



BUILDING PERMIT APPLICATION

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

**Processing time begins upon receipt of ALL required documentation on a first come - first serve basis.
Processing time minimum 20 business days, depending on complexity of project and volume of permits.**

PROPERTY OWNER INFORMATION (please print clearly to avoid delays in your application process)

Name: _____
Mailing Address: _____ City _____ Postal Code _____
Phone: _____ Cell: _____ Email: _____

APPLICANT INFORMATION (Applicant is: ☐ Property owner listed above or ☐ Authorized applicant as per completed Form 'A' attached)

Name: _____
Mailing Address: _____ City _____ Postal Code _____
Phone: _____ Cell: _____ Email: _____

INTERESTED PARTY AUTHORIZATION (Person such as builder/contractor other than the applicant)

☐ I authorize the following person/business to request inspection services and receive inspection reports via email.

Name: _____
Mailing Address: _____ City _____ Postal Code _____
Phone: _____ Cell: _____ Email: _____

LEGAL DESCRIPTION OF PROPERTY (This information can be found at cv.cariboord.bc.ca/CityViewPortal/Property)

Civic Address: _____ PID: _____
Lot: _____ District Lot: _____ ☐ Cariboo District ☐ Lillooet District Plan: _____
Block: _____ Township: _____ Section: _____

APPLYING FOR (Please Choose One)

****See Reverse for checklist of all documentation required to submit this application****

- | | | |
|---|---|---|
| <input type="checkbox"/> Single Family Dwelling (SFD) | <input type="checkbox"/> Commercial | <input type="checkbox"/> Plumbing - Number of Fixtures _____ |
| <input type="checkbox"/> Ancillary | <input type="checkbox"/> Industrial | <input type="checkbox"/> Renovation (Pre-1990 <input type="checkbox"/> Yes <input type="checkbox"/> No) |
| <input type="checkbox"/> Attached Garage | <input type="checkbox"/> Assembly (School, Church, etc.) | <input type="checkbox"/> Structural Change / Repair |
| <input type="checkbox"/> Detached Garage / Carport | <input type="checkbox"/> Demolition (Pre-1990 <input type="checkbox"/> Yes <input type="checkbox"/> No) | <input type="checkbox"/> Addition to Existing Building |
| <input type="checkbox"/> RV Storage / Pole Shed | <input type="checkbox"/> Factory Pre-Manufactured Building | <input type="checkbox"/> Secondary Suite |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Mobile Home (SWM / DWM / TWM) | <input type="checkbox"/> Relocation |
| <input type="checkbox"/> Change of Occupancy | <input type="checkbox"/> Mobile Home Addition | <input type="checkbox"/> Voluntary Inspection |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Occupant Load Establishment | <input type="checkbox"/> Wood Burning Appliance |

Estimated Cost of Construction: \$ _____ Method of Heating: _____

Description of Work: _____

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. I will comply with all Cariboo Regional District Bylaws, statutes, and regulations in force relating to the work in respect of which this application is made.

Applicant Name (print) _____ Date _____

Signature _____

Office Use Only - Date Received

☐ **\$200 Non-Refundable
Application Fee Received**

"Pursuant to section 26 of the Freedom of Information and Protection of Privacy Act (the Act), the personal information collected will only be used for the purposes of evaluating your application. Your personal information will not be released except in accordance with the Act.

Questions about the collection of your personal information may be referred to the Cariboo Regional District's Corporate Officer / Deputy CAO, Suite D, 180 North Third Avenue, Williams Lake, BC, V2G 2A4, 250-392-3351 or mailbox@cariboord.ca"

Please note: ALL applications require the following. Incomplete applications will not be accepted.

Single Family Dwelling (SFD)

- ☐ Permit Application
- ☐ Non-refundable Application Fee - \$200
- ☐ Design Drawings + (Include: Floor Plan(s), Cross Section, Four Elevations)
- ☐ Site Plan
- ☐ NHRF Form
 - ☐ Licensed Builder ☐ Owner Builder
- ☐ Contaminated Site Form
- ☐ Form A - Owner's Undertaking
- ☐ Truss Layout with point loads

The following items if applicable

- ☐ Pre-Construction Compliance Report
- ☐ Solid Fuel Burning Appliance
- ☐ Engineering (See Engineering Section)
- ☐ CRD Utilities

Mobile Home

(Single (SWM) / Double (DWM))

- ☐ Permit Application
- ☐ Non-refundable Application Fee - \$200
- ☐ Agents Authorization to construct (applicable if construction is within a mobile home park)
- ☐ Application Drawings for SWM/DWM Manufactured Home
- ☐ Site Plan
- ☐ Contaminated Site Form
- ☐ Form A - Owner's Undertaking

