

**THIS IS NOT A BUILDING PERMIT**

**BUILDING PERMIT APPLICATION FORM**

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



Permit fee will be calculated upon receipt of this application and supporting documents, as per the current Corporation of the Village of Burns Lake Fees and Charges Bylaw.

# **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:.....

Construction Value \$..... Permit Fee \$.....

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?.....

Proposed ventilation system (i.e. HRV, ERV):.....

Total number of bedrooms ..... Do you intend to install a basement suite? .....

Contractor:.....

Mailing Address:.....

Postal Code: ..... Phone:..... Fax:.....

Designer: ..... Phone: .....

## **READ THE FOLLOWING CAREFULLY**

- 1) The ***Village*** is not responsible for ensuring correct siting regarding 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, in the form of the Certificate of Title (from within the last 30 days)
  - b) Any covenants, easements, right of ways that are registered on the Certificate of Title.
  - c) A valid **permit** to construct a sewage disposal system for the **building**; or evidence that an Authorized Person has filed plans and specifications pursuant to section 8 of the *B.C. Sewage Regulations*; or details of connection to a community sewage disposal system.
  - d) A **site** Plan, indicating setbacks from property lines, roads, adjacent **buildings**, and bodies of water / watercourses.
  - e) **Building** Plans, drawn to scale, and specifications (as applicable). For example:
    - foundation plan,
    - floor plans of each level, including proposed and / or existing uses of all rooms,
    - exterior elevations, and
    - cross sections showing all structural details and finishes.
  - f) For new residential **construction**, submit completed form from BC Housing “Licensing & Consumer Services”. Call 1-800-407-7757 or visit website at <https://www.bchousing.org/licensing-consumer-services>.
  - g) Schedule “C” Owner’s Undertaking of Building Foundation and Schedule “D” Owner’s Undertaking of Building Siting from Building Bylaw No. 943, 2013.
- 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:
- footing forms (prior to pouring concrete)
  - plumbing rough-in
  - foundation (prior to backfill)
  - soil gas control
  - framing (prior to insulating)
  - heating system rough-in
  - insulation and vapour barrier
  - prior to **occupancy**
- 6) This **building permit** is issued based on 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.

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SIGNATURE OF OWNER OR AUTHORIZED AGENT

PRINT NAME

DATE

PHONE