

# BUILDING PERMIT APPLICATION FORM

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# FORT ST JAMES

## DISTRICT

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DISTRICT OF FORT ST. JAMES  
477 STUART DRIVE WEST  
P.O. BOX 640  
FORT ST. JAMES, B.C. V0J 1P0

PHONE: (250) 996-8233  
FAX: (250) 996-2248

BUILDING INSPECTOR PHONE: 1-800-320-3339  
BUILDING INSPECTOR FAX: 1-250-692-3305

## **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 *District* of Fort St. James Building Bylaw,  
I being the **owner** or acting with the consent of the **owner**, hereby make application to:

Describe Project:.....Estimated Construction Value: \$.....

Registered Owner: .....

Mailing Address: .....

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

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: ..... Fax: .....

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

### **PLEASE READ THE FOLLOWING CAREFULLY**

- 1) Please note that the *District* 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) Evidence that the sanitary drainage system will be connected to a public sanitary sewer, a public combined sewer or a private sewage disposal system in accordance with the *BC Sewerage System Regulation* or *BC Waste Management Act*.
  - 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 or visit website at [www.hpo.bc.ca](http://www.hpo.bc.ca).
- 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)
  - b) foundation (prior to backfill)
  - c) framing (prior to insulating)
  - d) insulation and vapour barrier
  - e) soil gas control
  - f) plumbing rough-in
  - g) heating system rough-in
  - h) prior to **occupancy**
- 6) In consideration of the granting of this **permit**, I/we agree to release and indemnify the **District** of Fort St. James, 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 **District** of Fort St. James Building Bylaw or the British Columbia **Building Code**, including negligence, on the part of the **District** of Fort St. James, its **Council** members, employees and **agents** and I/we agree that the **District** of Fort St. James owes me/us no duty of care in respect to these matters.
- 7) 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 **District** of Fort St. James, 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.
- 8) 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 **District** do not constitute a representation, warranty, assurance or statement that the current edition of the British Columbia **Building Code**, the Building Bylaw of the **District** of Fort St. James or any other applicable enactment, code, regulation or standard has been complied with.
- 9) Where the **District** 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.
- 10) 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 **District** of Fort St. James 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

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DATE

PHONE

**THIS IS NOT A PERMIT**

PERMIT FEE WILL BE CALCULATED UPON RECEIPT OF THIS APPLICATION AND SUPPORTING DOCUMENTS,  
AS PER **DISTRICT OF FORT ST. JAMES** BUILDING BYLAW.

**APPLICANT TO SUBMIT WHITE COPY OF THIS APPLICATION, KEEP COLOURED COPY**