



District of Vanderhoof

Incorporated 1926

P.O. Box 900, Vanderhoof, British Columbia V0J 3A0 CANADA

Phone: (250) 567-4711

Fax: (250) 567-9169

www.vanderhoof.ca

BUILDING PERMIT APPLICATION FORM

PLEASE ENSURE YOU OBTAIN INFORMATION PACKAGES FOR THE FOLLOWING DEVELOPMENTS

(AVAILABLE THROUGH **THE DISTRICT OF VANDERHOOF** BUILDING INSPECTION DEPARTMENT)

ALSO FOR MORE INFORMATION, VISIT OUR WEBSITE AT: WWW.VANDERHOOF.CA

OR EMAIL US AT: CLERK@DISTRICT.VANDERHOOF.CA

-
- 1) NEW RESIDENTIAL CONSTRUCTION (INCLUDES SINGLE-FAMILY, DUPLEX, AND SEASONAL DWELLINGS - DOES NOT INCLUDE PRE-MANUFACTURED HOMES OR APARTMENTS)
 - 2) PRE-MANUFACTURED HOMES (MOBILES, MODULARS)
 - 3) RESIDENTIAL ACCESSORY BUILDINGS (SHOPS, GARAGES, STORAGE STRUCTURES)
 - 4) WOOD BURNING APPLIANCES (WOOD STOVES AND FURNACES, PELLET STOVES AND FURNACES, NEW CHIMNEY INSTALLATIONS)



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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 Vanderhoof Building Bylaw No. 965, 2004, I, being the **owner** or acting with the consent of the **owner**, hereby make application to:

Describe Project:

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) Sewage disposal **permit**, obtained from the local Health Unit office (for new plumbing not on a municipal system, or new bedroom additions).
 - 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.
- 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) | e) plumbing rough-in |
| b) foundation (prior to backfill) | f) heating system rough-in |
| c) framing (prior to insulating) | g) prior to occupancy |
| d) insulation and vapour barrier | |
- 6) This **building permit** is issued on the basis of the “**Permit to Construct a Sewage Disposal System**” issued by the Ministry of Health. Any **owner** who commences any **construction**, including **construction** of the sewage disposal system, before the expiry of the 30 day appeal period or the conclusion of any appeal to the Environment Appeal Board in respect to the issuance of the sewage disposal **permit** does so at the **owner’s** own risk, including the risk of not being able to occupy the **building**. The **owner** is solely responsible for determining whether the sewage disposal **permit** is revoked or altered and the **District** will not be responsible to verify the existence or the status of any appeals. The **District** accepts no responsibility for any damages or losses incurred due to an **owner’s** failure to verify whether an appeal is taken and if so, whether it is allowed. If the sewage disposal **permit** should be revoked or altered so that the **building** authorized by this **building permit** must be changed, then an amendment to the **building permit** will be required.
- 7) In consideration of the granting of this **permit**, I/we agree to release and indemnify the **District** of Vanderhoof, 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 Vanderhoof Building Bylaw or the British Columbia **Building Code**, including negligence, on the part of the **District** of Vanderhoof, its **Council** member, employees and **agents** and I/we agree that the **District** of Vanderhoof owes me/us no duty of care in respect to these matters.
- 8) 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 Vanderhoof, 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.
- 9) 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 Vanderhoof or any other applicable enactment, code, regulation or standard has been complied with.
- 10) 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.
- 11) 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 Vanderhoof 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.

SIGNATURE OF OWNER OR AUTHORIZED AGENT

PRINT NAME

DATE

PHONE

THIS IS NOT A PERMIT

*PERMIT FEE WILL BE CALCULATED UPON RECEIPT OF THIS APPLICATION AND SUPPORTING DOCUMENTS,
AS PER SCHEDULE “B” OF THE **DISTRICT OF VANDERHOOF** BUILDING BYLAW NO. 965, 2004.*

APPLICANT TO SUBMIT ONE COPY OF THIS APPLICATION / RETAIN ONE COPY FOR YOUR RECORDS

DISTRICT OF VANDERHOOF
BUILDING BYLAW NO. 965, 2004

SCHEDULE "A"

Map – Area of Bylaw Application

DISTRICT OF VANDERHOOF
BUILDING BYLAW NO. 965, 2004

SCHEDULE “B”

PERMIT FEES

The following fees shall be paid by applicants to the *District of Vanderhoof* for a *permit* under this bylaw:

Category		Fee Calculation
a	Commercial, Industrial and Institutional	0.6% of construction value (\$6.00 per \$1,000.00)
b	Residential (including dwellings, garages, carports, patios)	0.6% of construction value (\$6.00 per \$1,000.00)
c	Manufactured Home (single wide)	\$100.00
d	Manufactured Home (double-wide)	\$200.00
e	Wood Burning Appliance and Chimney (new installations only)	\$75.00
f	Move a Building	0.6% of construction value (\$6.00 per \$1,000.00)
g	Demolition of Buildings and Structures	0.6% of construction value (\$6.00 per \$1,000.00)
h	Other inspections (including minor alterations, additions, repairs)	0.6% of construction value (\$6.00 per \$1,000.00)
i	Change of Occupancy	\$100.00 plus 0.6% of construction value
j	Cancellation of Note Against Land Title, Pursuant to Section 58 of the <i>Community Charter</i>	\$200.00
k.	Minimum Permit Fee	\$50.00

DISTRICT OF VANDERHOOF

BUILDING BYLAW NO. 965, 2004

SCHEDULE "C"

CLIMATIC DATA

The following snow/rain values are to be used when calculating roof design live loads (applicable for elevations less than 800 m above sea level):

LOCATION	GROUND SNOW LOAD (kPa)	ASSOC. RAIN LOAD (kPa)
Vanderhoof Area	3.1	0.2

DISTRICT OF VANDERHOOF

BUILDING BYLAW NO. 965, 2004

SCHEDULE "D"

OWNER'S UNDERTAKING OF BUILDING FOUNDATION

Property **Owner**: _____

Describe Project: _____

Street Address of Property: _____

Legal Description of Property: _____

Pursuant to Section 10.1.16 of the **District of Vanderhoof** Building Bylaw No. 965, I _____
_____ being the registered **owner** of the above referenced property do hereby
acknowledge and accept responsibility for the design and **construction** of the foundation for the above
referenced project.

Furthermore, I recognize that within the boundaries of the **District of Vanderhoof** there are areas of
"problem soils" and that these are widely distributed as to location. I affirm that it is my responsibility as
owner to identify soil conditions on which the intended **construction** is to be placed and take all action
required to ensure the adequacy of the foundation.

Owner's Information:

Agent for **Owner** Information

Name (print)

Name & Title (print)

Signature

Signature

Mailing Address (print)

Mailing Address (print)

Mailing Address

Mailing Address

Date

Date

Permit # (office use only): _____

DISTRICT OF VANDERHOOF

BUILDING BYLAW NO. 965, 2004

SCHEDULE "E"

CONTAMINATED SITES REGULATION QUESTIONNAIRE

To be completed by those applying for a Demolition *permit*.

Based upon your knowledge of the *site*, have any of the commercial or industrial activities listed in Schedule 2 of the Contaminated Sites Regulation ever occurred on your *site* (see attached).

- YES
- NO

Signature of *Owner* or *Agent*

Date

Contaminated Sites Regulation: Schedule "E"
Industrial and Commercial Purposes and Activities

