

BUILDING PERMIT APPLICATION REQUIREMENTS

1. Prior to applying for a Building Permit contact the FVRDs Planning Department at 604-702-5000 or e-mail planning@fvr.d.ca for zoning and geotechnical requirements specific to your property.
2. Additional information may be requested upon reviewing your application.

TO APPLY FOR A BUILDING PERMIT SUBMIT THE FOLLOWING:			
#	Required	N / A	** ALL APPLICATIONS ARE TO BE IN CONFORMANCE WITH THE CURRENT EDITION OF THE BCBC **
1	<input type="checkbox"/>	<input type="checkbox"/>	Completed Building Permit application package Building Permit Application <input type="checkbox"/> Owner(s) Acknowledgment of Responsibility <input type="checkbox"/> Good Neighbor Practices <input type="checkbox"/> Letter of Authorization (If required) : Yes <input type="checkbox"/> N/A <input type="checkbox"/> <i>Note: All owners registered on title are required to sign owner's acknowledgment and letter of authorization.</i>
2	<input type="checkbox"/>	<input type="checkbox"/>	BC Housing New Home Registration Form Yes <input type="checkbox"/> No <input type="checkbox"/> <i>For details, contact 1-800-407-7757 or email licensinginfo@bchousing.ca</i> <i>Note: Before you can start construction on a new home, it must be either enrolled in home warranty insurance or have an applicable exemption.</i>
3	<input type="checkbox"/>	<input type="checkbox"/>	Two complete sets of architectural drawings drawn to an appropriate scale and designed to the current edition of the BC Building Code. (See attached architectural drawing information page)
4	<input type="checkbox"/>	<input type="checkbox"/>	Applicable Letters of Assurance accompanied by two sets of wet sealed and signed drawings Architectural <input type="checkbox"/> Structural <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> Fire Suppression Systems <input type="checkbox"/> Electrical <input type="checkbox"/> Geotechnical – temporary <input type="checkbox"/> Geotechnical – permanent <input type="checkbox"/> Other <input type="checkbox"/> Specify: _____ <i>Note: All Letters of Assurance must be original wet sealed and signed; no digital copies accepted.</i> <i>Contact FVRD Building department for climatic data.</i>
5	<input type="checkbox"/>	<input type="checkbox"/>	Fraser Health approved record of sewerage system with sealed septic design.
6	<input type="checkbox"/>	<input type="checkbox"/>	Incoming water service size: 3/4" <input type="checkbox"/> 1" <input type="checkbox"/> other : _____ Contact the FVRDs engineering department at 604-702-5000 or e-mail engineering@fvr.d.ca <i>Note: If installing a fire suppression system typically a larger water service is required.</i>