Mobile Home Addition

- ☐ Permit Application
- ☐ Non-refundable Application Fee - \$200
- ☐ Agents Authorization to construct (applicable if construction is within a mobile home park)
- ☐ Applications Drawings for SWM/DWM Manufactured Home Additions Package
- ☐ Site Plan
- ☐ Contaminated Site Form
- ☐ Form A - Owner's Undertaking

Commercial

- ☐ Permit Application
- ☐ Non-refundable Application Fee - \$200
- ☐ Design Drawings + (Include: Floor Plan(s), Cross Section, Four Elevations)
- ☐ Site Plan
- ☐ Contaminated Site Form
- ☐ Truss Layout with point loads
- ☐ Form A - Owner's Undertaking

The following items if applicable

- ☐ Pre-Construction Compliance Report
- ☐ Solid Fuel Burning Appliance
- ☐ Engineering (See Engineering Section)
- ☐ CRD Utilities

Factory Pre-manufactured

- ☐ Permit Application
- ☐ Non-refundable Application Fee - \$200
- ☐ Design Drawings+
- ☐ Site Plan
- ☐ Contaminated Site Form
- ☐ Form A - Owner's Undertaking

The following items if applicable

- ☐ Engineering (See Engineering Section)

Ancillary Structure

*Attached Garage - Detached Garage
Carport - RV Storage - Other Ancillary*

- ☐ Permit Application
- ☐ Non-refundable Application Fee - \$200
- ☐ Design Drawings +
- ☐ Site Plan
- ☐ Form A - Owner's Undertaking
- ☐ Contaminated Site Form
- ☐ Truss layout with load points

The following items if applicable

- ☐ Engineering (See Engineering Section)

Change of Occupancy-Use

- ☐ Permit Application
- ☐ Non-refundable Application Fee - \$200
- ☐ Design Drawings+
- ☐ Form A - Owner's Undertaking

The following items if applicable

- ☐ Pre-Construction Compliance Report

Demolition

- ☐ Permit Application
- ☐ Site Plan
- ☐ Contaminated Site Form
- ☐ Form A - Owner's Undertaking
- ☐ Asbestos Containing Material (ACM) Survey (Pre-1990 Buildings)

Engineering

- ☐ Permit Application
- ☐ Non-refundable Application Fee - \$200
- ☐ Professional review/design
- ☐ Schedule A
- ☐ Schedule B
- ☐ Proof of Insurance

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

Projects typically requiring engineering:

- ✓ Timber Frame ✓ Log Home
- ✓ Commercial ✓ Steel Building

Deck

- ☐ Permit Application
- ☐ Non-refundable Application Fee - \$200
- ☐ Deck addition to SFD Package (Complete)
- ☐ Site Plan
- ☐ Contaminated Site Form
- ☐ Form A - Owner's Undertaking

Occupant Load Establishment

- ☐ Permit Application
- ☐ Non-refundable Application Fee - \$200
- ☐ Occupant Load Worksheet
- ☐ Form A - Owner's Undertaking

Plumbing

- ☐ Permit Application
- ☐ Non-refundable Application Fee - \$200
- ☐ Drawings of intended work (scope of work)
- ☐ Form A - Owner's Undertaking
- ☐ Plumbing Declaration

Relocation (other than mobile home)

- ☐ Permit Application
- ☐ Non-refundable Application Fee - \$200
- ☐ Design Drawings +
- ☐ Existing Site Plan
- ☐ Intended new location Site Plan
- ☐ Contaminated Site Form
- ☐ Form A - Owner's Undertaking
- ☐ Truss Layout with point loads

The following items if applicable

- ☐ Solid Fuel Burning Appliance
- ☐ Engineering (See Engineering Section)
- ☐ CRD Utilities

Renovation

Structural change / Repairs

Secondary Suites

*Addition to existing building***

- ☐ Permit Application
- ☐ Non-refundable Application Fee - \$200
- ☐ Design Drawings+
- ☐ Site Plan
- ☐ Contaminated Site Form
- ☐ Form A - Owner's Undertaking

The following items if applicable**

- ☐ Pre-Construction Compliance Report

Wood Burning Appliance

- ☐ Permit Application
- ☐ Wood Burning Appliance Information
- ☐ Form A - Owner's Undertaking
- ☐ Design Drawings
- ☐ Wood Stove Manual

The following forms can be downloaded and printed from the CRD website at cariboord.ca/building

- | | | | |
|-------------------------------|-------------------------|------------------------------------|-------------------------------------|
| ✓ Permit Application | ✓ Site Plan | ✓ Contaminated Site Form | ✓ Solid Fuel Burning Appliance |
| ✓ Form A- Owner's Undertaking | ✓ Plumber's Declaration | ✓ Mechanical Ventilation Checklist | ✓ Agents Authorization to Construct |