

Village of Gold River Application for a Permit to Construct or Demolish

For office use only	
Date received:	Permit number:
Roll number:	Building Inspector Signature:

I hereby make application under the provisions of the Village of Gold River Building Bylaw for permission to:

A. Project information			
Construction Address		Folio Number	
Project Description		Legal Description of Property:	
Project value est. \$		Area of work (m ²)	
B. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address			
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
C. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address			
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Builder/Designer			
Last name	First name	Corporation or partnership (if applicable)	
Street address			
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
E. Purpose of application			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Plumbing <input type="checkbox"/> Change of Use			
Proposed use of building		Current use of building	
Description of proposed work			

F. Site Information	
Zoning	% Lot Coverage
Front Setback	Side Setback
Rear Setback	Side Setback
G. Attachments (if applicable)	
i. Attach Owner's Acknowledgement of Responsibility. ii. Attach Repair Agreement. iii. Attach current State of Title (or Transfer Papers if recently purchased). iv. Attach proposed building location certificate. v. Attach appropriate number of engineered plans (including sealed professional foundation design by a "Structural Engineer").	
H. Declaration of applicant	
I _____ certify that: <div style="text-align: center; margin-left: 100px;">(print name)</div> <ol style="list-style-type: none"> 1. I agree to conform to all the requirements of the said Bylaws and all other Statutes and bylaws in force in the Village of Gold River, and to indemnify and keep harmless the Village of Gold River against all claims, liabilities, judgements, and costs. 2. I, the undersigned being the owner, or duly authorized agent for the above property, hereby consent to this application. 3. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%; border-top: 1px solid black; text-align: center;">Date</div> <div style="width: 65%; border-top: 1px solid black; text-align: center;">Signature of applicant</div> </div>	

Plans must be filed and approved before building permit will be issued. An Occupancy Permit is required on completion of construction, prior to occupancy.

Permit fees shall be paid by way of cash, cheque or money order, payable to the Village of Gold River. A permit for which a cheque is returned to the Village of Gold River from the applicant's bank will be treated as un-issued and no inspections will be completed until such time as the cheque is certified or replaced with cash or a money order.

I. Building Permit Fee Calculation				
Plan Processing Fee				
Accessory building/structure	\$ 50.00			\$
Two or less self-contained dwelling units	\$ 100.00			
Three or more commercial/industrial	\$ 100.00 plus \$50.00/unit			
Value of Construction: \$				
Building Permit Cost:	Construction \$ Value		Fee	
Project less than \$5,000	\$ 5,000	@	\$ 50.00	=
Project over \$5,000 but less than \$200,000 per \$1000	_____	@	\$ 6.50	=
Project over \$200,000 per \$1,000	_____	@	\$ 7.00	=
Building Permit Fee: \$				
Plumbing Permit Fee:				
Plus: Number of Fixtures	_____	@	\$ 5.00	=
Plumbing Permit Fee: \$				
Other fees/charges:				
				\$
Building Permit Fee:				
				\$
Plumbing Permit Fee:				
				\$
Other fees/charges:				
				\$ _____
Total Permit Cost:				
				\$ _____
Less: Plan Processing Fee				
				\$ _____
Total Due:				
				\$ _____

VILLAGE OF GOLD RIVER

APPLICATION

P.O. Box 610 499 Muchalat Drive
Gold River B.C. V0P 1G0
Telephone: (250) 283-2202; Fax: (250) 283-7500

Building Permit

The Village of Gold River has prepared this package to assist you in understanding the Building Permit and Inspection Process. Legal requirements for these applications are specified in the Local Government Act and various administrative bylaws of the Village of Gold River. This document is for general guidance only and it does not replace bylaws or other legal documents.

The primary purpose for the issuance of a Building Permit is to ensure that all buildings comply with safety, health, and zoning requirements of the Province or Municipality.

A Building Permit must be obtained prior to excavation, erection, enlargement, alteration, removal, fire repair, demolition or installation of any building or structure. Approval to occupy a newly constructed building will not be issued until all inspections have been completed and the work complies with the applicable codes, regulations and bylaws.

