cleaning or salvage 2. automotive, truck, bus, subway or other motor vehicle repair, salvage or wrecking 3. bulk commodity storage or shipping (e.g. coal) 4. dry docks, ship building or boat repair and maintenance, including paint removal from hulls 5. marine equipment salvage 6. rail car or locomotive maintenance, cleaning, salvage or related uses, including railyards 7. truck, rail or marine bulk freight handling

CONTAMINATED SITES REGULATION

Schedule 2

COLUMN 1 Item	COLUMN 2 Purpose or Activity
H	Waste disposal and recycling operations and activities <ol style="list-style-type: none"> 1. antifreeze bulk storage or recycling 2. barrel, drum or tank reconditioning or salvage 3. battery (lead acid or other) recycling 4. biomedical waste disposal 5. bulk manure stockpiling and high rate land application or disposal (nonfarm applications only) 6. construction demolition material, including without limitation asphalt and concrete, landfilling 7. contaminated soil storage, treatment or disposal 8. dredged waste disposal 9. drycleaning waste disposal 10. electrical equipment recycling 11. industrial waste lagoons or impoundments 12. industrial waste storage, recycling or landfilling 13. industrial woodwaste (log yard waste, hogfuel) disposal 14. mine tailings waste disposal 15. municipal waste storage, recycling, composting or landfilling 16. organic or petroleum material landspreading (landfarming) 17. sandblasting waste disposal 18. septic tank pumpage storage or disposal 19. sewage lagoons or impoundments 20. hazardous waste storage, treatment or disposal 21. sludge drying or composting 22. street or yard snow removal dumping 23. waste oil reprocessing, recycling or bulk storage 24. wire reclaiming operations
I	Wood, pulp and paper products and related industries and activities <ol style="list-style-type: none"> 1. particle board manufacturing 2. pulp mill operations 3. pulp and paper manufacturing 4. treated wood storage at the site of treatment 5. veneer or plywood manufacturing 6. wafer board manufacturing 7. wood treatment (antisapstain or preservation) 8. wood treatment chemical manufacturing, wholesale bulk storage 9. sawmills

AFFIDAVIT FOR PROPERTIES NOT SUBJECT TO THE RIPARIAN AREAS PROTECTION REGULATION

Property Subject to Development:

Legal Description: _____

Property Address: _____

As the Registered Owner(s) of the Property:

I solemnly affirm that the development proposed for the Property is not located within a "riparian assessment area" as defined by the *Riparian Areas Protection Regulation* ("Regulation").

I understand that a "riparian assessment area" is defined in the *Regulation* as:

- a) for a stream, the 30 metre strip on both sides of the stream, measured from the high water mark;
- b) for a ravine less than 60 metres wide, a strip on both sides of the stream measured from the high water mark to a point that is 30 metres beyond the top of the ravine bank; and
- c) for a ravine 60 metres wide or greater, a strip on both sides of the stream measured from the high water mark to a point that is 10 metres beyond the top of the ravine bank.

I understand that a "stream" is defined in the *Regulation* as:

- a) a watercourse or body of water, whether or not usually containing water;
- b) any of the following that is connected by surface flow to a watercourse or body of water referred to in paragraph (a):
 - i. a ditch, whether or not usually containing water;
 - ii. a spring, whether or not usually containing water; or
 - iii. a wetland.

I understand that a "ravine" is defined in the *Regulation* as a narrow, steep-sided valley that is typically eroded by running water and has a slope grade greater than 3:1.

I understand that the *Regulation* applies in relation to a residential, commercial, or industrial development that is proposed to occur in a riparian assessment area of a stream that provides fish habitat to protected fish, and that "development" includes:

- a) the addition, removal or alteration of soil, vegetation or a building or other structure;
- b) the addition, removal or alteration of works and services described in section 506 (1) of the *Local Government Act*;
- c) subdivision as defined in section 455 [definitions in relation to Part 14] of the *Local Government Act*;
- d) all non-structural and impervious or semi-impervious surfaces;
- e) flood protection works;
- f) roads, trails, docks, wharves, and bridges;
- g) sewer, water, and drainage infrastructure; and
- h) other utility infrastructure and corridors.

Signature(s): _____

Print Name(s): _____

Mailing Address: _____

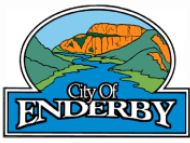
Postal Code: _____ Phone: _____

Date: _____

Certified By:

Commissioner for Taking Affidavits in the Province of British Columbia

Dated at _____, British Columbia this _____ day of _____, 20_____



BUILDING PERMIT APPLICATION OWNER'S APPOINTMENT OF A REPRESENTATIVE

I am the registered Owner of the above described property and appoint the following Representative to act on my behalf with respect to this building permit application, in accordance with the below terms and conditions.