	COLUMN II Purpose or Activity	
A	Chemical industries and activities <ol style="list-style-type: none"> adhesives manufacturing or wholesale bulk storage chemical manufacturing or wholesale bulk storage explosives or ammunition manufacturing or wholesale bulk storage fire retardant manufacturing or wholesale bulk storage fertilizer manufacturing or wholesale bulk storage ink or dye manufacturing or wholesale bulk storage leather or hides tanning paint, lacquer or varnish manufacturing, formulation, recycling or wholesale bulk storage pharmaceutical products manufacturing plastic products (foam or expanded plastic products) manufacturing textile dyeing pesticide manufacturing, formulation or wholesale bulk storage resin or plastic monomer manufacturing, formulation or wholesale bulk storage 	<ol style="list-style-type: none"> petroleum or natural gas drilling petroleum or natural gas production facilities natural gas processing petroleum coke manufacture, wholesale bulk storage or shipping petroleum product dispensing facilities, including service stations and cardlots petroleum, natural gas or sulphur pipeline rights of way excluding rights of way for pipelines used to distribute natural gas to consumers in a community petroleum or natural gas product or produced water storage in above ground or underground tanks petroleum product wholesale bulk storage or distribution petroleum refining wholesale bulk storage or shipping solvent manufacturing or wholesale bulk storage sulphur handling, processing or wholesale bulk storage and distribution
B	Electrical equipment industries and activities <ol style="list-style-type: none"> battery (lead acid or other) manufacturing or wholesale bulk storage communications stations using or storing equipment that contains PCB's electrical equipment manufacturing, refurbishing or wholesale bulk storage electrical transmission or distribution substations electronic equipment manufacturing welding or machine shops (repair or fabrication) 	G Transportation industries, operations and related activities <ol style="list-style-type: none"> aircraft maintenance, cleaning or salvage automotive, truck, bus, subway or other motor vehicle repair, salvage or wrecking bulk commodity storage or shipping (e.g. coal) dry docks, ship building or boat repair marine equipment salvage rail car or locomotive maintenance, cleaning, salvage or related uses including railyards truck, rail or marine bulk freight handling
C	Metal smelting, processing or finishing industries and activities <ol style="list-style-type: none"> foundries or scrap metal smelting galvanizing metal plating or finishing metal salvage operations nonferrous metal smelting or refining welding or machine shops (repair or fabrication) 	H Waste disposal and recycling operations and activities <ol style="list-style-type: none"> antifreeze bulk storage or recycling barrel, drum or tank reconditioning or salvage battery (lead acid or other) recycling biomedical waste disposal bulk manure stockpiling and high rate land application or disposal (nonfarm applications only) construction demolition material landfilling contaminated soil storage, treatment or disposal dredged waste disposal drycleaning waste disposal electrical equipment recycling industrial waste lagoons or impoundments industrial waste storage, recycling or landfilling industrial wood waste (log yard waste, hog fuel) disposal mine tailings waste disposal municipal waste storage, recycling, composting or landfilling organic or petroleum material landspreading (landfarming) sandblasting waste disposal septic tank pumpage storage or disposal sewage lagoons or impoundments special (hazardous) waste storage, treatment or disposal sludge drying or composting street or yard snow removal dumping waste oil reprocessing, recycling or bulk storage wire reclaiming operations
D	Mining, milling or related industries and activities <ol style="list-style-type: none"> asbestos mining, milling, wholesale bulk storage or shipping coal coke manufacture, wholesale bulk storage or shipping coal or lignite mining, milling, wholesale bulk storage or shipping milling reagent manufacture, wholesale bulk storage or shipping nonferrous metal concentrate wholesale bulk storage or shipping nonferrous metal mining or milling 	I Wood, pulp and paper products and related industries and activities <ol style="list-style-type: none"> Particle board manufacturing pulp mill operations pulp and paper manufacturing treated wood storage at the site of treatment veneer or plywood manufacturing wafer board manufacturing wood treatment (antisapstain or preservation) wood treatment chemical manufacturing, wholesale bulk storage
E	Miscellaneous industries, operations or activities <ol style="list-style-type: none"> appliance, equipment or engine repair, reconditioning, cleaning or salvage ash deposit from boilers, incinerators, or other thermal facilities asphalt tar roofing manufacture, wholesale storage and distribution coal gasification (manufactured gas production) medical, chemical, radiological or biological laboratories rifle or pistol firing ranges road salt storage facilities measuring instruments (containing mercury) manufacture, repair on wholesale bulk storage 	
F	Petroleum and natural gas drilling, production, processing, retailing and distribution:	

DISTRICT OF VANDERHOOF
BUILDING BYLAW NO. 965, 2004

SCHEDULE "F"

OWNER'S UNDERTAKING OF BUILDING SITING

Property **Owner**: _____

Describe Project: _____

Street Address of Property: _____

Legal Description of Property: _____

Pursuant to Section 10.1.6 of the ***District of Vanderhoof*** Building Bylaw No. 965,

I _____ being the registered **owner** of the above referenced property do hereby acknowledge and accept responsibility for the siting of the **building** or **structure** for the above referenced project on the property.

Owner's Information:

Agent for Owner Information

Name (print)

Name & Title (print)

Signature

Signature

Mailing Address (print)

Mailing Address (print)