Application Process

At the time of application, a staff member conducts a brief review of the documentation submitted to determine if the application is complete and to advise of any additional requirements. If it is determined that a Development Permit, Development Variance Permit or a Board of Variance is required, this process must be completed prior to submission of the Building Permit application. At the time of initiating your application there will be a plan review fee required which will be reimbursed upon issuance of the permit.

Issuance

Once your Building Permit is approved, you will be contacted to pick it up. When you pick up your permit, the fees will have to be paid. The building permit amount is based upon the total construction value of the project. Fees for service connections, damage deposits, development cost charges, or other applicable fees are also paid at this time.

Inspections

As the construction project proceeds through the various stages, inspections are conducted by the Building Inspector. The owner, or the owner's representative, shall give at least 72 hours notice to the Village when requesting an inspection and shall obtain an inspection and receive a Building Official's acceptance of the following aspects of the work prior to concealing them:

1. service connections
2. installation of perimeter drain tiles and damp-proofing, prior to backfilling;

3. rough in of factory built chimneys and fireplaces and solid fuel burning appliances;
4. the framing and sheathing;
5. duct work, roughed-in plumbing or gas venting;
6. insulation and vapor barrier;
7. when the building or structure is substantially complete and ready for occupancy, but before occupancy takes place of the whole or part of the building or structure.

Occupancy and Final Approval

Once the project is complete, the Building Inspector will issue an approval for occupancy and then final approval. Final approval is conditional on all items being completed. Once final approval has been granted any applicable deposits will be refunded.

Step 1 – Acquire all information required for application

NEW RESIDENTIAL CONSTRUCTION

1. Village **Owner's Acknowledgement of Responsibility** Form (See attached)
2. Village **Repair Agreement**(See attached)
3. Current State of Title - BC Access Centre(Transfer Papers if recently purchased)
4. Proposed Building Location Certificate - prepared by B.C. Land Surveyor, showing proposed structure
*****A B.C. Land Surveyors Building Location Certificate is required prior to commencement of framing**
5. 2 Sets of Engineered Plans- including sealed professional foundation design by a "Structural Engineer"
(include copy of Engineer's insurance)
6. Homeowner Protection Office Forms (information available at our office or call 1-800-407-7757)

RENOVATION/ADDITION

1. Village **Owner's Acknowledgement of Responsibility** Form(See attached)
2. Village **Repair Agreement**(See attached)
3. Current State of Title - BC Access Centre(Transfer Papers if recently purchased)
4. Proposed Building Location Certificate - prepared by B.C. Land Surveyor, showing proposed structure
*****A B.C. Land Surveyors Building Location Certificate is required prior to commencement of framing**
5. 2 Sets of Engineered Plans- including sealed professional foundation design by a "Structural Engineer"
(include copy of Engineer's insurance)

NEW COMMERCIAL

1. Village **Owner's Acknowledgement of Responsibility** Form(See attached)
2. Village **Repair Agreement**(See attached)
3. Current State of Title-BC Access Centre(Transfer Papers if recently purchased)
4. Proposed Building Location Certificate - prepared by B.C. Land Surveyor, showing proposed structure
*****A B.C. Land Surveyors Building Location Certificate is required prior to commencement of framing**
5. 2 Sets of Engineered Plans- including sealed professional foundation design by a "Structural Engineer"
(include copy of Engineer's insurance)

LEASEHOLD IMPROVEMENTS

1. Village **Owner's Acknowledgement of Responsibility** Form(See attached)
2. Village **Repair Agreement**(See attached)
3. Current State of Title-BC Access Centre(Transfer Papers if recently purchased)
4. Proposed Building Location Certificate - prepared by B.C. Land Surveyor, showing proposed structure
*****A B.C. Land Surveyors Building Location Certificate is required prior to commencement of framing**
5. 2 Sets of Plans- may require sealed professional foundation design by a "Structural Engineer" (include copy of Engineer's insurance)

DEMOLITION

1. Village **Owner's Acknowledgement of Responsibility** Form (See attached)
2. Village **Repair Agreement**(See attached)
3. Current State of Title-BC Access Centre(Transfer Papers if recently purchased)

**OWNER'S ACKNOWLEDGEMENT
OF RESPONSIBILITY**

Address of Project: _____

I, _____
(Please Print Name)

solemnly declare that I am the registered owner of the real property legally described as

(Please Print Legal Description)

and that I am registered as such in the Land Registry Office.

