



# APPLICATION FOR BUILDING / PLUMBING PERMIT

Suite D, 180 North Third Avenue, Williams Lake, BC V2G 2A4  
Unit 3 - 170 Cedar Avenue, Box 2260, 100 Mile House, BC V0K 2E0  
102 - 410 Kinchant Street, Quesnel, BC V2J 7J5

Ph: 250-392-3351 Fax: 250-392-2812  
Ph: 250-395-3838 Fax: 250-395-4898  
Ph: 250-992-7400 Fax: 250-992-7414

**TO BE FILLED IN BY APPLICANT** (please print clearly)

Owner: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

\_\_\_\_\_ Cell Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Builder: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Designer: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

PID: \_\_\_\_\_ District:  Cariboo District  Lillooet District

Civic (Site) Address: \_\_\_\_\_

Lot: \_\_\_\_\_ District Lot: \_\_\_\_\_ Plan: \_\_\_\_\_

Block: \_\_\_\_\_ Township: \_\_\_\_\_ Section: \_\_\_\_\_

**Application for:** (Choose all that apply) **See reverse for checklist of all documentation required to submit this application**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Single Family Dwelling (SFD)     | <input type="checkbox"/> Factory Pre-Manufactured Building | <input type="checkbox"/> Plumbing                     |
| <input type="checkbox"/> Mobile Home (SWM / DWM)          | <input type="checkbox"/> Addition to Existing Building     | <input type="checkbox"/> Solid Fuel Burning Appliance |
| <input type="checkbox"/> Mobile Home Addition             | <input type="checkbox"/> Structural Change                 | <input type="checkbox"/> Demolition                   |
| <input type="checkbox"/> Attached Garage                  | <input type="checkbox"/> Foundation                        | <input type="checkbox"/> Change of Occupancy / Use    |
| <input type="checkbox"/> Detached Garage                  | <input type="checkbox"/> Deck                              | <input type="checkbox"/> Occupant Load Establishment  |
| <input type="checkbox"/> RV Shelter / Pole Shed / Carport | <input type="checkbox"/> Repair                            | <input type="checkbox"/> Voluntary Inspection         |
| <input type="checkbox"/> Other Ancillary Structure        |  |   |

Construction Value: \$ \_\_\_\_\_ Method of Heating: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Proposed use: \_\_\_\_\_

Dimensions - Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_ Area: \_\_\_\_\_

List all existing structures and buildings on the property with dimensions (including deck, carports and all outbuildings):

\_\_\_\_\_  
\_\_\_\_\_

I hereby certify the above information to be true and correct, and that if I am not the owner of the property where the construction is proposed, that I have been authorized by the owner/manager to complete this application and act on their behalf.

Signature of Owner/Agent \_\_\_\_\_ Date \_\_\_\_\_

**ALL applications require:**

Title Search

Application Fee

**Single Family Dwelling (SFD)**

- Permit Application (Complete with signature)
- Foundation Plan
- Floor Plan(s)
- Cross Section
- Four Elevations
- Site Plan
- Contaminated Site Declaration
- NHRF Form     Licensed Builder     Owner Builder
- Form A - Owner's Undertaking (if applicable)
- Plumbing Declaration
- Truss Layout with point loads
- Mechanical Ventilation checklist
- Solid Fuel Burning Appliance checklist (if applicable)
- Engineering (See Engineering Section - if applicable)
- CRD Utilities (See Utilities Section - if applicable)

**Single-Wide (SWM) / Double-Wide Mobile (DWM)**

*Within a Mobile Home Park*

- Permit Application (Complete with signature)
- Agents Authorization to construct
- Frame rail supported SWM DWM package
- Site Plan
- Contaminated Site Declaration
- Form A - Owner's Undertaking (if applicable)

**SWM / DWM Addition**

*Within a Mobile Home Park*

- Permit Application (Complete with signature)
- Agents Authorization to construct
- Drawings for Mobile Home Additions Package
- Site Plan
- Contaminated Site Declaration
- Form A - Owner's Undertaking (if applicable)

**Engineering**

- Professional review/design
- Schedule A
- Schedule B
- Proof of Insurance
- Truss layout (with point loads)

*NOTE: A new "Proof of Insurance" is required for each project a registered professional submits Schedules for.*

**Ancillary Structures**

*(Attached / Detached Garage, RV Shelter / Pole Shed / Carport, Factory Pre-Manufactured Building)*

- Permit Application (Complete with signature)
- Drawings (Residential Garage Workshop Package or Custom Drawings)
- Site Plan
- Form A - Owner's Undertaking (if applicable)
- Truss layout with load points
- Engineering (if applicable - (See Engineering Section)

**Plumbing**

- Permit Application (Complete with signature)
- Drawings of intended work
- Form A - Owner's Undertaking (if applicable)
- Plumbing Declaration (if applicable)

**Solid Fuel Burning Appliance**

- Permit Application (Complete with signature)
- Drawings of intended work
- Form A - Owner's Undertaking (if applicable)
- Solid Fuel Burning Appliance checklist

**Deck**

- Permit Application (Complete with signature)
- Deck addition to SFD Package (Complete)
- Site Plan
- Form A - Owner's Undertaking (if applicable)

**Demolition / Change of Occupancy-Use**

- Permit Application (Complete with signature)
- Site Plan
- Form A - Owner's Undertaking (if applicable)

**Occupational Load Change**

- Permit Application (Complete with signature)
- Occupant Load Establishment Application

**CRD Utilities**

- |                                |  |  |
|--------------------------------|--|--|
| <input type="checkbox"/> Water | <input type="checkbox"/> Sewer                           | <input type="checkbox"/> Water and Sewer |
| Application Received           | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| Deposit Paid                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |

*NOTE: Application and payment of utilities deposit is required prior to issuing building permit.*

**BEFORE SUBMITTING FOR A BUILDING PERMIT,  
PLEASE MAKE HAVE ALL THE REQUIRED DOCUMENTATION NEEDED TO APPLY**