

BUILDING PERMIT APPLICATION

OFFICE USE ONLY

Receipt #: _____

BP #: _____

APPLICATION FEE:

\$75.00

Planning & Development
981 Artisan Lane
Bowen Island BC V0N 1G2
Tel. 604-947-4255
Email: building@bimbc.ca

CONTACT INFORMATION

PROPERTY OWNER(S) Name _____
Mailing Address _____ Postal Code: _____
Phone (home) _____ (cell) _____ Email _____

ARCHITECT/DESIGNER Name _____ BIM Bus. License #: _____
Mailing Address _____ Postal Code: _____
Phone (office) _____ (cell) _____ Email _____

PROFESSIONAL ENGINEER Name _____ BIM Bus. License #: _____
Mailing Address _____ Postal Code: _____
Phone (office) _____ (cell) _____ Email _____

CONTRACTOR Name _____ BIM Bus. License #: _____
Mailing Address _____ Postal Code: _____
Phone (office) _____ (cell) _____ Email _____

PLUMBER attach copy of certification BIM Bus. License #: _____
Name _____ Certification Number: _____
Phone _____ Email _____

ELECTRICIAN attach copy of certification BIM Bus. License #: _____
Name _____ Certification Number: _____
Phone _____ Email _____

SEWERAGE PRACTITIONER/ PROFESSIONAL BIM Bus. License #: _____
Name _____ Certification Number: _____
Phone _____ Email _____

PLEASE NOTE: Incomplete applications may delay processing of the building permit.

PROJECT INFORMATION

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)

EXISTING ON PROPERTY

How many buildings are currently on site: _____? What types of buildings are included, check all that apply:

Dwelling (no attached secondary suite) or other primary use building

Other non-residential building or structure (e.g. woodshed, greenhouse)

Dwelling with secondary suite

Detached office, studio, or other residential use

Guest house or B&B accessory unit (no kitchen)

Detached garage or carport (no suite)

Caretaker cabin or other detached accessory dwelling unit (include suite over garage)

Other, describe:

THIS APPLICATION IS TO CONSTRUCT:

Each building or structure requires its own Building Permit. For projects where multiple buildings or structures are being built, repaired or renovated, moved or demolished please submit an application for each and contact building@bimbc.ca for instructions regarding plans.

New primary dwelling (no attached secondary suite)

New primary dwelling with attached secondary suite

New detached secondary suite

New accessory building (type or use _____)

Moorage facility (dock, boat lift)

Multiple alterations to a single building. Can include: renovation, addition and/or new deck

Renovation: Are you increasing the livable space of the building? yes no

Addition: Are you increasing the livable space of the building? yes no

New deck

Demolition

New commercial building

Change of Occupancy

Other/Description: _____

Estimated Construction Value:

OFFICE USE ONLY: Construction Value for Building Permit

\$

\$

APPLICATION CHECKLIST

Please ensure that all the information below is included in your application and submitted electronically. 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
- *\$75.00 Application fee, payable to Bowen Island Municipality. *Please wait until you receive an email with your permit number and instructions before sending an electronic payment or cheque.*
- *Architectural drawings, digital PDF format required at submission. Plans must include all Planning information in metric, including: setbacks from lot lines and watercourses, grade/height related information, lot coverage and floor area *refer to [Building Bylaw No. 489, 2019](#) for more detailed requirements*
- *Structural engineered drawings: Stamped digital PDF copy sent directly from engineer (*Schedule-B accepted for submission*)
- *BCLS Survey (*directly from surveyor*)(*refer to Requirements for Plans page 16 section 1 of the [Building Bylaw No. 489, 2019](#)*)
- *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*
 - o *All covenants, building schemes, and easements registered on title will be required if BIM does not have them*
- *+Energy Advisor Report (*All heated buildings*)
Pre-Construction Compliance Report (BC Energy Step Code)
- *Schedule-B: Digital copy sent directly from Registered Professional – Architect or Engineer
Confirmation of Professional Liability Insurance from Registered Professional (if applicable)
New Home Registration from BC Housing (*Contractors Only*) or Owner Builder Authorization from BC Housing (*for new dwellings, major additions & detached secondary suites*)
Approval from strata corporation or approving authority (if applicable)
Development Permit(s), *if applicable, see [Planning Department](#)*
[Heron Policy](#) #16-020 Adherence (*[Contact Manager of Parks & Environment](#) with any questions*)
Are you installing a Fire Suppression System? yes NO (if yes, please submit a Schedule-B)

Please contact the Building Department for a list of documents required for a complex building application.

PUBLIC WORKS

- *Driveway access permit *please contact Public Works at publicworks@bimbc.ca*

WATER & SEWER

- *+Record of sewerage filing (for new dwellings, accessory buildings, & substantial reconstruction)
OR
- *+Existing septic inspection report from an ASTTBC Certified Inspector (for additions/alterations change of use or adding accessory buildings)
Confirmation of Potable Water (for new dwellings & detached secondary suites)
OR
- Property is served with water from _____ [Water System](#).

*Minimum requirement for submission

+Or letter of engagement may be provided at application with report to follow

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.

BUILDING PERMIT OWNER'S ACKNOWLEDGEMENT OF RESPONSIBILITY

- 1. I acknowledge that if I am granted a building permit pursuant to this application that I am responsible for compliance with the current edition of the British Columbia Building Code, this Bylaw and any other applicable enactment, code regulation or standard relating to the work in respect of which the permit is issued, whether or not the said work is undertaken by me or by those whom I may retain or employ to provide design and/or construction services.
- 2. I acknowledge that neither the issuance of a permit under this bylaw, the acceptance nor review of plans, specifications, drawing, or supporting documents, nor inspections made by or on behalf of the Bowen Island Municipality constitute a representation, warranty, assurance or statement that the current edition of the British Columbia Building Code, the Building Bylaws of Bowen Island Municipality or any other applicable enactment, code, regulation or standard has been complied with.
- 3. 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

(Engineer or Architect name) _____ in reviewing the plans, drawings, specifications and supporting documents submitted for a building permit.

- 4. I confirm that I have relied only on the said Registered Professional for the adequacy of plans, drawings, specifications and supporting documents submitted with this application.
- 5. I understand that I should seek independent legal advice with respect to the responsibilities I am assuming upon the granting of a building permit by the Bowen Island Municipality.

Signed this _____ day of _____, 20 _____

Owner's Signature: _____

Witnessed by (please print): _____

Signature of Witness: _____

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court or an agent duly authorized under another Act. Further information may be obtained by speaking with Bowen Island Municipality's Corporate Officer at 604-947-4255 or at 981 Artisan Lane, Bowen Island.

AGENT AUTHORIZATION

I hereby authorize _____ to act on my behalf for this application.

The authorized agent will be the primary contact for this application and can be reached at:

_____ (email address)

_____ (phone number)

Signature of Owner

Signature of Owner

Name of Owner

Name of Owner

Date

Date

Add Letter of Agency if more than 2 property owners