



District of Elkford
 744 Fording Drive PO Box 340 Elkford, B.C. V0B 1H0
 P. 250.865.4000 · F. 250.865.4001 · info@elkford.ca · www.elkford.ca

OFFICE USE ONLY
BP No. _____
Year _____

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT BUILDING PERMIT APPLICATION FORM

SECTION 1 – APPLICANT INFORMATION

Registered Owner(s): _____	Contractor / Agent: _____ Subcontractors: _____
Mailing Address: _____ _____	Mailing Address: _____ _____
Phone: _____ (home) _____ (work) Fax: _____ email: _____	Phone: _____ Fax: _____ email: _____

SECTION 2 – LAND UNDER APPLICATION

Legal Description:

Lot _____ Block _____ Plan _____ District Lot _____
 Extended legal description: _____

 Street Address: _____
 Parcel Identifier Number (PID): _____ Folio Number: _____

SECTION 3 – PURPOSE OF APPLICATION [*check appropriate box(es) - **Bold Fields** are mandatory*]

- To construct** a _____ in accordance with attached plans.
(dwelling unit, garage, shop, accessory buildings, commercial structure, etc.)
Main floor area (sq ft or sq m): _____ **Estimated Cost:** _____
 No. of storeys / Overall Height: _____ No. of plumbing fixtures: _____

- To place a mobile/manufactured home**
 Year: _____ **Size:** _____ No. of bedrooms: _____ MH Reg. # _____
 Overall Height: _____ **Estimated Cost:** _____

- Other**
 Siting Permit Siding Wood Burning Appliance Renovations Plumbing Demolition Moving
 Other: _____ **Size:** _____ Work to be completed by: _____
 Asbestos Control Plan Required (Structure is older than 1990) **Estimated Cost:** _____

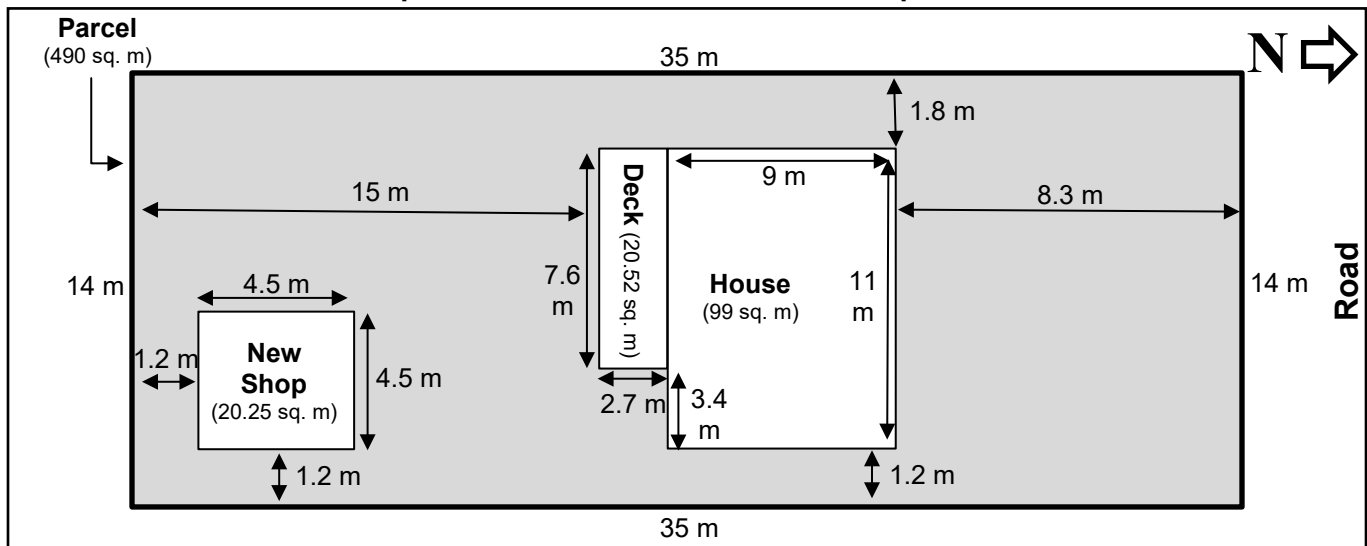
SECTION 4 – ENSURE THE FOLLOWING DOCUMENTS ARE INCLUDED WITH THE APPLICATION

- Application Fee**
- Recent Certificate of Title**
 - Obtainable from the Land Title and Survey Authority of British Columbia website (<http://ltsa.ca>) OR District of Elkford Staff can order a copy for a \$14.00 fee.
- Two (2) sets of construction plans showing:**
 - Dimensions of building
 - Scale
 - Foundation details
 - Floor plans showing
 - Proposed use of each room
 - Elevations
 - Structural & mechanical details
 - Building sections
 - List of all building materials

One set of plans to be returned to you with District of Elkford comments upon the issuance of the permit.
- Homeowner Protection Office** (provide one of the following)
 - Owner/Builder Declaration and Disclosure Notice (completed with seal/signature)
 - HPO Registered form (completed with warranty provider seal/signature)

(For information contact HPO at 1-800-407-7757 or www.hpo.bc.ca)
- Sewage / Septic filing form (if applicable)** (obtained from a certified practitioner/installer)
 - For a list of certified practitioners phone: (604) 585-2788 extension 238 or the ASTTBC website: owrp.asttbc.org
 - If you are doing a new build/placement a water & sewer connection charge may apply to your project
- Plot Plan** – Provide plot plan sketch which includes the following:
 - North Arrow
 - Lot Lines with Metric Dimensions
 - All Existing Buildings on Property including the Square Footage of each structure (if applicable)
 - Location of Proposed Structure with Setbacks indicated from each structure to Each Property Line
 - Access (Roads, Driveways)
 - Distances from & Elevations above Watercourses (creeks, rivers, ponds, lakes)

Example Plot Plan Sketch for Alterations and Improvements



SECTION 5 – DECLARATION AND AUTHORIZATION

If the permit applied for is granted, I / we agree:

- (a) to conform and be bound by the requirements of all relevant statutes, regulations, rules, orders in council and bylaws of the Province of British Columbia and the District of Elkford, including but not limited to, the BC Building Code and the District of Elkford Building Regulation Bylaw.
- (b) neither the issuance of a permit under this Bylaw, the review and acceptance of the design, drawings, plans or specifications, nor inspections made by a Building Department official, shall constitute a representation or warranty that the Building Code or the Bylaw have been complied with or the building, structure or plumbing system meets any standard of materials or workmanship, and no person shall rely on any of those acts as establishing compliance with the Building Code or this Bylaw or any standard of construction.
- (c) Personal information contained on this form is collected under *the Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing the permit application. For questions or additional information, contact the District of Elkford at 250.865.4000.

I / we have read the above agreement, release and indemnify and understand it.

Signature of Applicant(s): Name: _____ Date: _____
(please print clearly)

Signature: _____

Name: _____ Date: _____
(please print clearly)

Signature: _____

If the application is submitted by an Agent, the owner(s) must sign the following statement or provide separate written authorization:

I / we consent to this application filed by the person or company whose name appears as the agent on page 1.

Signature of Owner(s): _____ Date: _____

For Office Use Only:	
Fees: Building	Fees: Engineering & Development Services
Building Permit: \$ _____	Community Water: \$ _____
Plumbing Permit \$ _____	Community Sewer: \$ _____
Other: \$ _____	Other: \$ _____