



**Building & Licensing Services**  
45 View Royal Avenue, Victoria, BC V9B 1A6  
Tel. (250) 727-7903 Fax: (250) 727-9551  
<http://www.viewroyal.ca>

# Building Permit Application

## Description of Property

DATE: \_\_\_\_\_ APPLICATION # \_\_\_\_\_

Civic Address \_\_\_\_\_ PID \_\_\_\_\_

Legal Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ Dist \_\_\_\_\_ Plan \_\_\_\_\_

Was this house build prior to 1990? \_\_\_\_\_ yes \_\_\_\_\_ no

## Contacts

### Owner

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Email	

### Applicant – if different from owner)

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Email	

### Architect

Name		Company	
Phone	Cell	Email	

### Contractor

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Email	

Personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the *Local Government Act* and pursuant to *Section 26 of the Freedom of Information and Protection of Privacy Act*. If you have any questions about this collection, contact the Building Department, 45 View Royal Avenue, Victoria, BC, V9B 1A6. Ph. 250-708-2256.

# Building Permit Application

**Building Permit is requested to:** (please check one)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Erect new structure         | <input type="checkbox"/> Add to existing structure  | <input type="checkbox"/> Alter existing structure |
| <input type="checkbox"/> Demolish existing structure | <input type="checkbox"/> Renewal of existing Permit |   |

**Describe current use of building(s):** (please check one)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Single family dwelling          | <input type="checkbox"/> Two family dwelling      | <input type="checkbox"/> Bed & Breakfast |
| <input type="checkbox"/> Single family dwelling w/ suite | <input type="checkbox"/> Multiple family dwelling | <input type="checkbox"/> Commercial      |
| <input type="checkbox"/> Industrial                      | <input type="checkbox"/> Institutional day use    | <input type="checkbox"/> Parks           |
| <input type="checkbox"/> Public/Institutional            | <input type="checkbox"/> Accessory Building       | <input type="checkbox"/> Other           |

**Project Description?** \_\_\_\_\_

**Estimated Cost of Construction?** \_\_\_\_\_

**Number of dwelling units?** \_\_\_\_\_ **Is this application to add a Secondary Suite?**  Yes  No

**Existing floor area?** \_\_\_\_\_ m<sup>2</sup> \_\_\_\_\_ ft<sup>2</sup> **Proposed Additional Floor Area** \_\_\_\_\_ m<sup>2</sup> \_\_\_\_\_ ft<sup>2</sup>

**Servicing Agreement Required?**  Yes  No

**Will the proposed work require tree removal?**  Yes  No

\*if yes, the applicant must contact the Parks Department to see if a Tree Cutting Permit is required.

**Pursuant to Bylaw No. 742, "Building Bylaw", the following information must be provided on, or with the Building Permit Application form.**

- (1) The application shall:
- be made in the form prescribed by the Town of View Royal;
  - be signed by the owner;
  - state the intended use or uses of the building;
  - include **3** paper copies (for complex buildings you must provide **4** paper copies and one digital copy) of the specifications and scale drawings of the building with respect to which the work is to be carried out showing the following in metric units of measurements:

**PLANS MUST CONFORM TO Division C Part 2 Section 2.2.2 OF THE B.C. BUILDING CODE.**

- the dimensions of the land on which the building is, or is to be, situated;
- the dimensions of the building, the position, height and horizontal dimensions;
- dimensions of all buildings on the land referred to in Clause (i);
- the proposed use of each room or floor area; and dimensions of each room;
- a survey of the building site by a registered provincial surveyor, indicating metric geodetic elevations of property at building perimeter, taken prior to any construction;
- the technical information specified in other parts of Bylaw No. 742 required to be included on the drawings relating to those parts;

(vii) such other information as is necessary to illustrate all essential features of the design of the building ie. section views which show natural grade with dimensions and geodetic elevations;

(viii) diagram of building, sewer and storm drain.

(2) Notwithstanding any other provisions of Bylaw No. 742, whenever in the opinion of the Town of View Royal, the proposed work required specialized technical knowledge, it may be required as a condition of the issuance of any permit that all drawings, specifications and plot plans, or any part thereof, be prepared and signed by and the construction carried out under the supervision of an architect or professional engineer.

