

Building Permit Application

Single & Two Family Residential

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

Building, Demolition & Accessory Buildings tel 250-656-1725 fax 250-655-4508
 email: developmentsservices@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 Town shall in any way relieve the owner or his or 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 \$50 – Construction Value under 100,000 \$100 – Construction Value over 100,000
Required Documents		\$
Required Plans		

Development Details

Construction New Addition Renovation Demolition Fence Blasting Other _____

Building Use SFD Duplex / Strata Accessory Other _____

Describe Proposal

Services Size _____ Sewer
 _____ Storm Drain
 _____ Water

Value of Construction \$ _____
 Total value of all works for project

Existing Total Floor Area (m²) per floor _____

Proposed Total Floor Area (m²) per floor _____

Proposed Building Footprint (m²) _____

Information Required for Submission

Consult with staff to determine non-applicable (N/A) items.

Additional information may be requested during application review.

Incomplete applications will not be accepted or processed.

Req'd	Included	Documents
		Title Search Obtained from Land Titles Office
		BCLS Certified Land Survey
		Private Covenants, Easements and Rights-of-way Documents obtained from Land Titles Office
		Strata Approval Letter
		Home Protection Office Documents (HPO)
		Owner's Authorization Form
		Archaeology
		Hazardous Assessment

Req'd	Included	Plans	Details
			2 Sets of plans required
		Site Plan metric scale	North arrow and scale
			Total property area
			Dimensions of property lines, rights-of-way, easements
			Dimensions & setbacks of proposed & existing buildings & structures
			Natural grades of site, at buildings & retaining walls
			Locate all existing & proposed water lines, sanitary sewer & storm drain (sizes), underground hydro ,cable, telephone
			Locate high water mark, top of bank, natural boundaries, watercourses & riparian area on or within 7.6 m of property
			Above ground services, equipment and exterior lighting details
			Location & dimensions of driveways
		Floor Plans min. scale 1:100 ¼" - ft	Development Summary data box for calculations & setbacks
			Detailed foundation plan with dimensions
			Uses & dimensions of all floor areas, floor joists, beams & roof
			Window and door sizes & locations
		Elevations min. scale 1:100 ¼" - ft	Smoke alarms, plumbing fixtures, fireplaces and heating
			Building finishes, materials & colours
			Natural, finished grade & floor(s), roof & building height
			Roof slopes, finish, chimneys and roof top equipment
		Building Section min. scale 1:100 ¼" - ft	Exterior finishes and details, windows and doors
			Spatial separation calculations
			Wall section with details of footing, foundation, slab, exterior wall, floor assemblies and roof construction
		Professional Engineering	Building section with dimensions and geodetic elevations
			Schedules A, B, C

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.