



# BUILDING PERMIT APPLICATION

**APPLICATION INFORMATION:** (to be filled out by the applicant or authorized agent)

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Community: \_\_\_\_\_ Postal Code: \_\_\_\_\_

House Number & Road Name of construction site: \_\_\_\_\_

Legal Description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_

Range: \_\_\_\_\_ District Lot: \_\_\_\_\_

Lot Size (acres): \_\_\_\_\_ Building size: \_\_\_\_\_

**PROJECT DESCRIPTION:**

Are there any other buildings occupying the property: Yes: / No: if yes, indicate on the site plan

Are there any steep grades exceeding 15% or any unstable conditions: Yes: / No:

Contractor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Class of work will be			Type of Construction		
New	Addition	Placing a home	Wood Frame	Concrete	Other
Repair	Accessory Building	Wood Stove	Masonry	Steel	
Alteration	Demolition	Chimney	Timber	Logs	

**ESTIMATED CONSTRUCTION VALUE:** please use table on the back for calculating value: \$

The applicant agrees that construction will be in accordance with the BC Building Code and all other regulations which are applicable to the proposed work and that a failure to request inspections does not relieve the applicant from the obligations to comply with the required standards and regulations and that the Peace River Regional District assumes no responsibility for the design, construction, safety or suitability of the building or structure subject to this application.

**SIGNATURE OF OWNER OR AUTHORIZED AGENT:**

**DATE:**

**PLEASE SEE THE CHECKLIST ON THE BACK  
FOR ADDITIONAL INFORMATION REQUIRED WITH THIS APPLICATION**

**Head Office - Dawson Creek**

Box 810 (1981 Alaska Avenue)  
Dawson Creek, BC V1G 4H8

Tel: 250-784-3200  
Toll Free: 250-670-7773  
Fax: 250-784-3201  
Email: prrd.dc@prrd.bc.ca

**Branch Office - Fort St John**

9505 100 Street  
Fort St John, BC V1J 4N4

Tel: 250-785-8084  
Toll Free: 250-670-7773  
Fax: 250-785-1125  
Email: prrd.fsj@prrd.bc.ca

**Online**

Website: prrd.bc.ca





## CHECKLIST GUIDE

Submit the following information with your application form select one of the following construction types applicable to your project. Any items pertaining to your building project listed below that do not accompany your application may result in your building permit being delayed.

### Single Family Dwelling / Built On Site

- (1) Two sets of plans complete with foundation details / (see guide for residential construction, available at PRRD office)
- (2) Engineer certified design drawings for trusses and engineered floor systems
- (3) Site plan showing services, distances from lot lines, location of all buildings.
- (4) HPO Declaration and Disclosure Notice
- (5) School Site Acquisition Charge paid (SD #60 only)
- (6) Proof of ownership - current tax assessment notice or title certificate
- (7) Arrange for an appointment with the building inspector to discuss your proposal

### Garage / Accessory Building

- (1) Detailed foundation drawings / cross section of wall assembly
- (2) Engineer certified design drawings for trusses
- (3) Site plan / showing distances from lot lines, location of all buildings and dimension of all buildings
- (4) Proof of ownership - current tax assessment notice or title certificate

### Manufactured Home / Mobile Home

- (1) Foundation drawings / piling layout / site preparation details
- (2) Site plan showing distances from lot lines, location of all buildings
- (3) Any additions to mobile homes will require detailed construction drawings
- (4) Proof of ownership - current tax assessment notice or title certificate
- (5) School Site Acquisition Charge paid (SD #60 only)

### Commercial / Light Industrial

- (1) Arrange for an appointment with the building inspector to discuss your proposal

### Residential Construction Value Table

	Description	Estimated Value Per Square Foot	Estimated Value Per Square Metre
1.	Basement home	\$ 90.00	\$968.78
2.	Basement finished (add)	\$ 20.00	\$215.28
3.	Crawl space home	\$ 80.00	\$861.14
4.	2 <sup>nd</sup> Story finished (add)	\$ 50.00	\$538.21
5.	Attached garage (add)	\$ 30.00	\$322.92
6.	Detached garage (add)	\$ 35.00	\$376.74
7.	With carport (add)	\$ 15.00	\$161.46
	With sundeck (add)	\$ 10.00	\$107.64

or verified contract price COMMERCIAL, INDUSTRIAL, INSTITUTIONAL

### FOR OFFICE USE

Building Permit No: PID No: Folio No: Zoning Bylaw No. Property Zoning: Zoning Notes:	ALR : PALC Approval: Variance Permit: Development Permit: Delayed Demo Agreement: Electoral Area: Fire Protection Area:	Type of Disposal System: HPO Declaration Disclosure Notice: SSAC Receipt #: Geotech Required : Geotech Notes:
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## CONTAMINATED SITE DECLARATION FORM

I, \_\_\_\_\_, hereby acknowledge that the *Environmental Management Act*, 2003, as amended, is effective as of February 1, 2021.

### Legal Description(s):

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### Please check only one:

- ☐ I have read [Schedule 2](#) and based on my personal knowledge of the property in question, I do not believe that it is or has been used for any of the industrial or commercial purposes and activities specified in [Schedule 2](#) of the regulations. Accordingly, I elect not to complete and submit a 'site disclosure statement', as outlined in Section 40.(1) of the *Act*.
- ☐ I have read [Schedule 2](#) and one or more of the identified purposes or activities is or has occurred on the land(s) legally described above.

\*Please contact staff to submit a "site disclosure statement" at [planning@prrd.bc.ca](mailto:planning@prrd.bc.ca)

I further acknowledge that this declaration does not remove any liability, which may otherwise be applicable under the legislation.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Owner/Agent      dd mm yyyy

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Owner/Agent      dd mm yyyy

For more information, please visit the ministry's Identification of Contaminated Sites webpage or e-mail [SiteID@gov.bc.ca](mailto:SiteID@gov.bc.ca)