Mailing Address

Mailing Address

Date

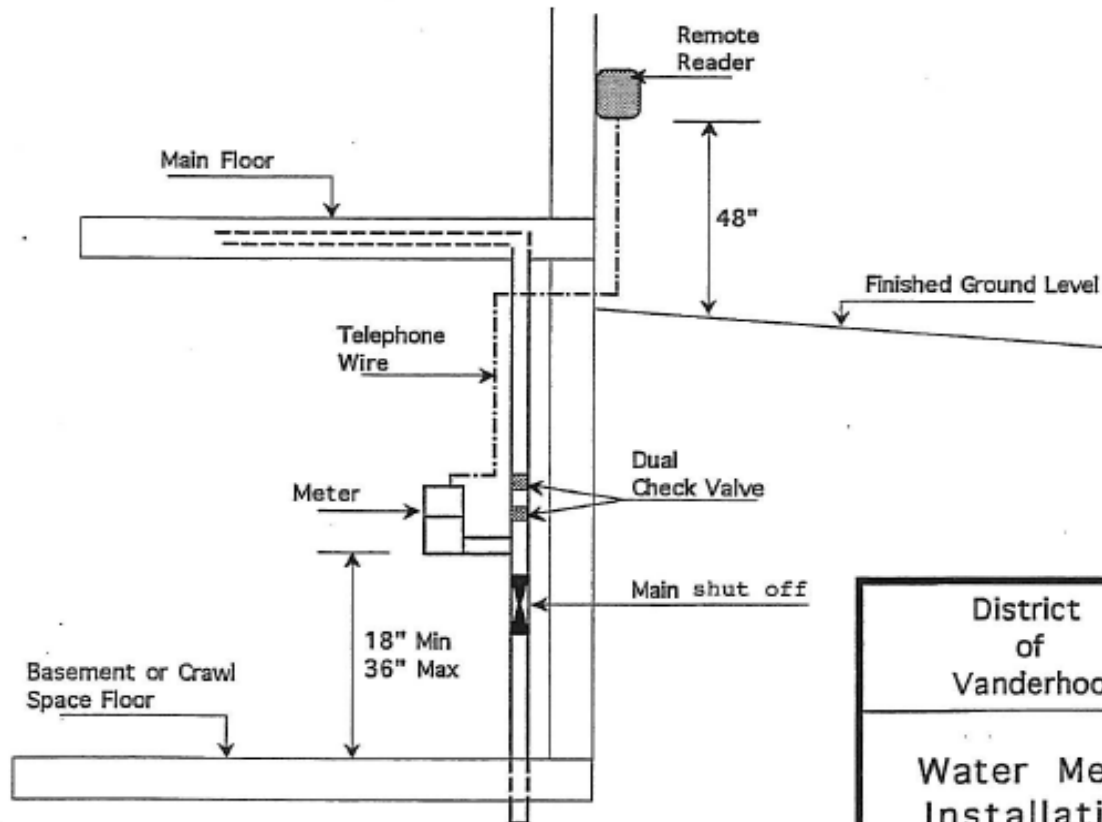
Date

Permit # (office use only): _____

DISTRICT OF VANDERHOOF
BUILDING REGULATION BYLAW NO. 965
SCHEDULE "G"

Issued pursuant to the Building Bylaw of Vanderhoof

1. Meter assembly shall be installed in the upright position.
2. Meter assembly c/w main ^{shut off} and dual check valve to be installed no less than 18" and no greater than 36" above floor.
3. Remote reader shall be installed on the outside of exterior wall at 48" above ground level and within 36" of the gas meter where applicable.
4. Meter shall be connected to the remote reader by a three conductor wire (min. 22 ga).
5. If plastic pipe is used, inlet and outlet pipe must be C.T.S. (copper tube size) and plastic pipe inserts must be used.
6. Use the proper insert for the type of plastic pipe being used when connecting to the water meter assembly. Failure to do so could cause the connections to come apart.
7. Follow the manufacturers directions provided with the meter.
8. The District accepts no responsibility for installations not inspected and approved by the District. Water may not be turned on if installation is not completed in the correct manner.



District of Vanderhoof
Water Meter Installation
Revised March, 1998

DISTRICT of VANDERHOOF

ACCESS PERMIT

Appendix "G"

Issued pursuant to the Building Bylaw of Vanderhoof

Date: _____

Permit No.: _____






Address of Property: _____ Lot #: _____ Plan #: _____
 Owner's Name: _____ Zoning: _____
 Address: _____ Ph. No.: _____ Fax No.: _____

Planned Services (location)

Driveway Location: _____ Sewer Location: _____ Water Location: _____
 Drainage Pattern: _____ Sewer Service Size: _____ Water Meter Required: _____
 Culvert Diameter: _____ Cleanout Required: _____ Water Meter Size: _____
 Entrance Width: _____ Sewage Lagoon: _____ Water Service Size: _____
 Culvert shall be galvanized corrugated steel pipe (CSP) Sewage Septic Field: _____ Drilled Water Well: _____
 All sewer services shall be installed with backflow protection - back pressure valve.

Site Plan
 (for access permit only)

Show:

- North Arrow
- building location 
- drainage pattern 
- driveway location 
- water service 
- sewer service 
- lot dimensions
- name adjoining streets

Comments: _____

All work shall be completed to the satisfaction of the Public Services Superintendent. • The Owner shall notify the District 72 hours prior to construction. • All work shall be carried out in a safe manner for the protection of the public. • Culverts remain the responsibility of the property owner after installation. • This permit may be cancelled at the discretion of the District of Vanderhoof, without recourse, should the permittee fail to comply with all the terms of the permit.

Signatures:
 Permission to construct, use and maintain the said work is hereby granted under the above conditions.

Public Services Superintendent: _____ Date: _____
 Owner: _____ Date: _____