



BUILDING PERMIT APPLICATION FORM

The Corporation Of **THE VILLAGE OF BURNS LAKE**

PLEASE ENSURE YOU OBTAIN INFORMATION PACKAGES FOR THE FOLLOWING DEVELOPMENTS
(AVAILABLE THROUGH **THE CORPORATION OF THE VILLAGE OF BURNS LAKE**
BUILDING INSPECTION DEPARTMENT)

- New residential construction (includes single-family, duplex, and seasonal dwellings - does not include pre-manufactured homes or apartments)
- pre-manufactured homes (mobiles, modulars)
- Residential accessory buildings (shops, garages, storage structures)
- Wood burning appliances (wood stoves, furnaces, pellet stoves and new chimney installations)



BUILDING PERMIT APPLICATION

FOR THE CONSTRUCTION, ALTERATION, DEMOLITION AND RELOCATION OF A *BUILDING*, INCLUDING *MANUFACTURED HOMES*, AND ALL WOOD BURNING APPLIANCE INSTALLATIONS

Pursuant to the requirements of the Corporation of the **Village** of Burns Lake Building Bylaw No. 943, 2013, I, being the **owner** or acting with the consent of the **owner**, hereby make application to:

Describe Project:

Registered Owner:

Mailing Address:

Postal Code: Phone: Email:

Legal description of property:

Street address of property: Lot Size:

Is the property adjacent to a body of water or watercourse? If yes, describe:

Are there any other buildings occupying this property? If yes, describe:

Proposed heating system: Will a wood or pellet stove/furnace be installed?

Total number of bedrooms Do you intend to install a basement suite? (if yes, obtain secondary suite regulations):

Contractor:

Mailing Address:

Postal Code: Phone: Email:

Designer: Phone:



PLEASE READ THE FOLLOWING CAREFULLY

- 1) Please note that the **Village** is not responsible for ensuring correct siting with regard to minimum setbacks. It is the **owner's** responsibility to establish the property lines of the **site** and to maintain all required setbacks.
- 2) The applicant is responsible for checking the title of the above noted property and verifying that there are no encumbrances or restrictions against the property that would prevent a **building permit** being issued.
- 3) **This application must be accompanied by the following information:**
 - a) Proof of property ownership, such as a copy of the Tax Assessment Notice or Certificate of Title
 - b) Sewage disposal **permit**, obtained from the local Health Unit office (for new plumbing not on a municipal system, or new bedroom additions).
 - c) **Site Plan**, indicating setbacks from property lines, roads, adjacent **buildings**, and bodies of water / watercourses.
 - d) **Building Plans**, drawn to scale, and specifications (as applicable). For example:
 - i) foundation plan,
 - ii) floor plans of each level, including proposed and / or existing uses of all rooms,
 - iii) exterior elevations, and
 - iv) cross sections showing all structural details and finishes.
 - e) For new residential **construction**, submit completed form from the "Homeowner Protection Office". Call 1-800-407-7757.
- 4) For any **building** designed beyond Part 9 "Housing and Small Buildings" of the B.C. **Building Code**, all applicable design schedules **must** be received prior to issuance of the **building permit**.
- 5) The Building Inspection Department **must** be informed in advance of the following required inspections:

a) footing forms (prior to pouring concrete)	e) plumbing rough-in
b) foundation (prior to backfill)	f) heating system rough-in
c) framing (prior to insulating)	g) prior to occupancy
d) insulation and vapour barrier	
- 6) This **building permit** is issued on the basis of the "**Permit to Construct a Sewage Disposal System**" issued by the Ministry of Health. Any **owner** who commences any **construction**, including **construction** of the sewage disposal system, before the expiry of the 30 day appeal period or the conclusion of any appeal to the Environment Appeal Board in respect to the issuance of the sewage disposal **permit** does so at the **owner's** own risk, including the risk of not being able to occupy the **building**. The **owner** is solely responsible for determining whether the sewage disposal **permit** is revoked or altered and the **Village** will not be responsible to verify the existence or the status of any appeals. The **Village** accepts no responsibility for any damages or losses incurred due to an **owner's** failure to verify whether an appeal is taken and if so, whether it is allowed. If the sewage disposal **permit** should be revoked or altered so that the **building** authorized by this **building permit** must be changed, then an amendment to the **building permit** will be required.
- 7) In consideration of the granting of this **permit**, I/we agree to release and indemnify the Corporation of the **Village** of Burns Lake, its **Council** members, employees and **agents** from and against all liability, demand claims, causes or



actions, suits, judgments, losses, damages, costs, and expenses of whatever kind which I/we or any other **person**, partnership, or corporation or our respective heirs, successors, administrators or assignees may have or incur in consequence of or incidental to the granting of this **permit** or any representation, advice, inspection, failure to inspect, certification, approval, enforcement or failure to enforce the Corporation of the **Village** of Burns Lake Building Bylaw or the British Columbia **Building Code**, including negligence, on the part of the Corporation of the **Village** of Burns Lake, its **Council** members, employees and **agents** and I/we agree that the Corporation of the **Village** of Burns Lake owes me/us no duty of care in respect to these matters.

- 8) I acknowledge that if I am granted a **building permit** pursuant to this application I am responsible for compliance with the current edition of the British Columbia **Building Code**, the Building Bylaw of the Corporation of the **Village** of Burns Lake, 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.
- 9) I acknowledge that the issuance of a **permit** under this bylaw, the acceptance or review of plans, specifications, drawings or supporting documents, or inspections made by or on behalf of the **Village** do not constitute a representation, warranty, assurance or statement that the current edition of the British Columbia **Building Code**, the Building Bylaw of the Corporation of the **Village** of Burns Lake or any other applicable enactment, code, regulation or standard has been complied with.
- 10) Where the **Village** requires that letters of assurance be provided by a **registered professional**, I confirm that I will rely only on the said **registered professional** for the adequacy of the plans, drawings, specifications and supporting documents submitted with this application.
- 11) 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 Corporation of the **Village** of Burns Lake pursuant to this application and in respect of the execution of this acknowledgement.

I have read the above agreement, release and indemnity and understand it.

SIGNATURE OF OWNER OR AUTHORIZED AGENT

PRINT NAME _____

DATE _____

PHONE _____

EMAIL _____

THIS IS NOT A PERMIT

PERMIT FEE WILL BE CALCULATED UPON RECEIPT OF THIS APPLICATION AND SUPPORTING DOCUMENTS, AS PER SCHEDULE "B" OF THE CORPORATION OF THE **VILLAGE OF BURNS LAKE** BUILDING BYLAW NO. 836, 2004.