



Village of Keremeos
 702 – 4th Street, Box 160, Keremeos, BC V0X 1N0
 Tel: (250)499-2711 Fax: (250)499-5477
 E-mail: town@keremeos.ca

APPLICATIONS WILL NOT BE PROCESSED FOR PERMIT ISSUANCE WITHOUT THE FOLLOWING:

1. A **non-refundable application/ plan processing fee of \$80.00**. The building permit fee will be assessed separately from the application fee.
2. Completed application form, accompanied by the owner's acknowledgement of responsibility and undertakings.
3. **Current** (no older than 30 days) copy of "State of Title Certificate" (or a **Title Search**) and copies of any easements, right of ways, covenants registered on the title.
4. Copies of any approvals required under any enactment including Record of Sewerage sealed by a Registered Onsite Wastewater Practitioner (<http://owrp.asttbc.org>) and highway access permits (if necessary).
5. **TWO SETS OF BUILDING PLANS** in a suitable scale which will include:
 - a. Floor plan, basement plan, foundation plan
 - b. Elevation plans, front and back, both side views
 - c. Section plan
 - d. Site plan showing dimensions and location of all buildings, septic field and water on property (see sample).
8. **Authorization of Agent** signed by the applicant if the applicant is not the registered owner of the property.
9. Documentation from the Homeowner Protection Office is required for dwellings pursuant to the *Homeowner Protection Act* and a building permit cannot be issued until a completed **HPO Registration Form** is received.
10. If a manufactured home is being installed, it must have CSA Z-240 certification.

APPLICATIONS WITH COMPLETE DOCUMENTATION ARE PROCESSED ON A FIRST COME, FIRST SERVE BASIS. ALL DOCUMENTATION MUST BE RECEIVED BEFORE A PLAN CHECK IS DONE.

Applications for Complex Buildings

In addition to the above requirements, applications for complex buildings must include a letter of assurance in the form of Schedule A (signed by owner and Co-ordinating Registered Professional), Building Code analysis, and Letters of Assurance in the form of Schedules B-1 and B-2 for each registered professional required on the project.

Although we do not require the following documents to issue a permit, to ensure that the applicant is not in violation of any Commission Order, Provincial Legislation or Statute, the Village of Keremeos advises that the applicant should check with:

- (a) Ministry of Transportation and Highways Access - 102 Industrial Place, Penticton, BC V2A 7C8 (250) 490-8200.
- (b) Municipal offices and applicable irrigation districts with respect to water supply.
- (c) BC Safety Authority, Suite #2 – 1101 Main Street, Penticton, V2A 5E6 (250) 487-4485

Boiler Safety Officer	(250) 487-4485	
Electrical Safety Officer	(250) 487-4483	OFFICE HOURS: 8:30 – 12:00
Gas Safety Officer	(250) 487-4488	

TO OBTAIN A BUILDING PERMIT YOU MUST SUPPLY:

- SIGNED APPLICATION FORM**
- WAIVER RE: FOUNDATION DESIGN**
- \$80.00 NON-REFUNDABLE APPLICATION FEE**
- AUTHORIZATION OF AGENT**
(Signed by owner if applicant is not the registered owner)
- TITLE SEARCH - no older than 30 days**
 - INCLUDE A COPY OF ALL REGISTERED COVENANTS, RIGHT-OF-WAYS AND EASEMENTS**
- PLANS (drawn to appropriate scale)**
 - 2 SETS OF CONSTRUCTION DRAWINGS**
 - Floor plan, basement plan, foundation plan (all rooms must be identified)
 - Elevation plans, front and back, both side views (identify natural and finished grade)
 - Cross section through the building illustrating foundations, drainage, ceiling heights and construction systems
 - 2 SITE PLANS WITH DIMENSIONS OF LOT AND SITING OF ALL BUILDINGS AND SHOWING ALL WATER**
 - CSA Z-240 CERTIFICATION (MANUFACTURED HOMES)**
- HOMEOWNER PROTECTION OFFICE DOCUMENTATION**
- HEALTH APPROVAL (if required)**
- HIGHWAY ACCESS PERMIT (if required)**
- SCHEDULES B-1/B-2 FROM ENGINEER (if applicable)**

HAVE YOU SUPPLIED ALL OF THE ABOVE?



Village of Keremeos
 702 – 4th Street, Box 160, Keremeos, BC V0X 1N0
 Tel: (250)499-2711 Fax: (250)499-5477
 E-mail: town@keremeos.ca

APPLICATION FOR BUILDING PERMIT

FOR OFFICE USE ONLY			
FOLIO NUMBER:		APPLICATION FEE:	
ZONED AS:		DATE PAID:	
		METHOD OF PAYMENT	

OWNER INFORMATION

(add additional page if more than two owners)

Registered Owner:		Registered Owner:	
Address:		Address:	
Province:	Postal Code:	Province:	Postal Code:
Tel. (home)	(work)	Tel. (home)	(work)
Fax:	E-mail	Fax:	E-mail

AGENT INFORMATION

(authorization form required)

Name:		Name:	
Address:		Address:	
Town/Province:		Postal Code:	E-mail:
Tel. (home)	(work)	Fax:	

Section 2 – Land Under Application

Lot:		Block:		District Lot:		Plan:	
Parcel Identifier:							
Location (civic address of property):							

Section 3 - Purpose of Application

DESCRIPTION OF PROJECT: _____

Class of Work:

