



**Development Services**  
 424 3<sup>rd</sup> Avenue West  
 Prince Rupert, BC, V8J 1L7  
 Phone: (250) 627 0960 Fax: (250) 627 0979  
 Email: building@princerupert.ca

**APPLICATION FOR A PERMIT TO ALTER, REPAIR OR REMOVE A BUILDING OR STRUCTURE**

(PLEASE PRINT CLEARLY)

(UNDER BYLAWS 3314 AND 3462)

OFFICE USE ONLY

Date Received: \_\_\_\_\_ Roll #: \_\_\_\_\_ Building Permit No.: \_\_\_\_\_

**APPLICANT:**

Name (Please Print): \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRACTOR:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**REGISTERED OWNER(S):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION:**

Civic Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

(Lot/Block/Section/Plan) \_\_\_\_\_

**PROJECT DESCRIPTION:**

Application for Permission to: \_\_\_\_\_

Total Cost of Alteration, including labour/materials, as per contract price or estimate of Building Inspector: \_\_\_\_\_

**\*\*ALL CONSTRUCTION IS TO BE TO B.C. BUILDING CODE STANDARDS\*\***

**THIS APPLICATION IS NOT TO BE CONSIDERED AS A PERMIT AND DOES NOT AUTHORIZE THE COMMENCEMENT OF WORK**

**AUTHORIZATION:**

The undersigned certifies that the above information is true and that he/she is the owner or duly authorized agent for the above real Property.

Signature of the applicant: \_\_\_\_\_ Date: \_\_\_\_\_



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Type of Work: \_\_\_\_\_

- |        |             |               |                     |
|--------|-------------|---------------|---------------------|
| 1. New | 2. Addition | 3. Alteration | 4. Wreck and Remove |
|--------|-------------|---------------|---------------------|

Class of Construction: \_\_\_\_\_

- |                            |                              |               |                 |              |
|----------------------------|------------------------------|---------------|-----------------|--------------|
| 1. Single family           | 2. Two Family                | 3. Suite      | 4. Multi Family | 5. Accessory |
| 6. Industrial              | 7. Institutional             | 8. Commercial | 9. Plumbing     | 10. Sign     |
| 11. Single Dwelling Garage | 12. Multiple Dwelling Garage |               |                 |              |

Critical? (Y/N): \_\_\_\_\_

Dwelling Units: \_\_\_\_\_

Building Area: \_\_\_\_\_ Zoning of Site: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Security Deposit Taken? (Y/N): \_\_\_\_\_

Inspector's Initials: \_\_\_\_\_ Survey Certificate Required? (Y/N): \_\_\_\_\_ Drawings Attached? (Y/N): \_\_\_\_\_ Dev Permit #: \_\_\_\_\_

**APPROVAL**

**The above application has been approved and upon payment of the Building Permit fee a permit will be issued and work may be started.**

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

**PAID BY:** CHEQUE/CASH/DEBIT/CREDIT      **RECEIPT:** \_\_\_\_\_ **INITIALS:** \_\_\_\_\_



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**REQUIRED INSPECTIONS**

*OFFICE USE ONLY*

Date Received: \_\_\_\_\_ Roll #: \_\_\_\_\_ Building Permit No: \_\_\_\_\_  
 Site Address: \_\_\_\_\_ Owner/Agent: \_\_\_\_\_

*OFFICE USE ONLY*  
**Required Inspections:**

Of the following inspections, **those marked with an "X" are required** to be carried out by a City of Prince Rupert Building Inspector for the work authorized under the permit referenced above. Approval of the construction must be given before continuing with the work. At least 24 hours advance notice is to be given prior to the inspection.

| Inspection Required                                | Date | Inspector | Approved |
|--|------|-----------|----------|
| Excavation   |      |           |          |
| Footing Forms (*Before Pouring)                    |      |           |          |
| Foundation Forms (*Before Pouring)                 |      |           |          |
| Survey Certificate<br>(*Before Pouring Foundation) |      |           |          |
| Drain tile/Damp proofing                           |      |           |          |
| Water/Sewer/Storm<br>(application at Public Works) |      |           |          |
| Consolidate Lots                                   |      |           |          |
| Concrete Slabs                                     |      |           |          |
| Engineered Drawings                                |      |           |          |
| First Window                                       |      |           |          |
| Framing/Masonry                                    |      |           |          |
| Insulation/Vapour Barrier                          |      |           |          |
| Plumbing   |      |           |          |
| Copy of Approved Service<br>Connection Application |      |           |          |
|  |      |           |          |
|  |      |           |          |
| X Occupancy/Final                                  |      |           |          |

**AUTHORIZATION:**

As applicant or approved agent, I understand and acknowledge that I am responsible for calling for those inspections above marked with an "X" and for obtaining approval of the construction before proceeding with work. Occupancy without written consent from the Building Department will result in a fine.

**Owner/Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**COPY GIVEN TO OWNER AT TIME OF APPLICATION?** YES  NO  **Receipt No:** \_\_\_\_\_

**COPY GIVEN TO PUBLIC WORKS?** YES  NO



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**ACKNOWLEDGEMENTS OF OWNER**  
RE: BUILDING BYLAW 3314, 2011 – FORM B

I acknowledge that the owner of the land with respect to which this permit is issued is solely responsible for carrying out the work authorized by this permit in accordance with the Building Code and other applicable laws respecting safety, including the requirements of the Building Code in relation to soil conditions for building foundations.

I acknowledge that the owner of the land is also solely responsible for determining whether the work authorized by this permit contravenes any covenant, easement, right of way, building scheme or other restriction affecting the building site, and whether the work requires the involvement of an architect under the Architect's Act or an engineer or geoscientist under the Engineers and Geoscientists Act.

I acknowledge that the City provides a limited monitoring service in relation to building construction and does not, by accepting or reviewing plans, inspecting construction, monitoring the construction by others, or issuing the building or occupancy permits, make any representation or give any assurance that the construction authorized by this permit complies in every or any respect with the Building Code or any other applicable laws respecting safety.

If the City of Prince Rupert has so indicated on this permit, I acknowledge that the City has issued the permit in reliance on the certification of a registered professional, engaged by me to provide such a certification that the plans for the work authorized by the permit comply with the Building Code and other applicable enactments, and that the fee for the issuing of this permit or any occupancy permit make no representations to me or any other person as to any such compliance.

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Registered Owner's Name  
(please print)

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Signature of Registered Owner or Authorized  
Signatory of Corporate Owner

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Contact Phone Number

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Date Signed

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Legal Description of Civic Address of Property

*Once this document has been duly executed, please return it to the Development Services Department either in person at 424 3<sup>rd</sup> Avenue West, by fax at (250) 627 0979, or scan and email to:*  
[customer.service@princerupert.ca](mailto:customer.service@princerupert.ca).