

# Building Permit Application

**Town of Sidney**  
 Development Services Department  
 2440 Sidney Ave Sidney, BC V8L 1Y7

**Multi-Family Residential, Commercial, Industrial and Institutional** tel 250-656-1725 fax 250-655-4508  
 email: developmentservices@sidney.ca website: www.sidney.ca

## Description of Property

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

**Legal** Lot \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ Range \_\_\_\_\_ Plan \_\_\_\_\_

## Contacts

*Please print clearly.*

### Property Owner

Name		Company	
Address		City & Province	Postal Code
Phone	Cell	Email	
Owner's Signature (required – or alternative form of authorization)			Date

### Contractor/ Applicant

*If the applicant is NOT the owner, complete "Owner's Authorization" form.*

Name			
Company		Municipality & Business Licence #	
Address		City & Province	Postal Code
Phone	Cell	Email	

*Neither the issuance of a permit under this bylaw, nor the acceptance or review of plans, drawings or supporting documents, nor any inspections made by or on behalf of the Municipality shall in any way relieve the owner or his/her agent(s) from full and sole responsibility to perform the work in strict accordance with the Town of Sidney Building Bylaw, the Building Code and or other applicable enactments. The undersigned owner/authorized agent of the owner makes an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects. I have read, understood and agreed to the above conditions.*

\_\_\_\_\_  
**Signature of Owner**  
*(or applicant with Owner's Authorization)*

\_\_\_\_\_  
**Date**

## Office Use Only

Development Permit	Date Received	Received By
Development Variance Permit		Application Fee \$100 – Alterations/Improvements \$200 – New Construction
Required Documents		<b>\$</b>
Required Plans		

## Development Details

**Construction Type**    New    Addition    Renovation    Demolition    Fence    Blasting    \_\_\_\_\_

**Building Use**         Multi-Family Residential    Commercial    Industrial    Institutional    \_\_\_\_\_

**Describe Proposal**

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**Service Size**    \_\_\_\_\_ Sewer  
 \_\_\_\_\_ Storm  
 \_\_\_\_\_ Water

**Value of Construction**    \$ \_\_\_\_\_  
*Total value of all works for project*

**Existing** Total Floor Area (m<sup>2</sup>) per floor \_\_\_\_\_

**Proposed** Total Floor Area (m<sup>2</sup>) per floor \_\_\_\_\_

**Proposed** Building Area (m<sup>2</sup>) \_\_\_\_\_

**Proposed** Number of Residential Units \_\_\_\_\_

**Proposed** Number of Commercial Units \_\_\_\_\_

## Information Required for Submission

*Consult with staff to determine non-applicable (N/A) items. Additional information may be requested during application review.*

Req'd	Included	Documents
		<b>Title Search</b> Obtained from Land Titles Office
		<b>Private Covenants, Easements and Rights-of-way</b> Documents obtained from Land Titles Office
		<b>Construction Management Plan</b>
		<b>Home Protection Office Documents (HPO)</b>
		<b>Strata Approval Letter</b>
		<b>Owner's Authorization</b>
		<b>Work Safe BC</b> Notice of Project

Req'd	Included	Engineering Schedules A, B, C's	Plans
			2 Complete sets of plans required
			<b>Architectural</b>
			<b>Structural</b>
			<b>Mechanical</b>
			<b>Plumbing</b>
			<b>Fire Suppression</b>
			<b>Electrical</b>
			<b>Civil / Landscaping</b>

### 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 buildings 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.

### BCLS Certified Survey

A survey of the building site showing the structures; proposed and existing, site layout, landscaping plan (with existing trees 4" in diameter and over within building envelope for all developments.

*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, and under the authority of those enactments. Questions about the collection of the information may be directed to the Freedom of Information Officer.*