

EXISTING SECONDARY SUITE PERMIT APPLICATION

OFFICE USE ONLY

APPLICATION FEE:

Planning & Development

Receipt #: _____

\$75.00

981 Artisan Lane

Bowen Island BC V0N 1G2

Tel. 604-947-4255

BP #: _____

Email: building@bimbc.ca

CONTACT INFORMATION

PROPERTY OWNER(S) Name(s) _____

Mailing Address _____ Postal Code: _____

Phone _____ Email _____

CONTRACTOR OR ARCHITECT (IF KNOWN):

Name: _____ BIM Bus. License #: _____

Phone _____ Email _____

DESCRIPTION OF PROPERTY (AS INDICATED ON CERTIFICATE OF TITLE)

Lot/Parcel _____ Plan _____ Block _____ District Lot/Section _____

House No. _____ Street _____

Tax Assessment Roll/ Folio Number _____ (From Property Assessment/Tax Notice)

Parcel Identifier (PID) _____ - _____ - _____ (From Certificate of Title)

INSPECTION CHECKLIST

In order to bring a secondary suite into compliance the following items will be inspected and may require certification from a qualified professional. Please schedule an inspection once the Building Permit has been issued.

- Fire separation of walls, floor and connecting doors.
- Smoke and carbon dioxide alarms connected to main part of house.
- Mechanical ventilation.
- Heating system and control from suite.
- Egress windows from bedroom, door from suite and safe path to street.
- Safety for decks, stairs, guardrails, and handrails.
- Substantial compliance to the BC Plumbing Code.
- Substantial compliance to the BC Electrical Code.

APPLICATION CHECKLIST

Please ensure that all the information below is included in your application and submitted electronically (hard copy requirements in addition as indicated). Should you have any questions regarding submission requirements, please contact the Building Department. **Staff will not begin processing your application until all required information has been provided.**

1. GENERAL DOCUMENTS FOR SIMPLE BUILDINGS

Completed application form

Proof of Ownership attached (*Certificate of Title dated within 30 days of receipt of application for the subject property*)

OR

BIM can provide Certificate of Title *for an additional fee of \$25.00, to be added to the building permit fee*

All covenants, building schemes, and easements registered on title. (*You can check with the building clerk as BIM may already have copies.*)

\$75.00 permit fee, payable to Bowen Island Municipality. *Please wait until you receive an email with your permit number and instructions before sending an e-transfer or cheque.*

Confirmation of Professional Liability Insurance from Registered Professional (*if applicable*)

Approval from strata corporation (*if applicable*)

Floor plans of suite including the floor area of the suite (m²), placement of doors (including any connection to primary dwelling) and windows and outdoor access and decks

Submit electronic documentation via email to building@bimbc.ca. Files should be clearly labelled and in PDF format. Note that attachments are limited to 10 MB or less. Hard copies of schedules and drawings shall be submitted by hand to the municipal offices.

EXISTING SECONDARY SUITE PERMIT OWNER'S ACKNOWLEDGEMENT OF RESPONSIBILITY

1. Where the Bowen Island Municipality requires that Letters of Assurance be provided by a Registered Professional pursuant to Section 9 of the Bowen Island Municipality Bylaw No. 489, 2019 and Section 55 of the Community Charter, I confirm that I have been advised in writing by the Bowen Island Municipality that it relied exclusively on the Letter of Assurance of the "Professional Design and Commitment for Field Review" prepared by (professional's name) _____ in reviewing the plans, drawings, specifications and supporting documents submitted for a building permit.
2. I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a building permit by the Bowen Island Municipality.
3. I certify that the septic system at this property was installed by a septic professional and has been maintained as per professional recommendations. There have been no issues with the operations of the septic system, including but not limited to poor performance or odours since the construction of the secondary suite.

Signed this _____ day of _____, 20 _____

Owner's Signature: _____

Witnessed by (please print): _____

Signature of Witness: _____