



# Building Permit Application

(Please print clearly)

Please submit a separate application for each building. Building Permit fees are due at the time of building permit issuance.

## Description of Property

**Civic Address:** \_\_\_\_\_ **Parcel Identifier (PID):** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

## Owner Information

<b>Property Owner(s)</b> Please list all owners on title, if more space is required please submit a second application	<b>Name:</b> _____ NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON
	<b>Address:</b> _____ HOUSE/STREET CITY PROVINCE POSTAL CODE
	<b>Email:</b> _____ <b>Phone:</b> _____
	<b>Name:</b> _____ NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON
	<b>Address:</b> _____ HOUSE/STREET CITY PROVINCE POSTAL CODE
	<b>Email:</b> _____ <b>Phone:</b> _____
	<b>Name:</b> _____ NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON
	<b>Address:</b> _____ HOUSE/STREET CITY PROVINCE POSTAL CODE
	<b>Email:</b> _____ <b>Phone:</b> _____

## Agent Information

<b>Agent Information</b> If an agent is applying for the building permit, they must be named on the Owner's Declaration and Agent Authorization)	<b>Name:</b> _____ NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON
	<b>Address:</b> _____ HOUSE/STREET CITY PROVINCE POSTAL CODE
	<b>Email:</b> _____ <b>Phone:</b> _____

<b>Builder Information</b> Must hold a valid District of Ucluelet Business License, provide a copy at time of application	<b>Name:</b> _____ NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON
	<b>Address:</b> _____ HOUSE/STREET CITY PROVINCE POSTAL CODE
	<b>Email:</b> _____ <b>Phone:</b> _____ <b>Business License No:</b> _____



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Permit Information	
<p><b><u>Residential Permits</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Single Family Dwelling</li> <li><input type="checkbox"/> Duplex</li> <li><input type="checkbox"/> Multi-Family Residential</li> <li><input type="checkbox"/> Mobile Home (CSA Z240 MH Standard)</li> <li><input type="checkbox"/> Factory Built/Modular Home (CSA A227)</li> <li><input type="checkbox"/> Accessory Building (Describe below)</li> <li><input type="checkbox"/> Addition (Describe below)</li> <li><input type="checkbox"/> Secondary Suite</li> <li><input type="checkbox"/> Alteration/Renovation (Describe below)</li> <li><input type="checkbox"/> Change of Use (Describe below)</li> </ul> <p><b><u>Institutional Permits</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> B1 (Detention Facility)</li> <li><input type="checkbox"/> B2 (Treatment Facility)</li> <li><input type="checkbox"/> B3 (Care Facility)</li> <li><input type="checkbox"/> Addition</li> <li><input type="checkbox"/> Alteration/Renovation</li> <li><input type="checkbox"/> Change of Use</li> </ul>	<p><b><u>Commercial Permits</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Group A-Assembly (Restaurants, theatres, arenas, etc.)</li> <li><input type="checkbox"/> Group C-Residential (Hotel, motel, or other commercial accommodation)</li> <li><input type="checkbox"/> Group D-Business and Personal Service</li> <li><input type="checkbox"/> Group E-Mercantile</li> <li><input type="checkbox"/> Addition</li> <li><input type="checkbox"/> Alternation/Renovation</li> <li><input type="checkbox"/> Tenant Improvement</li> <li><input type="checkbox"/> Change of Use</li> </ul> <p><b><u>Industrial Permits:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> F3-Low Hazard Industrial</li> <li><input type="checkbox"/> F2-Medium Hazard Industrial</li> <li><input type="checkbox"/> F1-High Hazard Industrial</li> <li><input type="checkbox"/> Addition</li> <li><input type="checkbox"/> Alternation/Renovation</li> <li><input type="checkbox"/> Tenant Improvement</li> <li><input type="checkbox"/> Change of Use</li> </ul>
<p><b>For other than Residential buildings, describe the scope of work and intended use of the building:</b></p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>	

**Value of Construction (Please Check One):**

- Contractor quote/estimate provided
- Marshall & Swift Residential Estimator (For Single Family Dwelling, Duplex and Multi-family Residential new builds the District will calculate construction value using Marshall & Swift Estimating Software)

**Work on District of Ucluelet Property:**

Will your project require the encroachment or use of public property, such as a street or lane, drainage ditch, right of way (including driveways, sidewalks, boulevards, bike lanes, parks trails or service easements), for any purpose, including but not limited to driveway construction, site servicing, offloading, staging, storing materials or fencing – to support the construction during the duration of the project?

- Yes
- No

**If yes, a Permit to Work in Road Allowance, Municipal ROW or Municipal Property form may be required.**

**Please contact Public Works at 250-726-7744 before submitting this Building Permit.**

**Site Disclosure Statements**

A Site Disclosure Statement is required from the property owner and is necessary to determine if there is a potential for Schedule 2 activities to have occurred on the subject property. Schedule 2 of the Contaminated Sites Regulation defines industrial activities that have the potential to cause site contamination. If a property has a history of Schedule 2 activities, applicable municipal permits must be withheld from issuance to the applicant until the District receives authorization from the province that redevelopment may occur.

**Please indicate whether Schedule 2 activities have occurred on the property by checking the appropriate box below:**

- To my knowledge there have not been any Schedule 2 activities as defined by the Contaminated Sites Regulation on the subject property or properties.
- To my knowledge there have been Schedule 2 activities as defined by the Contaminated Sites Regulation on the subject property or properties. My Site Disclosure Statement is included in my Building Permit application.



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Notice of Personal Information Collection: The personal information on this form is being collected for the purpose of processing your building application in accordance with section 26(c) of the Freedom of Information and Protection of Privacy Act. For more information about how this information will be used, please contact the Manager of Corporate Services at 250-726-7744.

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.

**Applicant Name (owner or agent):** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

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

### Front Staff Use

- Intake Staff Initials: \_\_\_\_\_
- Intake Date stamped on front page of permit application form
- Building Permit Checklist included and complete at the time of application

### Building Review Use

Folio: \_\_\_\_\_ . \_\_\_\_\_      Permit No: BP \_\_\_\_\_ - \_\_\_\_\_

Planning Reviewed by: \_\_\_\_\_

Building Reviewed by: \_\_\_\_\_

Fees Section	GL Code	Amount
Building Permit	1012880010	
Title Search	1012880010	
Development Cost Charges (DCC)	1030101000	
Damage Deposit	1041470000	
Water Meter Inspection & Shut Off	4010250000	
Water Connection		
Sewer Connection		
Temporary Construction Shelter		
Other:		
<b>Total Fee:</b>		
<b>Date Paid:</b>		