

Building Permit Application

Introduction

The Stz'uminus Lands Department is here to guide you through the construction process and answer any questions you might have.

BC Building Code

All construction must conform to requirements in the BC Building Code, the BC Plumbing Code and the BC Fire Code.

Stz'uminus First Nation Business License

Every person who carries on a business or provides a service of any kind on Stz'uminus First Nation land is required to hold a valid license to do so. A business license must be obtained before commencement of the business or service.

Building Permits

A Building Permit is required for all construction on Oyster Bay. Prior to submitting a formal application, you are advised to discuss the proposal and the fees required with the Stz'uminus Lands Department.

Application Requirements

If the application is found to be incomplete, it will be returned to the applicant.

Required Documents:

See checklists in Form I, Schedule 2.

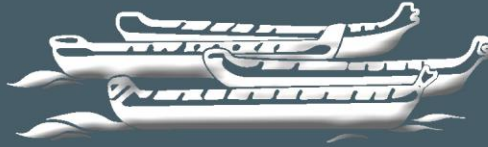
Before completing the Building Permit Application Form please check with the Stz'uminus Lands Manager whether your application requires any additional documents.

Required Fees:

\$0.50 per square foot of gross floor area.

Building Inspections

Please consult with the Lands Manager which of the following inspections are required for your project and to schedule inspections. The inspection is conducted using your copy of the stamped permit plans. The inspector must be able to see the entire building element being inspected. Any elements which are covered before they have passed an inspection will have to be uncovered so they can pass inspection.



Building inspections may include:

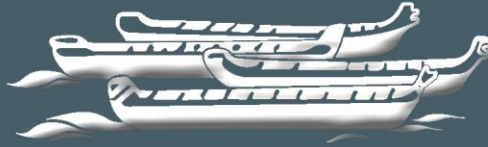
- Footings (at completion of formwork, before pouring concrete)
- Foundations (at completion)
- Structure framing (at completion of structural framing for each storey)
- Fire separations and closures (at completion of framing for wall, floor and shaft fire separations including closures, continuity and fire stopping and before applying interior finishes, spray fireproofing and lay-in tiles to ceilings)
- Insulation and vapour/ air barrier (at completion of insulation & vapour/air barrier and before installation of interior services)
- Fireplaces, gas appliances, and chimneys (at commencement of installation)
- Life safety systems (at completion of rough-in of the safety systems)
- Occupancy
- Final interior inspection (at completion of interior construction, life safety systems and all fire separations and enclosures)
- Final exterior inspections (at completion of grading, exterior finishes, fire routes, parking, hydrants and site amenities)

Plumbing inspections may include:

- Site Meeting (at start of construction)
- Outside storm & sanitary sewers (at completion, before back filling and ready for testing)
- Water service (at completion, before back filling and ready for testing)
- Inside storm & sanitary sewers (at completion, could be partial, ready for testing)
- Rough-in, water supply, drains, waste & vents (at completion and ready for testing)
- Occupancy (at completion of installation of all required fixtures)
- Final inspection (at completion of installation of remaining fixtures)
- Final exterior inspection (at completion of grading, exterior finishes, fire routes, parking, hydrants and site amenities).

Mechanical/Heating ventilation and air conditioning inspections may include:

- Site Meeting (at start of construction)
- Rough-in HVAC/ air extraction (at completion of rough-in, before installation of insulation, fire dampers & equipment)
- Rough-in kitchen system (at completion of rough-in before concealment)
- Occupancy (mechanical systems ready for testing)
- Final inspection (completion of all equipment and/or mechanical systems)
- Final exterior inspection (at completion of grading, exterior finishes, fire routes, parking, hydrants and site amenities)



SCHEDULE 1: BUILDING PERMIT APPLICATION FORM

Office Use Only

File #:	Fees \$:
Date Received:	Receipt #:

Contact Information

Applicant (Agent):	CP Holder (if applicable):
Mailing Address:	Mailing Address:
Phone:	Phone:
Phone (other):	Phone (other):
Email:	Email:

Legal Description of the Property

Lot:	Block:	Plan:	IR 12
Street Address:			

Development Permit # (if applicable) _____

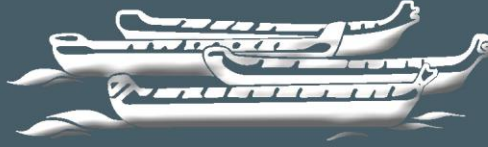
Contractor

Name:
Company:
Business Licence #:
Mailing Address:
Phone:
Phone (other):
Email:

Development Details

Construction

- Type** New Addition Renovation Demolition Sign
- Building Use** Commercial Residential Assisted Living Hotel
- For residential/ assisted living** Single Duplex Townhouse Multi-res



Description of Proposal (attach additional pages if necessary)

Approximate Value of Construction \$ _____
Total Floor Area: _____ square feet

**Building Permit fees are \$0.50 p.s.f. gross floor area.*

I enclose the required fees and documents as required.

