

Legal Description:							
House Number: (If assigned)		Road Name:					
OWNER INFORMATION Primary Contact							
Name(s):							
Mailing Address:		City/Prov:		Postal Code:			
email:		Tel:		Cell:			
AGENT INFORMATION Primary Contact							
Name(s):							
Mailing Address:		City/Prov:		Postal Code:			
email:		Tel:		Cell:			
CONTRACTOR INFORMATION Primary Contact							
Name(s):							Plumber T.Q. #:
Company Name:							
Mailing Address:		City/Prov:		Postal Code:			
email:		Tel:		Cell:			
DOCUMENTS SUPPLIED WITH APPLICATION (Click Building Permit Application Requirements for more information)							
Appointment of Agent form **Must be signed by all owners on title**				YES	<input type="radio"/>	N/A	<input type="radio"/>
Residential builder "BC Housing Registration Form" or Owner Builder "New Home Registration Form" (for new dwellings)				YES	<input type="radio"/>	N/A	<input type="radio"/>
Preliminary Planning Review (askplanning@rdn.bc.ca) or RDN Islands Trust Review Declaration for Gabriola (see RDN website)				YES	<input type="radio"/>	Required	
Property Declaration Form				YES	<input type="radio"/>	Required	
Improvement District Water Service Area Declaration				YES	<input type="radio"/>	N/A	<input type="radio"/>
Site Plan (Show location of proposed structure distanced to lot lines, existing buildings, setbacks, driveway, watercourses)				YES	<input type="radio"/>	Required	
Construction plans/drawings (including engineered drawings, if applicable)				YES	<input type="radio"/>	NO	<input type="radio"/>
BC Building Code Letters of Assurance from registered professionals (Schedules A and/or B)				YES	<input type="radio"/>	NO	<input type="radio"/>
Proof of liability insurance from Professional Engineer(s)				YES	<input type="radio"/>	NO	<input type="radio"/>
Hazardous Materials Declaration Form required for demolitions, additions, alterations, repairs, and moved-on buildings				YES	<input type="radio"/>	NO	<input type="radio"/>
Truss layout				YES	<input type="radio"/>	NO	<input type="radio"/>
Septic Filing or Registered Onsite Wastewater Practitioner's (ROWP) report				YES	<input type="radio"/>	NO	<input type="radio"/>
Pre-construction BC Energy Compliance report - Performance paths for Part 9 Buildings				YES	<input type="radio"/>	NO	<input type="radio"/>
Alternate Solution				YES	<input type="radio"/>	N/A	<input type="radio"/>
Manufacturer's specification sheet (for mobile or modular homes)				YES	<input type="radio"/>	N/A	<input type="radio"/>
Mobile or modular home certification standard and number:		CSA - Z240	<input type="radio"/>	CSA - A277	<input type="radio"/>	CSA No:	

PROPOSED CONSTRUCTION							
Detailed scope of work:							
Value of construction	\$	Building Area:		Number of stories:		Number of bedrooms:	
<input type="radio"/> New		<input type="radio"/> Dwelling		<input type="radio"/> Commercial		<input type="radio"/> Industrial	
<input type="radio"/> Addition		<input type="radio"/> Secondary Suite		<input type="radio"/> Institutional		<input type="radio"/> Multi-Residential	
<input type="radio"/> Renovation		<input type="radio"/> Accessory Dwelling		<input type="radio"/> Other			
<input type="radio"/> Demolition		<input type="radio"/> Manufactured Home					
<input type="radio"/> Moved on Building		<input type="radio"/> Accessory Building					
<input type="radio"/> Plumbing		<input type="radio"/> Fire Suppression System		<input type="radio"/> Other			

CONSTRUCTION DETAILS (must be shown on plans)			
<input type="checkbox"/> Woodstove	<input type="checkbox"/> Electrical fixtures	<input type="checkbox"/> Slab	<input type="checkbox"/> Heating System:
<input type="checkbox"/> Factory fireplace	<input type="checkbox"/> Plumbing fixtures	<input type="checkbox"/> Crawl space	<input type="checkbox"/> Electric Baseboard
<input type="checkbox"/> Masonry fireplace	<input type="checkbox"/> Heating Appliance	<input type="checkbox"/> Finished Basement	<input type="checkbox"/> Heat Pump
<input type="checkbox"/> Gas fireplaces	<input type="checkbox"/> Garage	<input type="checkbox"/> Unfinished Basement	<input type="checkbox"/> Forced Air
<input type="checkbox"/> Gas appliances	<input type="checkbox"/> Carport	<input type="checkbox"/> Other	<input type="checkbox"/> In-floor Radiant
<input type="checkbox"/> Masonry chimney	<input type="checkbox"/> Decks	<input type="checkbox"/> Not applicable	<input type="checkbox"/> None
<input type="checkbox"/> Factory Built chimney	<input type="checkbox"/> Verandahs		
<input type="checkbox"/> Not applicable	<input type="checkbox"/> Retaining Walls		
	<input type="checkbox"/> Not applicable		

SITE INFORMATION	
Has or will blasting be carried out on the subject property?	YES <input type="radio"/> No <input type="radio"/>
Has or will fill been placed on site?	YES <input type="radio"/> No <input type="radio"/>
Distance to North Lot Line (metres):	Distance to South Lot Line (metres):
Distance to East Lot Line (metres):	Distance to West Lot Line (metres):
Building Height:	Building Separation:
Property Contains and/or Adjacent to:	
<input type="checkbox"/> Sea	<input type="checkbox"/> Lake/Pond
<input type="checkbox"/> Ditch	<input type="checkbox"/> Cliff/Bank
<input type="checkbox"/>	<input type="checkbox"/> River/Stream
<input type="checkbox"/>	<input type="checkbox"/> None

Acknowledgement of Responsibility and Undertakings
<p>The undersigned being the owner/agent for the owner of the property herein described hereby makes application for a permit to undertake the work as set forth in this application. I agree to conform to all requirements as may be specified by the Regional District of Nanaimo Building Bylaw and any other applicable Bylaw or Regulation in force in the Regional District of Nanaimo.</p> <p>Neither the issuance of the Permit nor the approval of the drawings and specifications submitted as part of this application, by the Regional District of Nanaimo Building Inspection Department or designates thereof, shall, in any way relieve the applicant from the responsibility of ensuring the construction for which this permit issued, is carried out in conformity with the requirements of the Building Bylaw and any other applicable Bylaws and Regulations, nor prevent the Building Inspector, or his designate from requiring correction of any errors in construction or violation of the Building Bylaw or other applicable Bylaw or Regulations.</p> <p>The issuance of a building or occupancy permit is not a warranty that the building complies in every respect with the Building Code or meets any particular standard of construction, and that the owner is responsible for ensuring that the building for which application is made complies with the Building Code and other applicable enactments.</p> <p>The undersigned owner(s)/authorized agent of the owner makes an application as specified herein and declares that the information submitted in support of the application is true and correct in all respects.</p>

_____	_____	_____
Owner / Agent (Signature)	Print Name	Date

_____	_____	_____
Owner (Signature)	Print Name	Date

_____	_____	_____
Owner (Signature)	Print Name	Date

***All owners must sign this form unless using an Agent.**

Personal information collected on this form is collected for the purposes of processing this building permit application and for administration and enforcement. The personal information is collected under the authority of the *Local Government Act*, the Regional District's Building Bylaw and pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act*.