

# CITY OF GREENWOOD

## APPLICATION FOR BUILDING PERMIT

Boundary Office – Building Official

Regional District of Kootenay Boundary, 2140 Central Avenue, Box 1965, Grand Forks, B.C. V0H 1H0  
Telephone: (250) 442-2708/Fax: (250) 442-2688

DATE: \_\_\_\_\_

This form must be submitted for all new construction, alterations, additions, repairs, demolition, or moving a mobile home or building.

To be completed by applicant:

The undersigned hereby applies for a Building Permit under all applicable bylaws, according to the following specifications and accompanying plans: (Please note reminders on back page)

1. Name of Owner \_\_\_\_\_ Mailing Address \_\_\_\_\_  
Street Address of Project \_\_\_\_\_  
Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ D.L. \_\_\_\_\_
2. Name of Contractor \_\_\_\_\_ Mailing Address \_\_\_\_\_ Phone Number \_\_\_\_\_
3. Name of Architect/Designer \_\_\_\_\_ Mailing Address \_\_\_\_\_ Phone Number: \_\_\_\_\_
4. Year Built \_\_\_\_\_ Purpose of Building \_\_\_\_\_ If dwelling, for how many families \_\_\_\_\_
5. Type of Building: New Building  Mobile Home  Addition  Repair  Demolition  Renovation   
Moving a Building  Accessory Building  Home Occupation or Home-Based Business Use   
Permit Renewal
6. Provide Details of Project \_\_\_\_\_
7. Dimensions of Building: Main floor area \_\_\_\_\_ sq. ft. Front \_\_\_\_\_ Depth \_\_\_\_\_
8. No. of storeys \_\_\_\_\_ Height from average grade to highest point of building \_\_\_\_\_
9. Estimated cost \$ \_\_\_\_\_ (total cost of material and labour, exclusive of land).

In consideration of the granting of this permit, the undersigned: (a) releases the City of Greenwood and those acting on behalf of the City of Greenwood from all claims and expenses which the undersigned may have or incur as a result of the issue of this permit or the enforcement or non-enforcement of the City of Greenwood Bylaws or of the British Columbia Building Code; (b) indemnifies the City of Greenwood from all such claims and expenses which may be made by any other person; and (c) acknowledges that the City of Greenwood owes no duty of care to the undersigned or anyone else in respect of these matters. (d) The personal information you provide on the RDKB document is being collected in accordance with the *Freedom of Information Privacy Act* and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or [foi@rdkb.com](mailto:foi@rdkb.com). **I/We have read the above agreement, release and indemnity and understand it**

Signature of owner or authorized representative: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

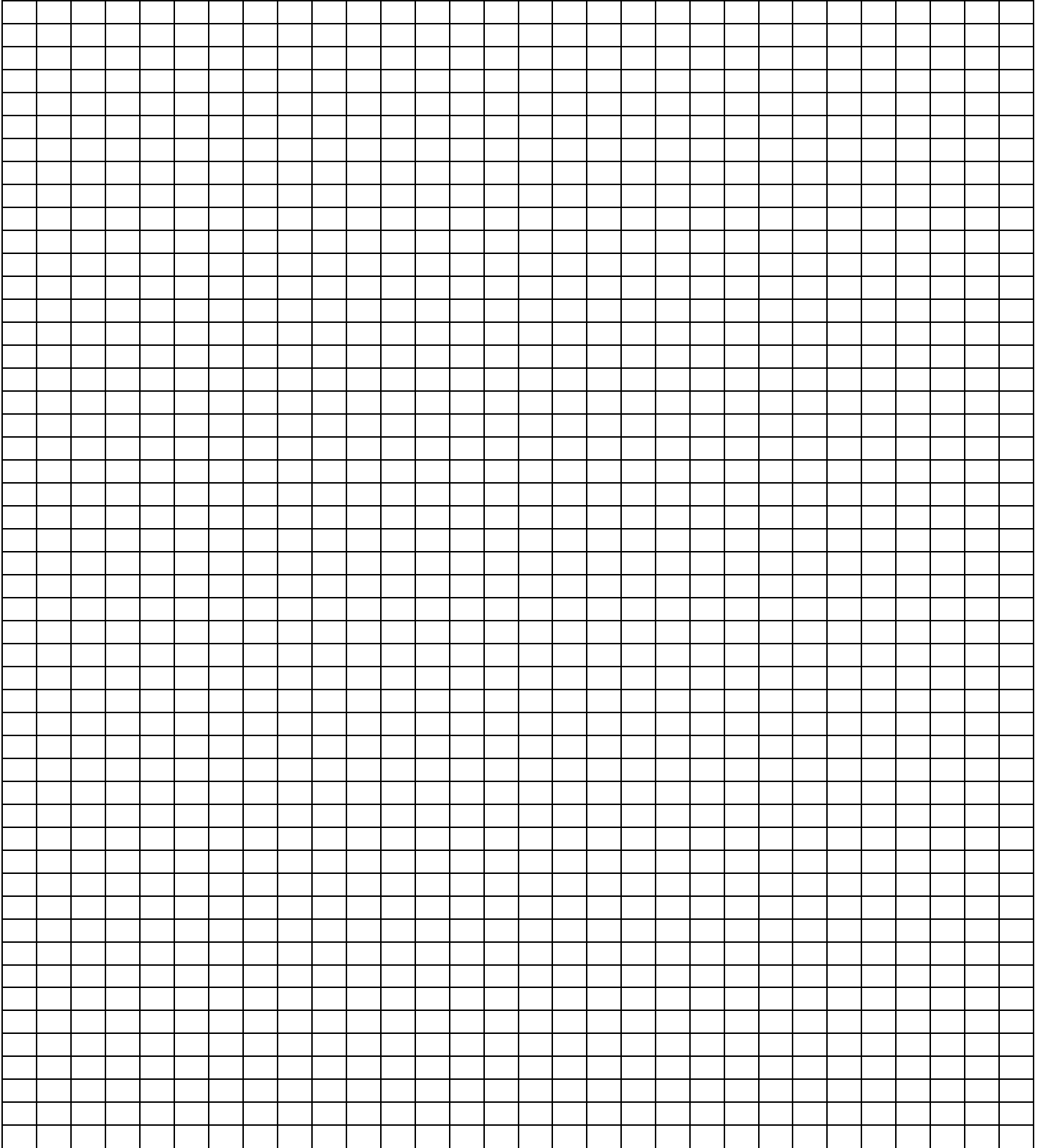
Fax No. \_\_\_\_\_ Cell No. \_\_\_\_\_ Email \_\_\_\_\_