#	ARCHITECTURAL DRAWING INFORMATION	
9	<input type="checkbox"/>	<p>Site Plans</p> <p>Should be drawn to scale (e.g. 1:200 or 1/16" = 1'0") and should include the following information</p> <ul style="list-style-type: none"> <input type="checkbox"/> All property lines, a symbol indicating the North direction, legal description, driveway location, names and locations of roads, and civic address <input type="checkbox"/> Location and use of all proposed and existing structures including retaining walls <input type="checkbox"/> Location and distance from any property lines, flood construction level, geodetic elevation, watercourses including ditches, wells, rock pit, septic field, road allowances, right-of-ways, and easements affecting the property <input type="checkbox"/> Name and location of adjacent streets and roads <input type="checkbox"/> Include setback measurements from exterior walls and projections such as eaves
10	<input type="checkbox"/>	<p>Elevations</p> <p>Should be drawn to 1:50 or 1/4" = 1'0" scale and should include the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Indicate building height and finished grade(indicate geodetic elevations if required) <input type="checkbox"/> Label the directions accordingly; North, East, South, and West faces of the proposed structure <input type="checkbox"/> Provide spatial separation calculations <input type="checkbox"/> Window and door locations/sizing consistent with floor plans <input type="checkbox"/> Location and heights of guards <input type="checkbox"/> Location and size of building projections (i.e. overhangs, cantilevered floor sections, etc.) <input type="checkbox"/> All exterior finishes <input type="checkbox"/> Roof slope, chimney height, the height of finished floors and ceilings, etc.
11	<input type="checkbox"/>	<p>Foundation Details</p> <p>Should be drawn to 1:50 or 1/4" = 1'0" scale and should include the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Show foundations with the dimensions of the principal building <input type="checkbox"/> Layout of walls, piers, size of footings including pad footings <input type="checkbox"/> Footing width and depth <input type="checkbox"/> Foundation wall thickness
12	<input type="checkbox"/>	<p>Floor Plans</p> <p>Should be drawn to 1:50 or 1/4" = 1'0" scale and should include the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proposed use of all rooms and spaces <input type="checkbox"/> All room and building dimensions clearly labelled <input type="checkbox"/> Location of all walls, partitions projected soffit locations and alternate roof venting (where required) <input type="checkbox"/> Location and sizes of all doors and windows (size / egress and safety glass) <input type="checkbox"/> Location of hot water tanks, heat source locations, plumbing fixtures, cabinets, fireplaces, attic access, smoke alarms, carbon monoxide alarms, etc. <input type="checkbox"/> Location and height of all handrails and guards <input type="checkbox"/> Attic and crawl space accesses and size <input type="checkbox"/> Fire separations (rating and assembly details referencing the BC Building Code) <input type="checkbox"/> Size and direction of floor joists or roof trusses
13	<input type="checkbox"/>	<p>Cross Sections</p> <p>Should be drawn to 1:50 or 1/4" = 1'0" scale and should include the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All building components (i.e. siding, roofing, insulation, interior finish, flooring, framing, foundation, size and location of loadbearing walls and beams, etc.) <input type="checkbox"/> Stair detail indicating height of handrails, rise, run, headroom and guards <input type="checkbox"/> All dimensions (i.e. height of finished grade, ceiling height, material sizes, etc.) <input type="checkbox"/> All lumber grades, projected soffit detail, crawlspace / attic venting, damp proofing and insulation values <p><i>Note: Depending on the complexity of the building, more than one cross-section may be required to adequately show the nature of the proposed construction.</i></p>

GENERAL INFORMATION

AREA	COMPANY	SERVICE PROVIDED	CONTACT
Where services are provided by FVRD	Fraser Valley Regional District Engineering	Utilities Connection and Approval	604-702-5044 or e-mail engineering@fvrd.ca
Cultus Lake	Cultus Lake Parks Board	Road Closure Permit Tree Removal Permit	604-858-3334 or reception@cultuslake.bc.ca
Hemlock Valley	Hemlock Valley Utilities	Water and sewer connections	604-882-0808 or online www.hemlockvalleyutilities.com
Lindell Beach	Corix	Private water system approval	1-866-457-7273
Harrison Hot Springs	Village of Harrison Hot Springs	Planning and Development Inquiries / Water, storm and sewer connections	604-796-2171 or e-mail planning@harrisonhotsprings.ca
West Popkum • Caryks Rd • Parkwood Dr • Royalwood Blvd	West Popkum Utilities	Utilities Connection / Approval	604-819-3882 or e-mail cvdlttd@gmail.com
See below for areas MOTI approval is required.	BC Ministry of Transportation & Infrastructure (MOTI)	Highway Access Permit	604-795-8211
<p>MOTI approval is required if your proposal contains one of the following:</p> <ul style="list-style-type: none"> • Your proposal includes an industrial/commercial use. • Your property is located in Hemlock Valley. • Your property is located on a numbered and controlled access highway. • Your proposal includes an agricultural driveway. • Your proposal includes a secondary driveway. 			
COMPANY	SERVICE PROVIDED	CONTACT	
Environment Canada	Climatic Design Data if not available from the FVRD	416-739-4365 or e-mail scg-ecs@ec.gc.ca	
Fraser Health	Septic and Well	604-870-7900	
Technical Safety BC	Electricity and Gas	1-866-566-7233 or e-mail contact@technicalsaftybc.ca	
BC 1 Call	Underground Utilities	1-800-474-6886 or e-mail info@bc1c.ca	
BC Hydro	High Voltage Electrical Works	1-604-623-3637 (Ext.1) or e-mail properties.helpdesk@bchydro.com	

HOME OWNER CHECKLIST

Contact the planning department for assistance completing this form.

604-702-5000

If you are building within the Village of Harrison Hot Springs, please contact the Village directly at 604-796-2171 for assistance completing this form.

