



# Village of Cumberland

# Standard Building Permit Application

## Property Information

House Number	Road Name
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Legal Description:	Lot:	District Lot:	Block:	Section:	Township:	Land District:	Plan #:
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**OWNER**       Applicant                       Constructor                       Primary Project Contact

Owner Name:	Telephone	Cell
Current Mailing Address:	E-mail	

**AGENT**       Primary Project Contact                       Letter of Authorization

Contact Name	Business License: <input type="checkbox"/> VoC or <input type="checkbox"/> InterCommunity
Contact Address:	
Telephone:	Cell                      E-mail

**CONSTRUCTOR**       Agent/Applicant       Primary Project Contact

Company	Contact Name	Telephone	Cell
Mailing Address	E-mail		

**Please complete the remaining information as applicable to the construction proposed.**

<b>Scope of Work:</b>	<input type="checkbox"/> New	<input type="checkbox"/> Addition/Renovation	<input type="checkbox"/> Repair	<input type="checkbox"/> Demolition/Deconstruction	<input type="checkbox"/> Excavation
	<input type="checkbox"/> Move a Bldg/Structure	<input type="checkbox"/> Change of Occupancy	<input type="checkbox"/> Install New Solid Fuel Appliance	<input type="checkbox"/> Install Manufactured Home	

<b>Describe Project:</b> (i.e. construct a new home, repair a detached garage, etc.)	<b>Estimated Value of Construction:</b>
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<b>Project Details (metric)</b>	Lot Coverage:	Gross Floor Area:	Height:	Attached Garages and Carports	Raised Decks and Porches
		Main		# of Bays:	Area:
		Addtl Floor			
		Addtl Floor			

<b>Primary Heat Source</b>	<input type="checkbox"/> Electric Forced Air <input type="checkbox"/> Electric Baseboard <input type="checkbox"/> Gas Forced Air <input type="checkbox"/> Heat Pump <input type="checkbox"/> Radiant <input type="checkbox"/> Other _____
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<b>Hazardous Materials Reporting:</b>	Age of Building	If pre-1990 attach Hazardous Materials Declaration	Copy Attached? Yes <input type="checkbox"/> No <input type="checkbox"/> To Follow <input type="checkbox"/>
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### Notes to the Builder

1. Once issued and during construction, a copy of the accepted designs, plans, and specifications on the property shall be kept on site and the civic address shall be posted on the property in a visible location.
2. **Damage Security:** Shall be paid to the Village before the Permit is issued. The Owner may apply for a refund of the security paid after Final Inspection has been approved; Municipal infrastructure will be inspected and if found to be in acceptable condition by the Building Official, the security will be returned. This includes damage to roads, sidewalks and catchbasins from mud and concrete washwater.
3. **Expiry:** A Permit shall expire if the work is (i) is not first inspected within six months from the date of issuance of the Permit; (ii) is discontinued for a period of more than six months; (iii) is not completed within 24 months from the date of issuance of the Permit; or (iv) with regards to a relocated building or structure, the required works are not completed within 12 months of issuance of the Permit. A Permit may be extended (i) once; (ii) within 90 days of the date on which the Permit expired; and (iii) for a period of not more than one calendar year.
4. **Street Cleaning:** During construction, the Village may require that the streets adjacent to the site be cleaned every Friday by 3:00pm or as otherwise considered necessary, for the duration of the construction of the works. If the Owner fails to have this done, the Village may arrange for the cleaning to be done and the cost for same will be immediately payable by the Owner to the Village upon presentation of the invoice. Occupancy may be withheld if these amounts are not paid.
5. **Abandoned Application:** A Permit Application is considered "Abandoned" and the Permit Fee forfeited when the earliest of these occurs: 180 days after application date, the Building Inspector is unable to issue due to incompleteness of the submissions; or 90 days after notification to the Owner that the Permit is ready to be issued and the Permit fee paid and it is not picked up.

\_\_\_\_\_  
Owner or Agent Authorized Signature

\_\_\_\_\_  
Application Date

## Office Use Only

Received by	Date Application Received	<b>Fees</b>	<b>Amount Paid</b>
Permit Fees Received by	Date Fees Received	Permit Application:	\$ <input type="checkbox"/> Pd
		Permit:	\$ <input type="checkbox"/> Pd
		Damage Deposit:	\$ <input type="checkbox"/> Pd
		Other Security:	\$ <input type="checkbox"/> Pd
		<b>TOTAL PAYABLE</b>	<b>\$ <input type="checkbox"/> Pd</b>

Folio #		CMHC Class of Work	
PID:		HPO Office #:	
Building Permit No:	<b>B</b>	<b>Additional Information</b>	
Assoc Plumbing Permit No:	<b>P</b>		
Plan Check Dated ( <i>Planner</i> ):		Business License:	VoC <input type="checkbox"/> # _____
Plan Check Approved Dated ( <i>Building Official</i> ):			ICBL <input type="checkbox"/> # _____
<b>Permit Issued Date</b> ( <i>When permit is paid in full</i> ):		Site Profile	<input type="checkbox"/> Req'd <input type="checkbox"/> Not required



## BUILDING PERMIT APPLICATION CHECKLIST

Please be advised that these requirements may be required for a Standard Building (Part 9) as defined by the BC Building Code. Not all of these requirements are applicable to all types of construction. Each Building or Structure is required to have its own Permit.

