



Planning & Development Services

424 3rd Ave West

Prince Rupert, BC V8J 1L7

Phone: (250) 627-0960 Fax: (250) 627-0979

Email: customer.service@princerupert.ca

ALTERATION AND PLUMBING PERMIT APPLICATION

Includes renovation or demolition UNDER BYLAW 3314, 2012

Date Received:	Roll #:	Building Permit #:	Plumbing Permit #:
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APPLICANT:

Name:

Address:	City, Prov:	PC:
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Phone:	Email:
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CONTRACTOR: A Business Licence valid in the City of Prince Rupert is required for Builders, Plumbers, Contractors, Developers, etc.

BUILDING CONTRACTOR Business Licence #:	PLUMBING CONTRACTOR Business Licence #:
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Name:	Name:
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Address:	Address:
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Phone:	Email:	Phone:	Email:
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REGISTERED OWNER: (if different than Applicant)

Name:

Address:	City, Prov:	PC:
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Phone:	Email:
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SUBJECT PROPERTY INFORMATION:

Civic Address:	PID(s):
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Lot:	Block:	Section:	Plan:
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PROJECT:

BUILDING:	Alter or Repair <input type="checkbox"/>	Add Suite <input type="checkbox"/>	Remove Suite: Temporary <input type="checkbox"/>	Permanent <input type="checkbox"/>	Demolish <input type="checkbox"/>
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PLUMBING: identify # of fixtures:	Water Closet	Bath	Shower	Basin	Sink	Laundry Tub
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Urinal	Floor Drain	Other:	Total Fixtures:
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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.	\$
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****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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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, 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.