

# RESIDENTIAL BUILDING PERMIT APPLICATION

This is NOT a Building Permit

<b>CLASS OF WORK</b>	<b>New</b> <input type="checkbox"/>	<b>Alterations</b> <input type="checkbox"/>	<b>Addition</b> <input type="checkbox"/>	<b>Relocation</b> <input type="checkbox"/>
	<b>Repair</b> <input type="checkbox"/>	<b>Demolition</b> <input type="checkbox"/>	<b>Removal</b> <input type="checkbox"/>	<input type="checkbox"/>

**BPA # (office use only)**

<b>PROJECT INFORMATION</b>	Building Address (including Unit #)	Legal Description (optional)			Value of Project Required
		Lot	Block	Plan	
	Work Description	Existing Use		Existing # of Dwelling Units	
	Additional Information (optional)		Proposed Use	Additional # of Dwelling Units	

<b>APPLICANT</b>	Contact Name		Company Name (if applicable)		
	Address		City	Province	Postal Code
	Phone Number(s) Main _____ Other _____		Fax Number	Email Address	

<b>OWNER</b>	Contact Name		Company Name (if applicable)		
	Address		City	Province	Postal Code
	Phone Number(s) Main _____ Other _____		Fax Number	Email Address	

<b>CONTRACTOR</b>	Contact Name		Company Name (if applicable)		
	Address		City	Province	Postal Code
	Phone Number(s) Main _____ Other _____		Fax Number	Email Address	

<b>PAYMENT</b>	<b>Payment of Permit Fees is required prior to the issuance of Building Permits.</b>				
	Builders may choose to have the permit issued on an SAR which allows them to pay the fee after the permit has been issued. Please be aware that if you choose this option the permit will be issued as soon as the plan review is complete and the project approved. Should you choose not to construct this project once the permit has been issued the department policy with respect to refund of permit fees on cancelled permits will apply. If the SAR has not been paid, the SAR will be adjusted to reflect the reduced amount based on the cancellation policy.				
	Method of payment by Applicant: <input type="checkbox"/> Cash/Debit/Cheque <span style="float: right;">Where Approved <input type="checkbox"/> SAR <input type="checkbox"/> ID</span>				

APPLICATION INFORMATION	SUBMITTED?		
	Yes	No	To Follow
Site Plan			
Floor Plans/Elevations/Cross Sections			
Ventilation Design Sheets			
Shop Drawings			
Professional Design (sealed drawings)			
Declaration of Intent ( Demos only)			

I understand that this application does not grant permission to begin work on this project. I hereby certify that all information contained within this application is correct.

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Application Received By Date Received