



## BUILDING PERMIT/SIGN PERMIT APPLICATION

*Application is hereby made under the provisions of the Bylaws of the Corporation of the Township of Esquimalt*

1. **SITE ADDRESS (civic address):** \_\_\_\_\_
2. **Legal Description:** Lot \_\_\_\_\_ Sub Lot \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ Plan \_\_\_\_\_
3. **Applicant** \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Telephone: Home: \_\_\_\_\_ Business: \_\_\_\_\_ **Email:** \_\_\_\_\_
4. **Architect or Designer:** \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_
5. **Prime Contractor:** \_\_\_\_\_ Phone No. \_\_\_\_\_ **Email:** \_\_\_\_\_  
 Address: \_\_\_\_\_ **Business Licence Type:** \_\_\_\_\_
6. **Details of Project:**  
 \_\_\_\_\_  
 \_\_\_\_\_
7. **Building Permit is requested to: (Please check one of the following):**  
 Erect New Structure    Alter Existing Structure    Add to Existing Structure  
 New Secondary Suite    Legalize existing Secondary [pursuant to Building Code]    Decommission secondary suite  
 Masonry or Metal Chimneys (Single or Multiple Flue)    Permit to Erect Sign
8. **Describe use of building (s) (Please circle one of the following):**  
 Single Family Dwelling    Two Family Dwelling    Bed and Breakfast    Multiple Family Dwelling    Commercial  
 Industrial    Public / Institutional    Institutional Day Use    Accessory Building    Other
9. **Proposed Use of Building (s)** \_\_\_\_\_ **Number of Dwelling Units** \_\_\_\_\_
10. **Value of construction \$** \_\_\_\_\_
11. **Existing Floor Area** \_\_\_\_\_ m<sup>2</sup>      **Proposed Additional Floor Area** \_\_\_\_\_ m<sup>2</sup>
12. **Proposed work will require tree removal? Yes No**  
*If YES, applicant must contact Esquimalt Parks and Recreation Dept. to determine if a Tree Cutting Permit is required.*

**Pursuant to Bylaw No. 2899, "Building Regulation Bylaw", the following information MUST be provided on, or with the Building Permit Application form.**

- (1) Checklist of Requirements:
  - be signed by the owner;
  - State the intended use or uses of the building;
  - Include State of Title Certificate from Land Titles Office and copies of all associated documents [issued within 30 days of application];
  - Survey Certificate showing Geodetic Datum of natural ground at each building corner [proposed & existing]
  - If a building is Strata-titled, a copy of a letter from the Strata Council [or in the case of strata duplexes –letter from other owner.
  - Please call Development Services for number of plan sets required: 250-414-7103**

**PLANS MUST CONFORM TO SEC. 2.3 OF THE B.C. BUILDING CODE.**

- (i) the dimensions of the land on which the building is, or is to be, situated;
- (ii) the dimensions of the building, the position, height, and horizontal dimensions;
- (iii) dimensions of all buildings on the land referred to in Clause (i);
- (iv) the proposed use of each room or floor area; and dimensions of each room;
- (v) a survey of the building site by a registered provincial surveyor, indicating metric geodetic elevations of property at building perimeter, including the proposed basement floor elevation, taken prior to any construction;
- (vi) the technical information specified in other parts of Bylaw 2538 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; i.e., section views which show natural grade with dimensions and geodetic elevations;
- (viii) Diagram of Building Sewer and Storm Drain including pipe size/slope with location and geodetic invert at property line.

- (2) Notwithstanding any other provisions of Bylaw No. 2538, whenever in the opinion of the Township of Esquimalt, 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.

**BUILDING PERMIT/SIGN PERMIT APPLICATION**

- (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 a 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 Township of Esquimalt 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 Township of Esquimalt Building Bylaw, and the *Municipal Act*, 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 of Engineer, if applicable)** 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.

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

**Signature:** Registered Owner \_\_\_\_\_ **Date** \_\_\_\_\_

*Any personal information provided in this application is collected for the purpose of administering the Local Government Act, and the bylaws of the municipality under the Local Government Act, Community Charter and under the authority of those enactments. Questions about the collection of the information may be directed to the Corporate Officer, 1229 Esquimalt Road, Esquimalt, BC V9A 3P1, 250-414-7135*

**Homeowners' Protection Office**

Builders' Licence Number \_\_\_\_\_

Warranty Provided \_\_\_\_\_

New Home Registration Form Received:

Copies Retained:

Owner's Builder Declaration: \_\_\_\_\_

**USE THIS SECTION FOR PROJECTS ON FEDERAL LANDS ONLY**

**PUBLIC WORKS AND GOVERNMENT SERVICES CANADA AND/OR DND**

Approval as to siting and use

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PERSONAL INFORMATION**

The Municipality is subject to and enforces the Freedom of Information and Protection of Privacy Act

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**FOR OFFICE USE ONLY**

Photos taken \_\_\_\_\_ Date: \_\_\_\_\_ [new construction & demolitions]

Date Issued: \_\_\_\_\_

Authorization to Issue BP: Building Official \_\_\_\_\_ Date: \_\_\_\_\_

New Civic Address required: Yes  \_\_\_\_\_ No