- | | | | |
|--------------------------------------|-------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> New | <input type="checkbox"/> Alteration | <input type="checkbox"/> Addition | <input type="checkbox"/> Conversion |
| <input type="checkbox"/> Repair | <input type="checkbox"/> Demolish | <input type="checkbox"/> Move | <input type="checkbox"/> Change of Occupancy |
| <input type="checkbox"/> Other _____ | | | |

Type of Construction

- | | | | |
|-----------------------------------|---|--|--|
| <input type="checkbox"/> Frame | <input type="checkbox"/> Log | <input type="checkbox"/> Steel | <input type="checkbox"/> Engineered |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Masonry | <input type="checkbox"/> Reinforced Concrete | <input type="checkbox"/> Preserved wood foundation |
| <input type="checkbox"/> Timber | <input type="checkbox"/> Plumbing/heating | <input type="checkbox"/> Other _____ | |

Mobile Home CSA Z-240 certified? Yes No

Are there any buildings occupying any portion of said land? Yes No

If yes, state Use: _____

(Note – all structures on the property must be identified on the site plan)

Value of project when complete: \$ _____ (subject to RDOS evaluation or assessment)

Method of heating:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Forced Air | <input type="checkbox"/> Wood burning appliance |
| <input type="checkbox"/> Baseboard | <input type="checkbox"/> Other |
| <input type="checkbox"/> Radiant Heat | |

Applications for Complex Buildings

- In addition to the above requirements, applications for complex buildings must include letters of Assurance as set out in Division Part 2 of the Building Code (signed by owner and coordinating Registered Professional), Building Code Analysis, and Letters of Assurance in the form of Schedules B-1 and B-2 for each registered professional required on the project.
- A complex building is an assembly occupancy, care or detention occupancies, or high hazard industrial occupancies. A complex building also includes all buildings exceeding 600 square meters in building area or exceeding three storeys in building height used for major occupancies classified as residential occupancies, business and personal services occupancies, mercantile occupancies, or medium or low hazard industrial occupancies.

Additional Information

Additional material or more detailed information may be requested by the Village of Keremeos upon reviewing your application.

COMPLETION CHECKLIST:

- I have completed all relevant sections of this application form
- I have included a recent State of Title Certificate or Title Search (not more than 30 days old)
- I have included copies of all covenants, easements and right of ways registered against the title
- I have included two copies of a site plan with all required information
- I have included two sets of building plans with all required information
- I have included required sewage disposal permit (or application)
- I have included required highway access permits
- I have included the Waste Disposal Plan (demolition)
- I have included the Schedule from Coordinating Registered Professional (complex buildings only)
- I have included the Building Analysis (complex buildings only)
- I have insured all owners listed on the title have signed the application form
- I have included the correct fee (contact Staff for current fees)

Important: Your application will **not** be considered complete unless it contains all the information above. The processing of your application will be delayed if it is incomplete. Contact a staff person for assistance.

A note about obtaining the State of Title Certificate/Title Search and Covenants. The State of Title Certificate/Title Search and covenants may be obtained through our office, for the current BC Online fee, or from the Land Title Office for a fee.

Please obtain copy of current title search and/or required covenants, easements and right of ways. I understand the charge will be applied to my building permit costs.

Initial

DECLARATION

I/We, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of the facts related to this application.

Signature of Owner/Agent

Date

Print name of Owner or Authorized Agent

Signature of Owner/Agent

Date

Print name of Owner or Authorized Agent

Notice of collection of personal information:

Personal information on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the *Local Government Act* and the bylaws of the Village of Keremeos. Documentation/information submitted in support of this application can be made available for public inspection pursuant to the *Freedom of Information and Protection of Privacy Act*.

FORM A – OWNER’S ACKNOWLEDGMENT OF RESPONSIBILITY AND UNDERTAKINGS:

Section 10.1.10 of the Village of Keremeos Building bylaw states that a foundation design must be prepared by a Registered Professional and be accompanied by Letters of Assurance assuring that the foundation design and excavation substantially complies with the Building Code.

Alternatively, the requirements of Section 10.1.10 may be waived where the owner has signed acknowledging that it is his sole responsibility to ensure the excavation, soil bearing, footings, and foundations and backfill are in conformance with the BC Building Code, and that he assumes total liability for his decision not to employ the services of a Registered Professional, and that the Building Official does not inspect these components but instead relies on the Registered Professional’s report, and lacking one, on the owner’s acknowledgement of total responsibility and liability, unless otherwise required by the Building Official.

- I assume sole responsibility to ensure the excavation, soil bearing, footings, and foundations and backfill are in conformance with the BC Building Code and assume total liability for the decision not to employ the services of a Registered Professional. I acknowledge that the Building Official does not inspect these components.

OR

- I have/will retain the services of a Registered Professional to provide a foundation design and Letters of Assurance.

I acknowledge that the owner of the land in respect of 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 bylaws respecting safety.

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 restriction 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 further acknowledge that neither the issuance of a permit under the Building Bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the Village of Keremeos shall:

- (a) in any way relieve the owner or his or her representative from full and sole responsibility to perform the work in strict accordance with the Building Bylaw and the Building Code and/or other enactments, and
- (b) constitute in any way a representation, warranty, assurance or statement that the Building Code, or the Building Bylaw have been complied with.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE ABOVE, THAT I HAVE BEEN GIVEN ACCESS TO THE VILLAGE OF KEREMEOS BUILDING BYLAW, AND THAT I UNDERSTAND MY OBLIGATIONS AS THE OWNER OF THE AFFECTED PROPERTY.

Name of Registered **Owner** (print)

Signature of Registered Owner
(or Authorized Signatory of Corporation)

Date of Acknowledgement