



HOW TO OBTAIN A BUILDING PERMIT

Complete/Submit the following items (as applicable)

1. Complete the building permit application form;
2. A site plan drawn to scale, showing the proposed construction, indicating all distances to the property lines, lot dimensions, including other buildings or water courses on the property;
3. Locate and stake out all property lines (if unable to locate the property pins, you may be required to have the property re-posted or surveyed for a "Certificate of Location");
4. Two sets of plans required, drawn to scale and indicating all measurements. Plans to include: site plan, foundation plan, basement plan, floor plan, 4-elevation views, cross section view, plumbing schematic showing drain, waste and vent piping (sizes and length) and water distribution system (including pipe sizes and valves) if applicable;
5. Engineered truss certificates and truss layout;
6. For new construction a "Record of Sewerage System" is required. Contact: Web Site: owrp.asttbc.org or Telephone: 1-604-585-2788. For an addition to a dwelling (i.e. added bedrooms) the existing sewerage system must be adequate. Contact: Interior Health Authority, Telephone: 250-364-6200;
7. A Homeowner Protection Office (HPO) form is required for a new dwelling. Telephone: 1-604-646-7050 or 1-800-407-7757, Fax: 1-604-646-7051 and Email: hpo@hpo.bc.ca;
8. A Highway Access Permit is required if any building is being constructed directly off a highway. Contact: Ministry of Transportation and Infrastructure. Telephone: 1-250-442-4384 and Fax : 1-250-442-4317;
9. Engineering may be required for Geotechnical and Structural, etc. (i.e footings, foundations and or framing);
10. All out of Province drawings (blue prints) are required to be reviewed by a B.C. Registered Professional Engineer or Architect for compliance with the current B.C. Building Code;
11. Other information may be required upon review of the Building Permit Application.

VILLAGE OF FRUITVALE

APPLICATION FOR BUILDING PERMIT

Village of Fruitvale
 1947 Beaver Street, Box 370
 Fruitvale, B.C. V0G 1L0
 Telephone: (250) 367-7551 / Fax: (250) 367-9267

Building Official
 Regional District of Kootenay Boundary
 202 – 843 Rossland Avenue,
 Trail, B.C. V1R 4S8
 Telephone: (250) 368-0222 / Fax: (250) 368-3990

DATE: _____

This form must be submitted for all new construction, alterations, additions, repairs, demolition, or moving a mobile home or building.

To be completed by applicant:

The undersigned hereby applies for a Building Permit under all applicable bylaws, according to the following specifications and accompanying plans: (Please note reminders on back page).

1. Name of Owner _____ Mailing Address _____
 Street Address of Project _____
 Legal Description: Lot _____ Block _____ Plan _____ D.L. _____
2. Name of Contractor _____ Mailing Address _____ Phone Number _____
3. Name of Architect/Designer _____ Mailing Address _____ Phone Number: _____
4. Purpose of Building _____ If dwelling, for how many families _____
5. Type of Building: New Building Mobile Home Addition Repair Demolition Renovation
 Moving a Building Accessory Building Home Occupation or Home-Based Business Use
 Provide Details of Project _____
6. Dimensions of Building: Main floor area _____ sq. ft. Front _____ Depth _____
7. No. of storeys _____ Height from average grade to highest point of building _____
8. Estimated Cost \$ _____ (total cost of material and labour, exclusive of land).

In consideration of the granting of this permit, the undersigned: (a) releases the Village of Fruitvale and those acting on behalf of the Village of Fruitvale from all claims and expenses which the undersigned may have or incur as a result of the issue of this permit or the enforcement or non-enforcement of the Village of Fruitvale Bylaws or of the British Columbia Building Code; (b) indemnifies the Village of Fruitvale from all such claims and expenses which may be made by any other person; and (c) acknowledges that the Village of Fruitvale owes no duty of care to the undersigned or any one else in respect of these matters. When requesting an inspection, the owner or contractor must give 72 hours notice upon completion of the work. I/We have read the above agreement, release and indemnity and understand it.

Signature of owner or authorized representative: _____

Address: _____ Phone No. _____

Fax No. _____ Cell No. _____ Email _____

Coordinating Registered Professional (Architect / Engineer)

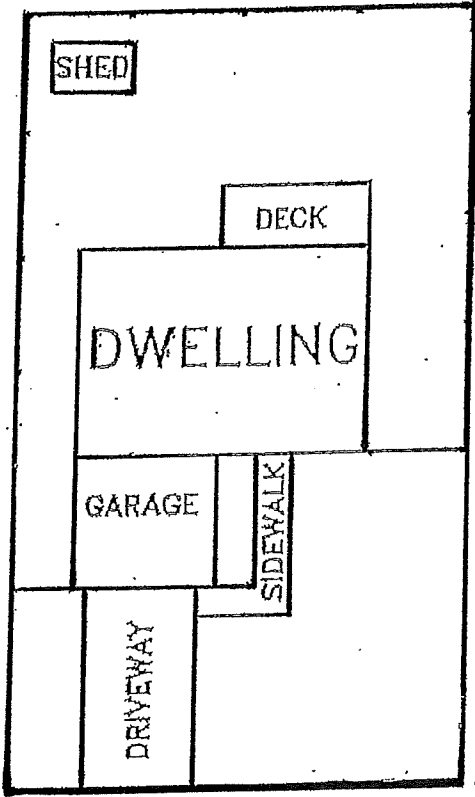
Print Name: _____

Signature: _____

drawn to scale indicating all distances to property lines, lot dimensions, including other buildings / water courses on property