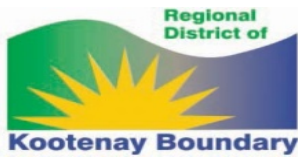
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Coordinating Registered Professional

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## BUILDING SITE PLAN

1. Draw proposed location of home or building on space provided below, and show distances to all PROPERTY LINES. Also, show north arrow.
2. Show location of street access and names of streets.
3. Show location and distances of any water courses.





## HOW TO OBTAIN A BUILDING PERMIT

Complete / Submit the following items (as applicable)

1. Completion of the building permit application form;
2. A site plan drawn to scale, showing the proposed construction, indicating all distances to the property lines, lot dimensions, including all other buildings and water courses on the property;
3. Locate and stake out all property lines (if unable to locate the property pins, you may be required to have the property re-posted or surveyed for a "Certificate of Location");
4. Two sets of construction plans are required, drawn to scale and indicating all measurements. Plans include: foundation plan, basement plan, floor plan, 4-elevation views, cross sectional view, plumbing schematic showing drain, waste and vent piping (sizes and length) and water distribution system (including pipe sizes and valves);
5. Engineering may be required for structural, geotechnical etc. (footings, foundations, framing etc.) as per B.C Building Code and Municipal Bylaws;
6. Engineered truss certificates and truss layout;
7. A "Highway Access Permit" is required if any building is being constructed directly off of a highway. Contact - Ministry of Transportation and Infrastructure in Grand Forks by Telephone: 1 (250) 442-4384 or Nelson by Telephone: 1 (250) 354-6521;
8. A New Home Registration form is required for all new dwellings through Licensing and Consumer Services. Contact by Telephone: 1 (800) 407-7757 or (604) 646-7050 & Fax: 1 (604) 646-7051 & Web: [www.bchousing.org/licensing-consumer-services](http://www.bchousing.org/licensing-consumer-services) & Email: [hlicensinginfo@bchousing.org](mailto:hlicensinginfo@bchousing.org)
9. A "Record of Sewerage System" is required for new construction. Interior Health Authority information by Web: [www.interiorhealth.ca/YourEnvironment/HBE/Pages/Onsite-Sewage-Systems.aspx](http://www.interiorhealth.ca/YourEnvironment/HBE/Pages/Onsite-Sewage-Systems.aspx). When adding bedrooms, the current sewerage system must be adequate. Contact Interior Health Authority Telephone: (250) 364-6200 & Fax: (250) 364-6218;
10. Submit copies of any Covenants, Easements or Right of Ways pertaining to property;
11. Out of province drawings (blue prints) are required to be reviewed by a B.C. Registered Professional Engineer or Architect for compliance with current B.C. Building Code;
12. Electrical and Gas Permits can be obtained from BC Safety Authority by Telephone: 1 (866) 566-7233. Web: [www.safetyauthority.ca/user/register](http://www.safetyauthority.ca/user/register) & [www.safetyauthority.ca/permits-approvals/installation-permits](http://www.safetyauthority.ca/permits-approvals/installation-permits) to set up an account and permit application;
13. **NEW REQUIREMENTS: WorkSafe BC OHS regulation requires an owner, primer contractor or agents acting on behalf of the owner, to inspect the site to determine if there is any asbestos or other hazardous materials on site. A copy of the hazardous materials survey must be on site and control measures must be in place to ensure that these materials are safely contained or removed prior to any inspections. Further information available by Web: [www.worksafebc.com/en/health-safety/industries/construction/initiatives/asbestos-beware](http://www.worksafebc.com/en/health-safety/industries/construction/initiatives/asbestos-beware) and by Telephone: 1 (888) 621-7233**
14. Other information may be required upon review of the application and documentation.