



TOWN OF SIDNEY

APPLICATION FOR BUILDING PERMIT MULTI-FAMILY, COMMERCIAL & INDUSTRIAL

Date: _____

1. I hereby make application for a (***check applicable box***),

- | <u>Type of Permit</u> | <u>Use of Property</u> |
|---|---|
| <input type="checkbox"/> Building Permit | <input type="checkbox"/> Multi-Family Residential |
| <input type="checkbox"/> Demo/Moving Permit | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Fence Permit | <input type="checkbox"/> Industrial |

For the property described as:

Lot: _____ Block: _____ Range: _____ Section: _____

North Saanich District, Plan _____

Civic Address: _____

2. Description of Construction:

3. The property is within a Development Permit Area Yes No

4. **REGISTERED OWNER(S)** of the property: (***PLEASE PRINT CLEARLY***)

Name(s): _____

Address: _____

Telephone: Business _____ Other _____ Fax _____

5. **CONTRACTOR:** (***PLEASE PRINT CLEARLY***)

Name(s): _____

Address: _____

Telephone: Business _____ Other _____ Fax _____

6. Will the project be Strata Titled? Yes No

7. Value of Construction _____

The undersigned is the owner, or authorized agent for the above mentioned property.

Signature of Applicant/Owner: _____

INFORMATION TO APPLICANTS / BUILDERS / DEVELOPERS

For complete information required for Building Permit applications please refer to the Multi-Family, Commercial & Industrial Building Permit guide at www.sidney.ca.

In reviewing the requirements for Building Permit application, the Town will require the following documentation prior to the application being accepted:

MULTI-FAMILY, COMMERCIAL, INDUSTRIAL, BC BUILDING CODE, PART 3

1. The application filled out in full and signed by the owner of the property or their agent (with an accompanying letter from the owner).
2. Registered Professional or Coordinating Professional A, B1, B2 Letters of Assurance.
3. Two (2) sets of scaled drawings showing architectural, electrical, structural, mechanical, building envelope details (rain screen), site layout, landscaping plan (with existing trees 4" in diameter and over within building envelope) for all development.
4. A survey of the building site showing the structures proposed and existing; and a site servicing plan "stamped" from a Civil Engineer of site showing proposed services to site (sewer, storm, water etc).
5. A copy of the Home Protection Application and Agreement, or an owner, builder declaration must be signed and notarized prior to the Town doing any plan checking.

SITE SERVICING PLAN

A site-servicing plan shall be submitted with the Building Permit application. Site servicing plans are not required for those Building Permit applications to alter or add to an existing building where such work will not affect the building's use, servicing or access requirements. The site servicing plan shall detail all existing and proposed works for the full frontage of the development site. Dimensions showing locations, including depths and elevations of underground services where applicable are required. Drawing scale shall be metric 1:200.

GAS INSTALLATION:

Whether or not gas service is required, the Town of Sidney recommends that prior to commencing any construction that you contact Terasen Gas by calling 1-800-474-6886, to determine their plans for the area. An early call may subsequently avoid new driveways or landscaped areas being disturbed for gas line installation. This is not meant to be a promotion of their service in any way, but a suggestion to ensure utility coordination.

BUILDING, PLUMBING AND LICENCE INSPECTIONS OFFICE HOURS:

For inquiries and requests for inspections, please call 250-656-1725, Monday to Friday, 8:30 a.m. to 4:00 p.m. Please be advised that we require 24 hr notice for inspections.

Field Inspections will be from 10:30 a.m. to 12:00 p.m. and 2:30 p.m. to 4:00 p.m.

Contact Information:

Home Warranty Program Homeowner Protection Office 2270 – 1055 West Georgia Street PO Box 11132, Royal Centre Vancouver BC V6E 3P3 TEL: 604-646-7055 FAX: 604-646-7051 TOLL FREE: 1-800-407-7757 WEBSITE: www.hpo.bc.ca	Electrical and Gas Permits BC Safety Authority Gateway Village 310 – 771 Vernon Avenue Victoria, BC V8X 5A7 TEL: 250-952-4444 FAX: 250-952-4458 TOLL FREE: 1-866-566-7233 WEBSITE: www.safetyauthority.ca
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