Legal Description: Lot _____ Plan _____ District Lot: _____

PID: _____

Civic Address: _____

Registered Owner Name(s): _____

Address: _____

City: _____ Postal Code: _____

Phone No. (primary): _____

Email: _____

Registered Owner's Signature

Date

Representative Name(s): _____

Address: _____

City: _____ Postal Code: _____

Phone No. (primary): _____

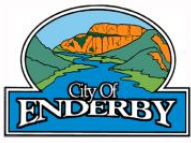
Email: _____

Representative's Signature

Date

From the date of signature, and until such time as the Owner provides written revocation of the agent's appointment to the City of Enderby, the Owner:

1. Consents to the Representative accessing information related to this application and the property that may be in the custody or control of the City of Enderby or Regional District of North Okanagan;
2. Authorizes the Representative to act in accordance with the City of Enderby Building Bylaw, including to endorse applications, documents, and/or permits related to this application on behalf of the Owner, except for documents that must be registered with the Land Title and Survey Authority (LTSA);
3. Accepts and understands that the Owner is fully responsible for the Representative's acts or omissions related to this application, the City of Enderby Building Bylaw, the BC Building Code, and all other enactments;
4. Accepts and understands that the Appointment of a Representative in no way alters or diminishes the Owner's responsibilities as expressed in the Building Permit Application Form's "Property Owner's Acknowledgement of Responsibility and Undertakings" nor the City of Enderby Building Bylaw, the BC Building Code, or any other enactment and in no way modifies any waiver, indemnification, or release provided by the Owner to the City of Enderby or its authorized contractor.



BUILDING PERMIT APPLICATION SUPPLEMENTARY CONTRACTOR INFORMATION

PLUMBING INSTALLATION CONTRACTOR: ☐ Not Applicable

I hereby certify that I accept full responsibility for the design and installation of the plumbing system for the new building or structure on the above noted property in compliance with the BC Building Code.

EMAIL:

Contractor Name(s):

Company Name:

TQ No.:

Address:

Postal Code:

Phone No. (home):

Phone No. (work):

HEATING INSTALLATION CONTRACTOR: ☐ Not Applicable

I hereby certify that I have performed heat loss calculations and I accept full responsibility for the design and installation of the heating system for the new building or structure on the above noted property in compliance with the Building Code and other Provincial standards and regulations as may be applicable.

Check all that apply:

☐ HRV

☐ Forced Air

☐ Hydronic

☐ Natural Gas

☐ Electric

☐ Geothermal

☐ Radiant

☐ Propane

☐ Solid Fuel (wood)

☐ Baseboard

☐ Other:

EMAIL:

Contractor Name(s):

Company Name:

TQ No.:

Address:

Postal Code:

Phone No. (home):

Phone No. (work):

VENTILATION SYSTEMS INSTALLATION CONTRACTOR: ☐ Not Applicable

I hereby certify that I accept full responsibility for the design and installation of the ventilation system for the new building or structure on the above noted property in compliance with the BC Building Code.

EMAIL:

Contractor Name(s):

Company Name:

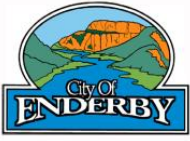
TQ No.:

Address:

Postal Code:

Phone No. (home):

Phone No. (work):



BUILDING PERMIT APPLICATION REPORT ON PROFESSIONAL INSURANCE

TO BE COMPLETED BY REGISTERED PROFESSIONAL ENGINEER OR ARCHITECT:

PROJECT:

Described as:

Legal Description:

and located at (street address or general location):

Pursuant to the City of Enderby Building Bylaw No. 1582, 2015, the undersigned hereby gives assurance that:

1. I have fulfilled my obligation to obtain professional liability insurance as required in Bylaw No. 1582, 2015.
2. I have attached a copy of my certificate of professional liability insurance.
3. I am a registered professional as defined by Section 1.4.1.2 of the BC Building Code and with responsibilities as described in Section 2.2.7.3 of Division C of the BC Building Code.
4. I will notify the Building Official immediately if this insurance coverage is reduced or terminated at any time during the construction of the above noted project.

EMAIL:

Name:

Company Name:

Address:

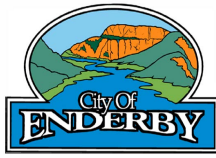
Postal Code:

Phone No. (home):

Phone No. (work):

Date

Signature



AUTHORIZATION TO BUILD A MANUFACTURED/MOBILE HOME

This form is applicable to all situations where a tenant is applying for a permit where they are not the registered owner of the land(s) but they are the owner of the improvement located on the land. Property Owner approval is required for all permits where a tenant owns the improvement; the City may require additional documentation to verify the ownership of both.

PROPERTY / LOCATION OF PROJECT: _____

STRUCTURE TYPE: ☐ A-277 manufactured home ☐ Z-240 mobile home Other: _____

PERMIT TYPE: ☐ New Construction ☐ Addition or Alteration ☐ Demolition

Name of Tenant(s): _____

Mailing Address: _____

Telephone: _____ **Email:** _____

Signed this _____ day of _____, 20____.

Signature of **Tenant**

Signature of **Tenant**

Name of **Tenant** (print)

Name of **Tenant** (print)

On behalf of the Property Owner, the application for a building permit is acknowledged and

approved _____ day of _____, 20____.

Signature of Registered **Property Owner** (or
Authorized Signatory of Corporation)

Signature of Registered **Property Owner** (or
Authorized Signatory of Corporation)

Name of Registered **Property Owner** (print)

Name of Registered **Property Owner** (print)