What is the property zoning? _____	<input type="checkbox"/>	Confirmed by VHHS
What is the proposed use? _____	<input type="checkbox"/>	Confirmed by VHHS
Does the proposed use comply with the zoning? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/>	Confirmed by VHHS
Do the proposed building's height, size and setbacks comply? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Confirmed by VHHS
Is the property in a Development Permit (DP) area? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Confirmed by VHHS
Does the proposal meet the flood construction level requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/>	Confirmed by VHHS
MOTI / Driveway Access Permit obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/>	Confirmed by VHHS
Open Bylaw Enforcement file? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Confirmed by VHHS
Water and/or sewer connection required? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Name (please print): _____

Signature: _____

Date: _____

Submit this completed Building Permit Application Checklist with your Building Permit Application to the Fraser Valley Regional District at 45950 Cheam Ave., Chilliwack, BC, V2P 1N6 - 2nd floor.

The personal information on this form is being collected in accordance with Section 27 of the Freedom of Information and Protection of Privacy Act, RSBC 1996 Ch. 165 and Part 9, Division 1 of the Local Government Act, RSBC 2015 Ch. 1 and regulations thereto. The personal information collected on this form will only be collected, used and disclosed for the purposes of administering matters with respect to Building Regulation. Questions with respect to the collection, use and disclosure of the personal information being collected on this form may be directed to the Fraser Valley Regional District Privacy Officer and Head of Freedom of Information and Privacy at 45950 Cheam Avenue, Chilliwack, BC V2P 1N6; by telephone at 604-702-5000 or toll free at 1-800-528-0061; or by email to FOI@fvrd.ca.

Application received by: Building: _____ Planning: _____



BUILDING PERMIT APPLICATION

PROPERTY INFORMATION

Site Address			
Proposed Works		Construction Value	\$
Legal Description			
Folio Number		PID	

REGISTERED OWNER(S)

Reg. Owner(s)			
Mailing Address			
Contact Information	Ph:	Cell:	Email:

GENERAL INFORMATION

Main Heat Source: Natural Gas Electric Other Please Specify: _____

Primary Heating System: Please Specify: _____

Hot Water Tank/Tankless Heat Source: Natural Gas Electric Other Please Specify: _____

Ventilation : Forced Air HRV CRV Exhaust Fan & Passive Inlets

Note: If a woodstove is to be installed it must be certified for use in a mobile home or additional make up air may be required.

General Contractor	Phone:	Cell:
	Email:	
Plumbing Contractor	Phone:	Cell:
	Email:	
Heating Contractor	Phone:	Cell:
	Email:	

I/We hereby make application under provisions of pertinent Bylaws for permission to complete the above identified proposed works and agree to conform to all the requirements of the said Bylaw and all other statutes and Bylaws in force in the Fraser Valley Regional District (FVRD) and to indemnify and save harmless the FVRD and its employees against all claims, liabilities, judgments, costs and expenses of whatever kind, which may in any way accrue against the FVRD and its employees in consequence of, and incidental to, the granting of this permit, if issued. I/We hereby accept full responsibility to ensure that all materials used and workmanship employed in the completion of the identified proposed works comply with the requirements of the current edition of the BC Building Code, the Building Bylaw, other FVRD Bylaws and other statutes. I/We acknowledge that I/We will call for inspection as outlined on the Building Permit, if issued. I/We understand that it is the responsibility of the holder of any building permit, or agent as the case may be, to call for inspection. I/We acknowledge that I/We must give the FVRD notice of at least one (1) business day prior to inspection. I/We hereby certify that I/We have knowledge of the particulars contained in the foregoing statement and I/We solemnly declare that they are fully and truly stated to the best of My/Our knowledge and belief.

Owner / Agent Signature: _____ **Date:** _____

Print Name: _____

Owner / Agent Signature: _____ **Date:** _____

Print Name: _____

Owner(s) Acknowledgement of Responsibility

Property Address: _____

Legal Description: _____

Permit #: _____

This undertaking is given by the undersigned, as the **owner(s)** of the property described above, with the intention that it be binding on the **owner(s)** and that the **Regional District** will rely on same.

I/We confirm that I/we have applied for a permit pursuant to Fraser Valley Regional District Building Bylaw No. 1188, 2013 and that I/we have carefully reviewed and fully understand all of the provisions of the Bylaw and in particular understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections there under.

Without in any way limiting the foregoing, I/we acknowledge fully that it is my/our responsibility, whether or not any work to be performed pursuant to the permit applied for is done by me/us, my/our **agent**, a contractor or a **registered professional** to ensure compliance with the **Building Code** and the Bylaw.