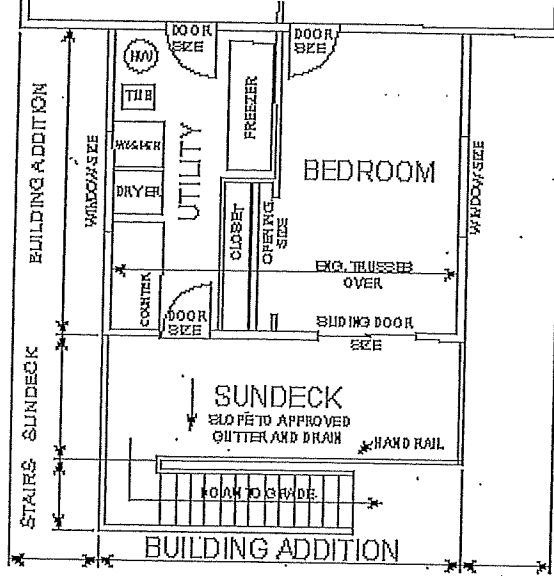
LANE

SPOKANE ST

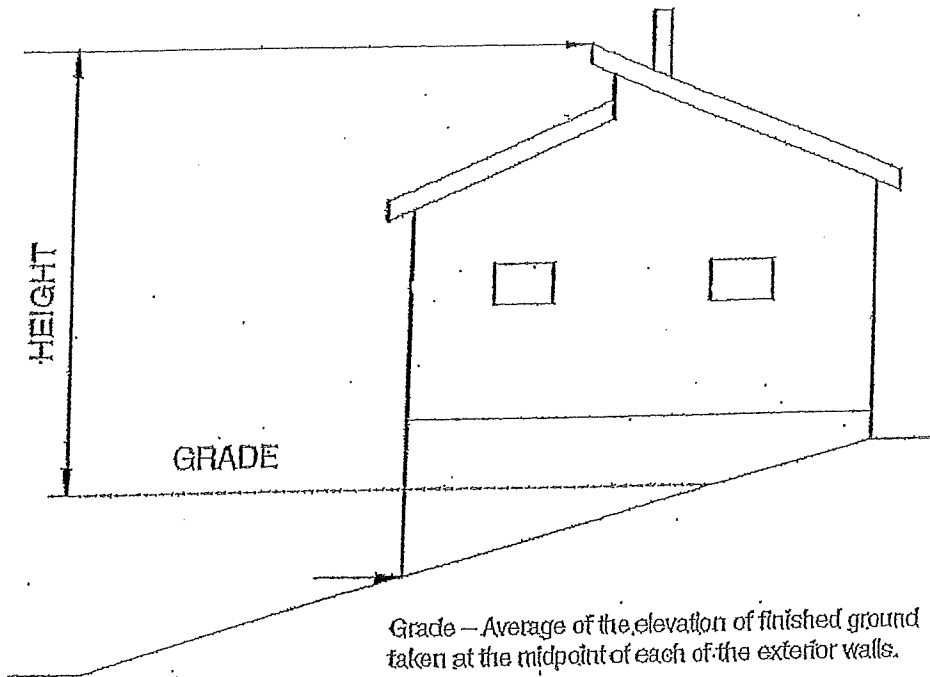


FIRST AVE

EXISTING HOUSE
SHOW ADJOINING ROOMS



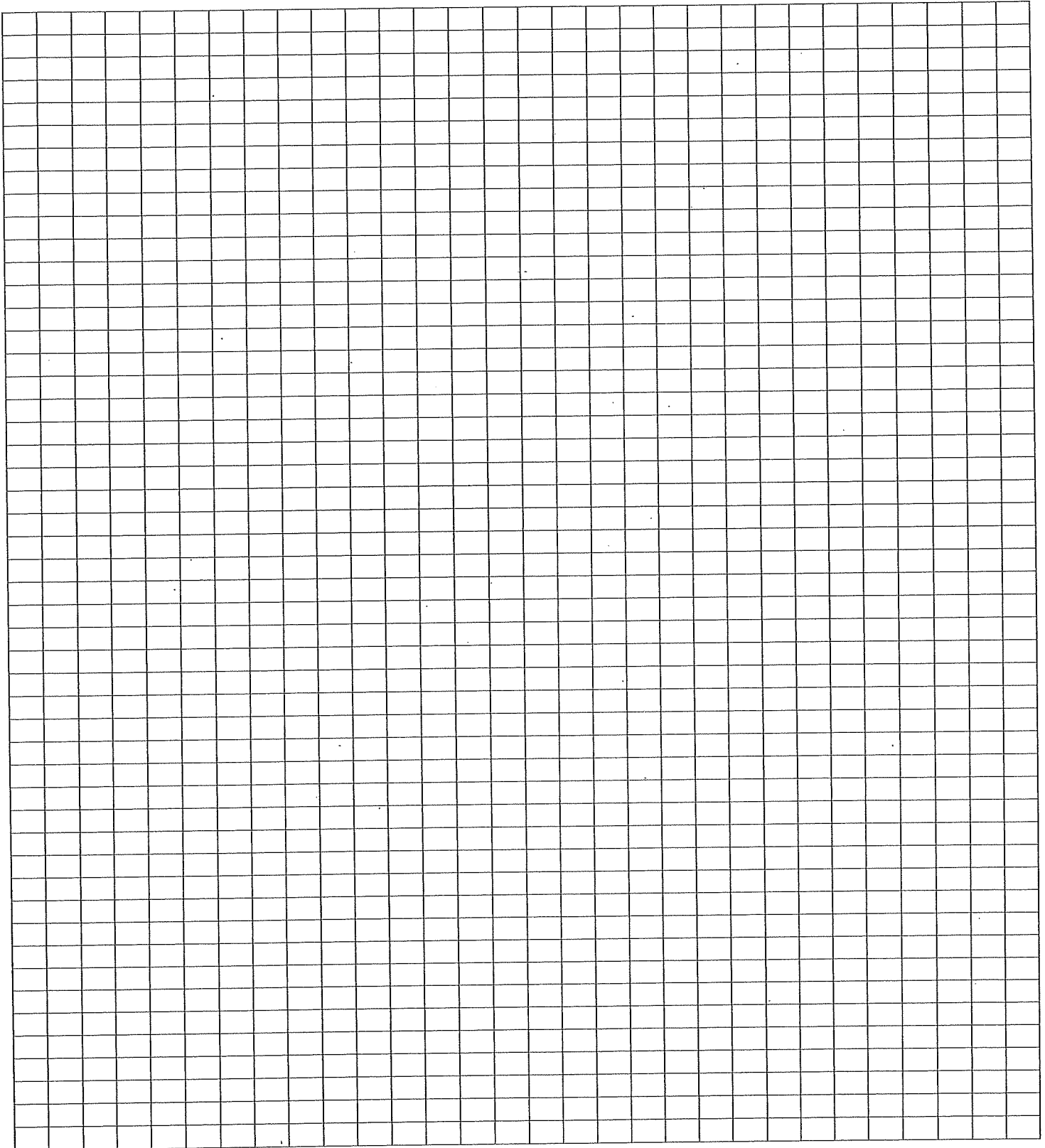
floor plans to scale indicating each room, doors / windows / plumbing etc, BEFORE and AFTER with interior renovations



Grade - Average of the elevation of finished ground taken at the midpoint of each of the exterior walls.

BUILDING SITE PLAN

1. Draw proposed location of home or building on space provided below, and show distances to all PROPERTY LINES. Also, show north arrow.
2. Show location of street access and names of streets.
3. Show location and distances of any water courses.



REMINDERS

1. It is an offense to commence construction without a Building Permit.
2. Submitting this application does not authorize the Owner to commence construction;
3. It is the Owner's responsibility to obtain the Building Permit and notify the Building Inspector when construction is to commence;
