



**Planning & Development Services**

424 3<sup>rd</sup> Ave West  
Prince Rupert, BC V8J 1L7  
**Phone:** (250) 627-0960 **Fax:** (250) 627-0979  
**Email:** customer.service@princerupert.ca

**NEW CONSTRUCTION AND PLUMBING PERMIT APPLICATION**

(UNDER BYLAW 3314, 2012)

Date Received:	Roll #:	Building Permit #:	Plumbing Permit #:
<b>APPLICANT:</b>			
Name:			
Address:		City, Prov:	PC:
Phone #:	Email:		
<b>CONTRACTOR: A Business Licence valid in the City of Prince Rupert is required for Builders, Contractors, Developers, etc.</b>			
Name:		Company:	Business Licence #:
Address:		City, Prov:	PC:
Phone #:	Email:		
<b>REGISTERED OWNER: (if different than Applicant)</b>			
Name:			
Address:		City, Prov:	PC:
Phone #:	Email:		
<b>SUBJECT PROPERTY INFORMATION:</b>			
New Civic Address:		(assigned by Building Inspector)	PIDs:
Lot:	Block:	Section:	Plan:
<b>PROJECT:</b>			
<b>BUILDING:</b>	New Construction <input checked="" type="checkbox"/>		
<b>PLUMBING:</b> <small>identify # of fixtures:</small>	Water Closet	Bath	Shower
		Basin	Sink
			Laundry Tub
Urinal	Floor Drain	Sprinklers:	<b>Total Fixtures:</b>
<b>DETAILED PROJECT PURPOSE: <i>*Please include drawings</i></b>			
<b>BUILDING DETAILS REQUIRED FOR NEW CONSTRUCTION:</b>			
<b>LOT SIZE:</b>	FRONT:	SIDE:	SIDE:
	BACK:	AREA:	
<b>BUILDING SIZE:</b>	FRONTAGE:	DEPTH:	TOTAL AREA:
	FRONT:	SIDE:	SIDE:
<b>SET BACKS:</b>	BACK:	LANE: YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>LOT COVERAGE: % proposed / % permitted</b>		LIVING AREA:	ACCESSORY BUILDINGS:
<b>NO. OF BUILDINGS ON SITE:</b>		<b>NO. OF STORIES:</b>	<b>HEIGHT:</b>
The construction value is the contract price or, if none, the estimated cost of materials and labour as determined by the Building Inspector.			<b>\$</b>
<b>**ALL CONSTRUCTION MUST MEET B.C. BUILDING CODE STANDARDS**</b>			
<b>THIS APPLICATION IS NOT TO BE CONSIDERED AS A PERMIT AND DOES NOT AUTHORIZE THE COMMENCEMENT OF WORK</b>			
<b>AUTHORIZATION:</b>			
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.			
<b>Applicant Signature:</b>			Date:



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<b>OFFICE USE ONLY</b>	
<b>CONSTRUCTION COST:</b>	LIVING SPACE = SQUARE FOOTAGE x \$200.00 UNFINISHED / GARAGE SPACE = SQUARE FOOTAGE x \$100.00
<b>LIVING SPACE:</b>	FT <sup>2</sup> x \$200.00=
<b>GARAGE SPACE:</b>	FT <sup>2</sup> x \$100.00=
<b>LEVELING FEE:</b>	
	= CONSTRUCTION COST
<b>CONSTRUCTION COST ROUNDED TO THE NEAREST THOUSAND =</b>	
	<b>X PERMIT FEE PER \$1000.00</b>
	= SUBTOTAL
	+ LEVELING FEE
	= <b>TOTAL BUILDING PERMIT FEE</b>
<b>PLUMBING PERMIT: MINIMUM FEE \$75.00</b>	
PLUMBING FIXTURES FEES:	\$35.00 FOR FIRST FIXTURE
	\$10 FOR EACH ADDITIONAL FIXTURE <b>TOTAL NUMBER OF FIXTURES:</b>
SPRINKLER SYSTEM FEES:	\$25.00 FOR FIRST HEAD
	\$2.50 FOR EACH ADDITIONAL UP TO 50
	\$1.50 FOR EACH OVER 50 <b>TOTAL NUMBER OF SPRINKLERS:</b>
<b>TOTAL PERMIT COSTS:</b>	
PLAN REVIEW:	*PAID PRIOR TO PERMIT APPROVAL. R#
BUILDING PERMIT:	
PLUMBING PERMIT:	
SANITARY CONNECTION:	
STORM CONNECTION + INSPECTION:	*COMBINED INSPECTION FOR SANITARY & STORM
WATER CONNECTION + INSPECTION:	
DAMAGE DEPOSIT:	\$500.00
<b>TOTAL :</b>	





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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 <sup>st</sup> Inspection:	2 <sup>nd</sup> Inspection:	
<b>X</b>	<b>Occupancy/Final</b>			



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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 further acknowledge that as the owner of the land I am responsible for ensuring that all required inspections as indicated on this permit are carried out and for obtaining approval from the Building Department prior to proceeding to the next stage of construction.** I understand that occupying or using the premises without written authorization from the Building Department constitutes a violation and may result in enforcement action, including fines.

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 site, and whether the work requires the involvement of an architect under the *Architects 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 certification that the plans for the work authorized by this permit comply with the Building Code and other applicable enactments, and that the issuance of this permit or any occupancy permit and the payment of applicable fees do not constitute any representation or assurance to me or any other person as to 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 3<sup>rd</sup> Avenue West, save or scan and email to: [customer.service@princerupert.ca](mailto: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**

<b>REGISTERED OWNER(S)</b>	<b>Property Owner(s)**</b> <small>(If company-owned, also provide a contact name)</small>		
	<b>Mailing Address</b>		
	<b>Main Phone Number(s)</b>		
	<b>Email Address</b>		
	<b>Owner</b>	<b>Signature Below:</b>	<b>Date:</b>
	<b>Owner</b>		
	<b>Owner</b>		

<b>AUTHORIZED AGENT</b>	<b>Name of Agent</b>		
	<b>Company Name</b> <small>(if applicable)</small>		
	<b>Mailing Address</b>		
	<b>Main Phone Number(s)</b>		
	<b>Email Address</b>		
		<b>Signature Below:</b>	<b>Date:</b>
	<b>Agent</b>		

\*\*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.