Signature of Registered Owners

Signature of Authorized Agent

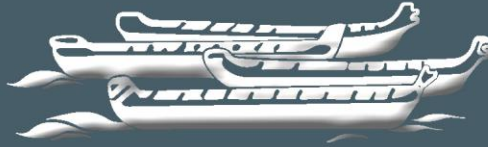
Date

Date

Office Use Only

Checklist:

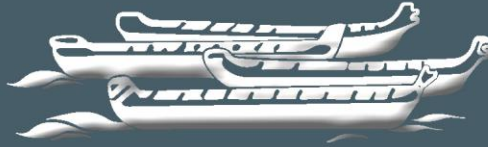
- Completed Building Application Form
- Application complete
- Decision made and communicated to applicant approved denied
- Development Permit



SCHEDULE 2: BUILDING PERMIT APPLICATION CHECKLIST

Required Documents (2 sets as hardcopies, digital):

- Completed Building Application Form (Form I, Schedule 1)
- Building Permit Application Checklist (Form I, Schedule 2)
- Applicant Authorization for Agent (If applicable) (Form I, Schedule 3)
- Site Plan (not required for interior-only renovations)
 - North arrow, scale, date, property address
 - Lot area and dimension, rights of way easements
 - Dimensions & setbacks of proposed & existing buildings & structures and proposes & existing driveways
 - Location & dimensions of all vehicle parking
 - Natural and finished grades of site, at buildings & retaining walls
 - Locate all existing and proposed water lines, wells, septic fields, sanitary sewer and storm drain facilities
 - Locate high water mark, top of bank, natural boundaries, watercourses & riparian area on or within 30 m of property
 - Above ground services. Show location of any heat pumps
 - Storm water management and surface permeability
 - Development Summary calculations & setbacks including Floor Area and Lot Coverage
- Floor Plan
 - Detailed foundation plan with dimensions
 - Uses & dimensions of all floor areas, floor joists, beams & roof, truss layout (if applicable)
 - Fire egress distances; fire suppression walls; fire extinguishers; smoke alarms or other fire suppression
 - Electrical distribution & Lighting Plan
 - Plumbing fixtures, fireplaces, heating systems & ducting layout



- Elevations 2 Building Sections (not required for interior-only renovations)
 - Building finishes and materials
 - For Commercial/Industrial include exterior colours
 - Natural and finished grade & floor(s)
 - Roof Height
 - Roof slopes, finish, chimneys and roof top equipment
 - Exterior finishes and details, windows and doors
 - Spatial separation calculations

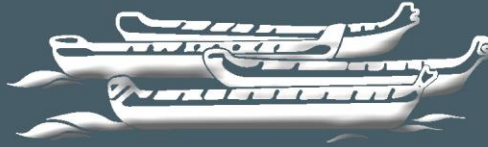
- 2 Building Sections (not required for interior-only renovations)
 - Wall section with details of footing, foundation, slab, exterior wall, rain screen details, insulation, floor assemblies and roof construction
 - Building section with dimensions and geodetic elevations

- Copy of valid Stz'uminus First Nation business licences for builders, contractors and developers;

- BC Building Code, Schedule A – Confirmation of Commitment by Owner and Coordinating Registered Professional
http://www.bccodes.ca/letters-of-assurance.aspx?vid=QPLEGALEZE:bccodes_2012_view

- BC Building Code, Schedule B – Assurance of Professional Design and Commitment for Field Review
http://www.bccodes.ca/letters-of-assurance.aspx?vid=QPLEGALEZE:bccodes_2012_view
A separate letter must be submitted by each registered professional of record.

Before completing the Building Permit Application Form please check with the Stz'uminus Lands Manager whether your application requires any additional documents.



SCHEDULE 3: APPLICANT AUTHORIZATION FOR AGENT

Project: _____

Site Address: _____

Lot: _____ **Plan:** _____

As applicant for works at the above mentioned property, I make application for the works described in the Permit Application.

OR

As owner I authorize _____ to apply on my behalf.

Applicant's Information

Name: _____

Signature: _____

Address: _____

Phone: _____

Email: _____

Applicant's Agent Information

Name: _____

Signature: _____

Address: _____

Phone: _____

Email: _____