I/we am/are not in any way relying on the **Regional District** or the **Building Official** to protect the **owner(s)** or any other persons as set out in the Bylaw and I/we will not make any claim alleging any such responsibility or liability on the part of the **Regional District** or its **Building Official**.

Owner(s) Information:

Name: _____ Name: _____

Address: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

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GOOD NEIGHBOUR PRACTICES

MANAGING CONSTRUCTION AND DEVELOPMENT IMPACTS IN RESIDENTIAL NEIGHBOURHOODS

Development and renewal of neighbourhoods can improve the vitality, value and appearance of FVRD communities. However, development and construction can create negative short term impacts for neighbours, such as noise, dust, odours, and air quality impacts. Developers and builders can reduce their impacts by using good neighbour practices and by taking action before problems arise.

ISSUE

WHAT CAN YOU DO?

COMMUNICATION



Talk with your neighbours on an ongoing basis. Information and personal contact generally creates a more supportive and understanding perspective.

- Conduct door visits and provide flyers/notices.
- Introduce your project.
- Provide your contact information.
- Share your timelines.

SITE MANAGEMENT



Proactive site management can address the majority of neighbour impacts.

- Stay on your property - don't encroach your work site or cause destruction to neighbouring parcels.
- Manage your storm water onsite – don't cause drainage issues for your neighbours or damage the environment.
- Provide and maintain temporary toilets.
- Secure your site (eg. temporary fence) for safety and security reasons. Thefts and trespass can be a problem.
- Clean up frequently - both on and off site (ie. garbage, mud and debris)

OFF-SITE IMPACTS



- Avoid noise disturbances in evening hours and weekends. Construction noise is permitted Monday - Saturday, from 7 a.m. to 8 p.m. (no Sundays).
- For properties within the Village of Harrison Hot Springs, construction noise is permitted Monday - Saturday, from 8 a.m. to 10 p.m. (no Sundays).
- Do not burn in residential areas. Use hauling and/or chipping.

ROAD & SIDEWALK USE



- Construction or alteration works may require approval:
 - Roads: contact the Ministry of Transportation and Infrastructure at (604) 795-8211.
 - Sidewalks (Popkum): contact FVRD Regional Parks at (604) 702-5000.
- Don't block sidewalks, roads, and driveways.
- Manage onsite parking and make temporary arrangements if necessary.
- Keep sidewalks and roads free of construction sediment and dirt.
- Regularly wash off vehicles before leaving site.
- Keep construction waste bins, materials, etc... from public roadways.

PERMITS & APPROVALS



- Know the rules and FVRD requirements before you start your project, and check your property title for restrictions (covenants, easements, geotechnical restrictions, etc...)
- Obtain your FVRD approvals BEFORE starting construction or development.
- Not sure which permits and approvals are needed? Contact the FVRD to find out.

SIGNATURE AND ACKNOWLEDGEMENT

I will ensure development and construction at _____ follows the FVRD's Good Neighbour Practices by:

Providing the Good Neighbour Practices to employees and sub-trades working on the site.

Posting the Good Neighbour Practices in a visible location.

Discussing the Good Neighbour Practices at job site meetings.

Other: _____

Name (please print): _____

Signature: _____

LETTER OF AUTHORIZATION

Registered Authority

Please be advised that I/we, _____
(Print names of ALL Registered Owners or Corporate Director)

Representing, _____
(Corporate name - if applicable)

am/are the registered owner(s);

Site Civic Address:

Lot# _____ Block _____ Plan _____ PID# _____

Appointed Authorized Agent

Name of Authorized Agent _____

Company Name _____

Mailing Address _____

City: _____ Postal Code: _____

Email: _____

Phone: _____ Fax: _____

Signature of Authorized Agent X _____

Permission to act:

As my/our Authorized Agent in the matter of the following:

- to view and obtain copies of all plans and permits
- to apply for and obtain building permits for proposed construction to the above reference Civic Address
- to apply for Planning File: Development Permit Development Variance Permit Subdivision
- other: _____

Authorized Signature (Registered Owner or Corporate Director)

This document shall serve to notify the Fraser Valley Regional District that I am/we are the legal owner(s) of the property described above and do authorize the person indicated above ("Authorized Agent") to act on my/our behalf on all matters indicated above ("Permission to act") for the above referenced property. In addition, I/we have read and understand the above application and authorize the Authorized Agent to sign the above on my/our behalf.

 X _____

Sign

Print

Date: _____

 X _____

Sign

Print

Date: _____

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