I hereby provide authorization for _____
(Please Print Name)
to apply for a building permit on the above described property.

As the owner or duly authorized agent I acknowledge that Village of Gold River Building Bylaw No. 651 (the 'Building Bylaw'), notwithstanding any other provision therein, has been enacted for the purpose of regulating construction within the Village in the general public interest. **The activities undertaken by or on behalf of the Village pursuant to the *Building Bylaw* are for the sole purpose of providing a limited and interim spot-checking function for reason of health, safety and the protection of persons and property.**

It is not contemplated nor intended, nor does the purpose of this Bylaw extend:

- to the protection or indemnification of owners, owner/builders, constructors or future owners from economic loss;
- to the assumption by the Village or a Building Official of any responsibility for ensuring the compliance by any owner, his or her representatives or any employees, constructors or designers retained by him or her, with the Building Code, the requirements of the *Building Bylaw* or other applicable enactments respecting safety;
- to providing any person a warranty of design or workmanship with respect to any building or structure for which a building permit or occupancy permit is issued under the *Building Bylaw*;
- to providing a warranty or assurance that construction undertaken pursuant to building permits issued by the Village is free from latent, or any defects.
- to providing to any person a warranty that construction is in compliance with the Building Code, the *Building Bylaw* or any other enactment with respect to a building or structure for which a building permit or occupancy permit is issued under the *Building Bylaw*.

I acknowledge that:

- neither the issuance of a permit under the *Building Bylaw*, the review and acceptance of the design, drawings, plans or specifications, nor inspections made by a Building Official, shall constitute a representation or warranty that the Building Code or the *Building Bylaw* have been complied with or that the building or structure meets any standard of materials or workmanship.
- neither the issuance of a permit under the *Building Bylaw*, the review or acceptance of the design, drawings, plans or specifications nor any inspection made by a Building Official is not an assurance,

representation, warranty or statement of establishing compliance with the Building Code or this Bylaw or any standard of construction, materials or workmanship.

- I will not rely on the issuance of a permit under the *Building Bylaw*, the review or acceptance of the design, drawings, plans or specifications, or any inspection made by a Building Official as establishing compliance with the Building Code or this Bylaw or any standard of construction, materials or workmanship.
- Where the Village requires that a professional architect or engineer certify that the plans submitted in respect of this application comply with the British Columbia Building Code or other enactment, the Village will rely on that certification in issuing a building permit and occupancy permit.

I commit that I will:

- ensure that all construction complies with the Building Code, the *Building Bylaw* and other applicable enactments respecting safety;
- post and maintain the permit in a conspicuous place on the property in respect of which the permit was issued;
- keep a copy of the accepted designs, plans and specifications on the property during the course of construction;
- post the civic address on the property in a location visible from any adjoining streets;
- ensure any building is located properly in regards to all setbacks; and
- ensure that any geotechnical site issues are adequately addressed to ensure a proper foundation and that appropriate reports are obtained from a qualified registered professional and that copies of such reports are provided to the Village of Gold River.

Signature of Owner: _____

Signature of Agent: _____

Mailing Address: _____

Mailing Address: _____

Phone No: _____

Phone No: _____

Date Signed: _____

HOMEOWNERS AND BUILDING CONTRACTORS DAMAGE TO VILLAGE INFRASTRUCTURE

VILLAGE OF GOLD RIVER REPAIR AGREEMENT

Home owners and Builders are responsible for ensuring that Village infrastructure is not damaged during construction. This includes but is not limited to damage to curbs, sidewalk, water valve risers, and cleanouts. It also includes actively protecting the storm drain system from deleterious materials.