***\*Please note - before an application can be accepted the following documents must be present at the time of application.***

## **DOCUMENTS REQUIRED FOR EVERY APPLICATION:**

- A completed application form
- A letter of Authorization is required if the applicant is not the property owner.
- 3 Sets of Plans (**in Metric**) meeting the requirements of the current BC Building Code  
\*Complex Buildings require **4 Sets** of plans and 1 electronic copy on CD  
**\*Please note: all building elevations and site drawings must be on View Royal's geodetic elevation.**
- Copy of current Certificate of Title (no older than 30 days) and copies of any title restrictions e.g. restrictive covenants, easements, rights of way
- Secondary Suite application (if a suite is being installed)
- Applicants Acknowledgement Schedule C Signed.
- Application Fee In the form of Cash, Cheque or Debit.

## **ADDITIONAL REQUIREMENTS FOR ADDITIONS & NEW CONSTRUCTION**

- Foundation design prepared by a registered professional, accompanied by Letters of Assurance in the form of a **Schedules B**, Signed by the registered professional. Must be accompanied with a proof of insurance letter.
- BC Land Surveyors Certificate (BCLS) confirming current parcel size, the existing and finished ground levels to an established datum at the corners of the building or structure, location of existing buildings if applicable and any existing easements or rights-of-way
- Schedules Documentation from the Homeowner Protection Office (**required for new dwelling construction only**)
- Copy of **signed** Servicing agreement (generally all complex, multifamily, post subdivided and development permit properties)
- Proof of underground servicing for all utilities (Hydro, Telephone, Cable etc)

**APPLICANT(S) ACKNOWLEDGEMENT:**

- (1) I acknowledge that if I am granted a building permit pursuant to this application that I am responsible for the compliance with the current edition of the British Columbia Building Code, this bylaw 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;
- (2) I acknowledge that neither the issuance of a permit under this bylaw the acceptance nor review of plans, specification drawing or supporting documents, nor inspections made by or on the behalf of the municipality constitute a representation, warranty, assurance or statement that the current edition of the British Columbia Building Code, the Building Bylaw of the Town of View Royal or any other applicable enactment, code, regulation or standard has been complied with;
- (3) Where the Municipality requires that Letters of Assurance be provided by a Registered Professional pursuant to the British Columbia Building Code, the Town of View Royal Building Bylaw and the *Community Charter*, I confirm that I have been advised in writing by the Municipality that it relied exclusively on the letters of assurance of Professional Design and Commitment for Field Review prepared by \_\_\_\_\_ (insert name) in reviewing the plans, drawings, specification and supporting documents submitted with this application for a building permit, further I confirm that I have relied only on the said Registered Professional for the adequacy of plans, drawing specification and supporting documents submitted with this application.
- (4) 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 Municipality pursuant to this application and in respect of the execution of this acknowledgement.
- (5) I confirm that the information submitted with this application is accurate and may be relied upon by the municipality and that I am the registered owner(s) of the property referred to in this application.
- (6) I acknowledge that as per Building Bylaw 742, 2009 the following conditions apply to all building permits;

16.4 Every permit is issued upon the condition that the permit shall expire and the rights of the owner under the permit shall terminate if:

16.4.1 the work authorized by the permit is not commenced within 6 months from the date of issuance of the permit; or

16.4.2 If the work authorized has not received a final inspection within one year of the date of the issuance of the permit, and;

The security deposit shall be forfeited to the municipality if a final inspection is not called for and approved within two years of the issuance of the building permit.

**ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE APPLICATION FORM.**

Signature: Owner \_\_\_\_\_ Date: \_\_\_\_\_

## Registered Professional's Proof of Insurance

(This form need to be completed if you are using and engineer, if so then your engineer will complete this and attach a copy of their valid insurance)

### ATTENTION: Town of View Royal Building Department

RE: Building Permit No. : \_\_\_\_\_

Address: \_\_\_\_\_

Project Description: \_\_\_\_\_

This is to confirm that the undersigned registered professional is insured by a policy of insurance covering liability to third parties for errors and omissions in the provision of professional services in respect of the captioned project, **a certificate for insurance which is attached.**

The undersigned will notify both the Building Official and the owner who has engaged the undersigned to provide professional services in respect of the captioned project, in writing, of any termination of or change in terms of the coverage provided by the policy, immediately upon being informed of or becoming aware of such termination or change.

\_\_\_\_\_

Signature of Registered Professional

\_\_\_\_\_

Print Name