

**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**NEW CONSTRUCTION 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:			
New Civic Address:		(assigned by Building Inspector)	PIDs:
Lot:	Block:	Section:	Plan:
PROJECT:			
BUILDING:	New Construction ☒		
PLUMBING: identify # of fixtures:	Water Closet	Bath	Shower
		Basin	Sink
			Laundry Tub
Urinal	Floor Drain	Sprinklers:	Total Fixtures:
DETAILED PROJECT PURPOSE: *Please include drawings			
BUILDING DETAILS REQUIRED FOR NEW CONSTRUCTION:			
LOT SIZE:	FRONT:	SIDE:	SIDE:
	BACK:	AREA:	
BUILDING SIZE:	FRONTAGE:	DEPTH:	TOTAL AREA:
	FRONT:	SIDE:	SIDE:
SET BACKS:	BACK:	LANE: YES ☐ NO ☐	
	LOT COVERAGE: % proposed / % permitted		ACCESSORY BUILDINGS:
NO. OF BUILDINGS ON SITE:		NO. OF STORIES:	HEIGHT:
The construction value is the contract price or, if none, the estimated cost of materials and labour as determined 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			
CONSTRUCTION COST:		LIVING SPACE = SQUARE FOOTAGE x \$200.00 UNFINISHED / GARAGE SPACE = SQUARE FOOTAGE x \$100.00	
LIVING SPACE:	FT ²	x \$200.00=	
GARAGE SPACE:	FT ²	x \$100.00=	
LEVELING FEE:			
		=	CONSTRUCTION COST
CONSTRUCTION COST ROUNDED TO THE NEAREST THOUSAND =			
X PERMIT FEE PER \$1000.00			
		=	SUBTOTAL
		+	LEVELING FEE
		=	TOTAL BUILDING PERMIT FEE
PLUMBING PERMIT: MINIMUM FEE \$75.00			
PLUMBING FIXTURES FEES:		\$35.00 FOR FIRST FIXTURE	
		\$10 FOR EACH ADDITIONAL FIXTURE	TOTAL NUMBER OF FIXTURES:
SPRINKLER SYSTEM FEES:		\$25.00 FOR FIRST HEAD	
		\$2.50 FOR EACH ADDITIONAL UP TO 50	
		\$1.50 FOR EACH OVER 50	TOTAL NUMBER OF SPRINKLERS:
TOTAL PERMIT COSTS:			
PLAN REVIEW:		*PAID PRIOR TO PERMIT APPROVAL. R#	
BUILDING PERMIT:			
PLUMBING PERMIT:			
SANITARY CONNECTION:		*COMBINED INSPECTION FOR SANITARY & STORM	
STORM CONNECTION + INSPECTION:			
WATER CONNECTION + INSPECTION:			
DAMAGE DEPOSIT:		\$500.00	
TOTAL :			



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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 #:** _____**Plumbing Permit #:** _____**OFFICE USE ONLY****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, 2012 – 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.



AGENT AUTHORIZATION FORM

Address(es)* _____

PID(s) _____

*Note: All properties listed must be owned by the same registered owner(s)

This Authorization Form shall serve to notify the City of Prince Rupert ("City") that I am / we are the legal owner(s), as applicable, of the said land described above ("Property") and do authorize the person indicated below ("Agent") to act on the Owner's behalf on all matters pertaining to the below indicated application type(s) ("Application") for the Property. The Owner acknowledges that it has read and understood this Authorization Form and the application requirements for the Application and hereby authorizes the Agent to act on the Owner's behalf.

It is understood that, until the City is advised, in writing, that the Agent no longer acts on the Owner's behalf in respect of the Property, the City shall deal exclusively with the Agent regarding the Application. The Owner acknowledges that the City is under no obligation to communicate with the Owner or any other person other than the Agent, regarding the Application.

All registered owners of the Property shall sign this Authorization Form. If the Property is company-owned the Owner must be represented by an Agent. Use additional sheets if necessary. Any changes in the ownership or leasehold status of the Property will require the submission of new Authorization Forms.

Please check the applicable application type below (check all that apply):

☐ **Building and Plumbing Permits**

☐ **Development Permits**

☐ **Engineering Permits**

☐ **Operations Service Requests & Work Orders**

REGISTERED OWNER(S)	Property Owner(s)** (If company-owned, also provide a contact name)		
	Mailing Address		
	Main Phone Number(s)		
	Email Address		
	Owner	Signature Below:	Date:
	Owner		
	Owner		
AUTHORIZED AGENT	Name of Agent		
	Company Name (if applicable)		
	Mailing Address		
	Main Phone Number(s)		
	Email Address		
		Signature Below:	Date:
	Agent		

**If the Property is strata titled, the Strata Council represents the Owner and Strata Council meeting minutes are required to show owners of the strata lots on the Property have approved the Application.