It would be advisable to inspect your property, the adjacent public boulevard and the down stream catch basins for damage prior to taking control of the property or prior to taking out a building permit. In the event you find a problem you should document it and inform the Village of Gold River immediately. Any damage found by Village forces after commencement will be deemed to be your responsibility.

You will be responsible for actively protecting the Municipal Infrastructure, including but not limited to placing protective materials and barriers around Municipal Infrastructure and using sediment control.

Should damage occur, contact the Village Office immediately at 250-283-2202.

Note: Any construction or maintenance on Village Land requires that a "Permit to Work on Village Lands" be issued by the Village of Gold River.

Damage to individual utilities such as BC Hydro, Telus, or Conuma Cable should be reported immediately to the respective utility company as well as the Village of Gold River.

I _____ the duly authorized signatory for the person or company
(Please Print)

applying for a building permit have inspected all visible municipal works and services (curb, sidewalk, street lighting, water valve risers, sewer service caps etc.) on the property at _____ and do acknowledge that there are no damages to said municipal property. I understand that damages incurred during construction and reported by employees of the municipality will be my responsibility and approved repairs will be undertaken by me at my expense prior to a final inspection being issued.

Signature of Owner/Agent: _____

Mailing Address: _____

Date Signed: _____

Step 2 – Submit the Completed Application Package

Attend the Village of Gold River Office with required information.

Staff will review application requirements and a plan review fee will be required at that time.

Step 3 – Building Inspector Review

Building Inspector will review application package and advise applicant when permit is ready for issuing.

Fee Schedule for Building Permits

VILLAGE OF GOLD RIVER

Bylaw No. 651, 2005

Schedule "A" – Permit Fees

All Construction

Prior to issuing a permit, a Building Inspector may require an applicant to provide the municipality with an appraisal of the value of the proposed construction, at the applicant's expense. In such case, the building permit fee must be based on the appraised value of the construction in accordance with the following:

Value of Construction	Fee
Not exceeding \$5,000.00	\$50.00
Over \$5,000.00 but less than \$200,000.00	\$50.00 for the first \$5,000.00 plus \$6.50 for each additional \$1,000.00
Over \$200,000.00	\$7.00 per \$1,000.00

Other

Application Fee	Fee
Plan Processing Fee	
Accessory building/structure	\$50.00
Two or less self-contained dwelling units	\$100.00
Three or more commercial/industrial	\$100.00 plus \$50.00/unit
Demolition	
Less than 1000 sq. ft. in floor area	\$65.00
Greater than 1000 sq. ft. in floor area	\$65.00 plus \$30.00/1000 sq. ft (or part thereof)
Permit to move a building	\$100.00 plus \$6.50/\$1000.00 of value to rehabilitate the building at the new location
Construction without a valid permit	Double Fee
Re-inspection	\$50.00
Building file review	\$50.00
Building Permit Refund (if no inspection done)	70% of Permit Fee (excluding Plan Processing Fee)
Confirmation of building permit(s), occupancy permit, inspections, siting and/or zoning information	\$50.00
Chimney and woodstove/pellet stove/fireplace insert inspection fee	\$100.00
<i>To remove a Notice on Title, Section 57 of the Community Charter – payable in advance</i>	\$500.00

Plumbing	Fee
Plumbing Permit	\$50.00 plus \$5.00 per fixture
Inspection of connection to, or alteration of, sanitary sewer, storm sewer or water line	\$30.00
Construction without a valid permit	Double Fee
Callback inspection	\$50.00

Method of Payment

Permit fees shall be paid by way of cash, cheque or money order, payable to the Village of Gold River.

A permit for which a cheque is returned to the Village of Gold River from the applicant's bank will be treated as un-issued and no inspections will be completed until such time as the cheque is certified or replaced with cash or a money order.

NOTICE TO ALL BUILDERS

October 31, 2005

Please submit:

- 1. Mechanical Ventilation Checklist
(Prior to Insulation Vapour Barrier
Inspection)**
- 2. BC Land Surveyor's Building Location
Certificate
(Prior to commencement of framing)**

Please note:

- 1. No Inspections for Insulation/Vapor
Barrier unless all exterior siding is
complete.**