4. Before a Building Permit can be issued, it is necessary for the Owner to obtain the written approval of the Interior Health Officer for the system of sewage disposal where such is required and to obtain a Highway Access Permit where such is required.
5. An inspection request with minimum of 72 hours notice as per relevant building bylaw.
6. An Occupancy Permit is required prior to occupancy of a building.

FOR OFFICE USE ONLY

Zoning: _____

Zoning Bylaw Compliance:

- | | | |
|-----------------------------|----|----------------|
| • Present Land use: | OK | NON-CONFORMING |
| • Intended land use | OK | NON-CONFORMING |
| • Siting/Setbacks | OK | NON-CONFORMING |
| • Floodplain | OK | NON-CONFORMING |
| • Height | OK | NON-CONFORMING |
| • Area | OK | NON-CONFORMING |
| • Agricultural Land Reserve | OK | NON-CONFORMING |

Building Bylaw Compliance:

- | | | | |
|-------------------------|-----|----|--------------|
| • Highway Access Permit | YES | NO | NOT REQUIRED |
| • Health Sewage Permit | YES | NO | NOT REQUIRED |
| • Development Permit | YES | NO | NOT REQUIRED |

APPROVALS		RECOMMENDATIONS/COMMENTS	
	SIGNATURE	DATE	
DRIVEWAY			
WATER			
SEWER			
OFFICE			