

**Planning & Development Services**424 3rd Ave West

Prince Rupert, BC V8J 1L7

Phone: (250) 627-0960 **Fax:** (250) 627-0979**Email:** development.services@princerupert.ca**ALTERATION AND PLUMBING PERMIT APPLICATION**

(UNDER BYLAW 3314, 2012)

Date Received:	Roll #:	Building Permit #:	Plumbing Permit #:
APPLICANT:			
Name:			
Address:		City, Prov:	PC:
Phone #:		Email:	
CONTRACTOR: A Business Licence valid in the City of Prince Rupert is required for Builders, Contractors, Developers, etc.			
Name:		Company:	Business Licence #:
Address:		City, Prov:	PC:
Phone #:		Email:	
REGISTERED OWNER: (if different than Applicant)			
Name:			
Address:		City, Prov:	PC:
Phone #:		Email:	
SUBJECT PROPERTY INFORMATION:			
Civic Address:		PID(s):	
Lot:	Block:	Section:	Plan:
PROJECT:			
BUILDING:	Alter or Repair ☐	Add Suite ☐	Remove Suite: Temporary ☐ Permanent ☐ Demolish ☐
PLUMBING:	Water Closet	Bath	Shower Basin Sink Laundry Tub
identify # of fixtures: Urinal Floor Drain Other:			Total Fixtures:
DETAILED PROJECT PURPOSE: Application for Permission to:			
*Please include drawings			
The value of construction shall be the contract price for the work or, where there is no contract price, the approximate cost of construction including the normal cost of materials and labour, as estimated by the 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.			
Applicant Signature:		Date:	



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OFFICE USE ONLY

Related Permits if applicable	DP:	DVP:	SC:	PC:	OTHER:
Critical Safety Issues Identified?	Yes ☐	No ☐	Dwelling Units: + or -		
Building Area:	Zoning:	Security Deposit?	Yes ☐	No ☐	\$
Survey Certificate Required?	Yes ☐	No ☐	Drawings Attached:	Yes ☐	No ☐
Applicable BC Building Code: Part					
Permit Type:	110 ☐ Single Family Dwelling	130 ☐ Mobile Home	150 ☐ Seasonal Dwelling	210 ☐ Two Family Dwelling / Duplex	310 ☐ Multifamily Home (3+ principle units)
330 ☐ Row House	440 ☐ Transport Bus, Truck, Airport, Railway	450 ☐ Maintenance Building, Hanger, Repair Shop	460 ☐ Storage/Warehouse, Grain, Silo Building	470 ☐ Communication Building & Post Office	510 ☐ Retail & Wholesale Outlets
512 ☐ Retail Complex, Mall, Store/ Office	520 ☐ Professional Office Buildings	522 ☐ Office Complex	530 ☐ Hotel, Motel, Motor Hotel	534 ☐ Mixed Use Buildings (other accommodation)	536 ☐ Convention Centre / Exhibition Building
540 ☐ Restaurant, Bar, Donut Shop	550 ☐ Theatre, Perf Arts Ctr, Cultural Ctr	560 ☐ Indoor Recreational Building	570 ☐ Motor Vehicle Showroom / Dealership	572 ☐ Service Station Repair Garage	591 ☐ Special Use Funeral Crematorium
611 ☐ Government Building	620 ☐ Elementary School	622 ☐ Secondary School	624 ☐ Post Secondary Institution	626 ☐ University	630 ☐ Library/Museum Art, Archive Building
640 ☐ Hospital	642 ☐ Health Clinic	650 ☐ Daycare & Nursing Home	660 ☐ Religious Building	99A ☐ Accessory	99P ☐ Residential Plumbing
99PC ☐ Commercial Plumbing	99SIGN ☐ Sign				

Total Permit Fee: \$

APPROVAL:

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

Signed:

Date:

Building Official

Paid by: CHQ – CASH – DEBIT – CREDIT – OTHER

Receipt #:

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Phone: (250) 627-0960 **Fax:** (250) 627-0979**Email:** development.services@princerupert.ca**Building Permit #:** _____**OFFICE USE ONLY****Plumbing Permit #:** _____**FOR INSPECTIONS CALL (250) 627-0960 or (250) 627-0946**

For the work authorized under the permit referenced above, inspections marked with an "X" must be conducted by a City of Prince Rupert Building Inspector. Construction may not proceed beyond these stages until approval has been granted. To schedule an inspection, please provide a minimum of 24 hours' notice. ****Any work completed without required inspections may be subject to removal at the owner's expense. Following each inspection, a copy of the Inspection Report will be issued for your records.**

Inspection Required		Date		Inspector	Approved
	Excavation				
	Footing Forms (*Before Pouring)				
	Foundation Forms (*Before Pouring)				
	Survey Certificate (*Before Pouring Foundation)				
	Drain tile/Damp proofing				
	Water/Sewer/Storm Connection (Engineering Application)				
	Consolidate Lots				
	Concrete Slabs				
	Engineered Drawings				
	First Window				
	Framing/Masonry				
	Insulation/Vapour Barrier				
	Plumbing - rough-in				
	Plumbing - final				
	Copy of Approved Service Connection Application				
	Discontinuation of Suite	1 st Inspection:	2 nd Inspection:		
X	Occupancy/Final				

AUTHORIZATION:

As the applicant or authorized agent, I acknowledge that I am responsible for scheduling all inspections indicated with an "X" and for securing approval from the Building Department before continuing with construction. I further understand that occupying the premises without written authorization from the Building Department is a violation and may result in a fine.

Owner / Agent Signature: _____

Date: _____



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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 restrictions affecting the building 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 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 issuance of this permit or any occupancy permit make no representations to me or any other person as to any such compliance.

Registered Owner's Name

(please print)

Signature of Registered Owner or

Authorized Signatory of Corporate Owner

Phone: _____

Date Signed: _____

Once this document has been duly executed, please return it to the Development Services Department either in person at 424 3rd Avenue West, save or scan and email to: customer.service@princerupert.ca.