PO Box 340  
2673 Dunsmuir Avenue  
Cumberland, BC V0R 1S0  
Telephone: 250-336-2291  
Fax: 250-336-2321  
Email: [building@cumberland.ca](mailto:building@cumberland.ca)

### 1. Permit Application

- Complete application form in **full** (see front of this page)       Complete Letter of Authorization if acting on behalf of the Owner

### 2. Plans and Specifications

- Two** sets of plans at a suitable scale of the design prepared by a registered professional and shall include the following information:
- Schedule B** if any registered professional is involved.
- Foundation plan:** Letters of assurance in the form of Schedule B as referred to in the BC Building Code from the registered professional certifying the plan and ensuring field reviews of the completed foundation
- Floor plan(s)** showing: use of rooms; location of all plumbing fixtures; locations, size and swing of doors; location and size of all windows; location of all sectional details, decks, supported roof, porch
- Sectional details** including: cross sections of building taken at sufficient locations to adequately illustrate all structural details; finishes; cross section of stairs, ramps, etc.
- Elevations:** sides, back, and front **showing height** of proposed building or structure

### 3. Site Plan on a separate letter sized sheet which show the following: show all measurements in metric

- |   |   |
|---|---|
| <input type="checkbox"/> Lot dimensions & north arrow;  | <input type="checkbox"/> Location, dimensions, and gradients of driveway access & parking spaces;   |
| <input type="checkbox"/> Distances to all property lines of the proposed building/structure;  | <input type="checkbox"/> Location of all retaining walls over 1.2 metres.   |
| <input type="checkbox"/> Lot coverage of all existing and proposed buildings and structures.  | <input type="checkbox"/> Where the property is served by an site wastewater treatment system, show the location of tank and field   |
| <input type="checkbox"/> <b>Required for Suites, Accessory Buildings and Accessory Dwelling Units:</b> Gross Floor Area (GFA) for the rooms in the existing and proposed rooms. | <input type="checkbox"/> Where the construction is within 30metres of any watercourse (includes wetlands), must show the setbacks from HHWM and flood construction levels |
| <input type="checkbox"/> Any additional specifications as directed by the Building Official   |   |

### 4 BC Energy Step Code Pre-Construction Report

- All new dwellings must include this report. Visit [www.energystepcode.ca](http://www.energystepcode.ca)

### 4. Engineered Truss Layout

- Truss layout, showing point loads or loads over openings, with application shown with the approval of a professional engineer or truss company. As built truss specifications will be required after trusses before Final

### 5. Home Owner Protection Office Documentation

- If required, a completed and notarized Owner Builder Declaration or HPO Registration Form. To obtain the required HPO form contact the HPO office at 1-800-407-7757 or email at [hpo@hpo.bc.ca](mailto:hpo@hpo.bc.ca).

### 6. Hazardous Materials Reporting

- For renovations/additions or demolitions of buildings constructed prior to 1990, a Hazardous Materials Declaration must be included with your building permit application.

### 7. Other Documents required as necessary:

- Where the property is serviced by an on-site wastewater treatment system a "Certification and Registration by Onsite Wastewater Practitioner" is required if the proposed works are for additional wastewater-producing living areas.
- Where the property requires the installation of a new access within 800metres of Hwy 19, a "Permission to Construct, Use and Maintain an Access to a Provincial Highway" is required from the Ministry of Transportation and Infrastructure. The MOTI District office is located at 500 Comox Road, telephone number 250 334-6951.
- Plan of final lot grades and drainage management prepared by a registered professional if grade changed from existing.

### 8. Manufactured Homes

- If the application for a Building Permit is to locate a Manufactured Home (not in a manufactured home park), the application must be accompanied by the installation instructions pertinent to the model being installed. If the commercial installation instructions prepared by the manufacturer are not available, they must be prepared by a professional engineer.

<b>NOTES:</b>	<p>1. <b>A BCLS Survey</b> is required when the foundation/footings have been poured, unless this requirement has been specifically waived by the Building Inspector.</p> <p>2. <b>Inspections:</b> All fees must be paid prior to any inspections being requested. To ensure that your request for inspection can be accommodated, at least 48 hours' notice is recommended.</p>
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<p><b>Typical Building Permit Inspections:</b></p> <table border="0" style="width: 100%;"> <tr><td>1. Footings</td><td>8. Chimney</td></tr> <tr><td>2. Draiintile</td><td>9. Gas Permit</td></tr> <tr><td>3. Framing</td><td>10. Mechanical Ventilation Checklist</td></tr> <tr><td>4. Wall Sheathing</td><td>11. Electrical Permit Approval</td></tr> <tr><td>5. Insulation/Vapour Barrier</td><td>12. Occupancy</td></tr> <tr><td>6. Venting</td><td>13. Final</td></tr> <tr><td>7. Solid Fuel Appliance</td><td></td></tr> </table>	1. Footings	8. Chimney	2. Draiintile	9. Gas Permit	3. Framing	10. Mechanical Ventilation Checklist	4. Wall Sheathing	11. Electrical Permit Approval	5. Insulation/Vapour Barrier	12. Occupancy	6. Venting	13. Final	7. Solid Fuel Appliance		<p><b>Typical Plumbing Inspections:</b></p> <table border="0" style="width: 100%;"> <tr><td>1. Under slab</td></tr> <tr><td>2. Service Connection(s)</td></tr> <tr><td>3. Rough-In</td></tr> <tr><td>4. On-site Drainage</td></tr> <tr><td>5. Final</td></tr> <tr><td>6. Certification of Plumbing Test</td></tr> </table>	1. Under slab	2. Service Connection(s)	3. Rough-In	4. On-site Drainage	5. Final	6. Certification of Plumbing Test
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<p><b>Please note that Building and Plumbing Permits now are separate applications.</b></p>																					