



Simple Building Permit Application



Completed applications can be sent to: building.inspection@prrd.bc.ca

APPLICATION INFORMATION *(to be completed by the applicant or authorized agent)*

CONTACT

Owner's Name: _____ Phone: _____

Owner's Email: _____ Owner's Mailing Address: _____

Community: _____

Postal Code: _____

CONSTRUCTION SITE

House Number & Road Name: _____

Legal Description

Lot: _____ Block: _____ Plan: _____ Section: _____ Township: _____

Range: _____ District: _____ Lot Size (ac.): _____ Building Size: _____

Estimated Construction Value (See Construction Value Table): \$ _____

Project Description: _____

Are there any other buildings occupying the property? **Yes** ☐ if yes, indicate on site plan / **No** ☐

Are there any steep grades exceeding **15%** or any unstable conditions? **Yes** ☐ / **No** ☐

Class of Work Will Be:			Type of Construction:		
<input type="checkbox"/> New	<input type="checkbox"/> Addition	<input type="checkbox"/> Placing a Home	<input type="checkbox"/> Wood Frame	<input type="checkbox"/> Concrete	<input type="checkbox"/> Other
<input type="checkbox"/> Repair	<input type="checkbox"/> Accessory Building	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Masonry	<input type="checkbox"/> Steel	
<input type="checkbox"/> Alteration	<input type="checkbox"/> Demolition	<input type="checkbox"/> Energy Advisor	<input type="checkbox"/> Timber	<input type="checkbox"/> Logs	

The applicant agrees that construction will comply with the BC Building Code and all other applicable regulations related to the proposed work. The failure to request inspections does not exempt the applicant from the obligation to adhere to the required standards and regulations. Furthermore, the Peace River Regional District assumes no responsibility for the design, construction, safety, or suitability of the building or structure subject to this application.

PRINT NAME OF APPLICANT: _____

SIGNATURE OF APPLICANT: _____ DATE: _____

Dawson Creek - Head Office

Box 810
1981 Alaska Avenue
Dawson Creek, BC, V1G 4H8
Phone: 250-670-3200

Fort St John - Branch Office

9505 100 Street
Fort St John, BC, V1J 4N4
Phone: 250-785-8084
Fax: 250-785-1125



Website

prrd.bc.ca

diverse. vast. abundant.



Simple Building Permit Application Checklist



Development Services

1981 Alaska Avenue
Dawson Creek, BC, V1G 4H8



250-784-3200



building.inspection@prrd.bc.ca



prrd.bc.ca

Dwelling Application Requirements

☐ Single Family Dwelling

- ☐ Building and *Plumbing Permit Application
- ☐ HPO Registration
- ☐ Owner Authorization Form (if required)

* Typically, TQ plumbers apply for plumbing permits. If owner applies for this permit, please provide a plumbing schematic for Inspector review.

☐ Two Sets Of Building Plans Which Include:

- ☐ Site plan(s)
- ☐ Foundation
- ☐ Floor plan(s)
- ☐ Elevations
- ☐ Cross-section
- ☐ Energy Model / Pre-Construction Report
- ☐ Truss / floor beam layout showing point loads (obtained from truss supplier)

☐ PRRD Sewage Catchment Area

- ☐ Sewage disposal approval (if required)

☐ Fees

- ☐ Application fee - \$200
- ☐ Building permit fee (calculated by construction value, see Construction Value Table)

☐ Registered Professional (Schedule B)

*As Applicable:

- ☐ Coordinating Registered Professional (CRP)
- ☐ Architectural
- ☐ Structural (truss specs)
- ☐ Mechanical
- ☐ Plumbing
- ☐ Fire Suppression
- ☐ Electrical
- ☐ Geotech - Temporary
- ☐ Geotech - Permanent

*Required engineered drawings must accompany application package at time of submission. In addition to Schedule B, a copy of the **Letter of Assurance** and **Registered Professional's Proof of Insurance** is required.

☐ Demolition Application (May Be Required)

- ☐ Application (use same form as Building Permit application)
- ☐ Corporate Registration/Summary (if required)
- ☐ Demolition Permit fee
- ☐ Site Plan(s)
- ☐ Building demolition Hazard Assessment

☐ Click or Call Before You Dig



Construction Value Table

Simple Building		Unit Value Per Square:	
		Foot	Meter
a.	Slab on grade or pier Foundation	\$18.00	\$193.75
b.	Crawlspace Foundation	\$30.00	\$322.92
c.	Basement Foundation	\$65.00	\$699.66
d.	Finished Basement	\$20.00	\$215.28
e.	Each story above the Foundation	\$130.00	\$1,399.32
f.	Log or timber walled structure	\$140.00	\$1506.96
Simple Building Accessory Use			
a.	Detached Garage	\$65.00	\$699.66
b.	Accessory Building	\$65.00	\$699.66
c.	Covered Deck	\$35.00	\$376.74
d.	Interior renovations that impact the structure and vapor barrier	\$50.00	\$538.20

Contaminated Sites & Construction

Under BC Law, Building Permits that involve any excavation must submit a **Site Disclosure Statement** which discloses the history of the land, specifically if ANY of the commercial or industrial uses/activities listed in the [Contaminated Sites Regulation \(Schedule 2\)](#) took place.

If the owner can attest that none of these activities happened on the land, they may opt to complete the **Contaminated Site Declaration Form** on page 3 of the Building Permit application. Otherwise, they must complete the provincial [Schedule 1 Site Disclosure Statement](#).



Contaminated Site Declaration Form

I, _____, hereby acknowledge that the *Environmental Management Act*, 2003, as amended, is effective as of February 1, 2021.

Legal Description of Subject Land(s):

Please Check Only One:

☐ I have read [Schedule 2](#) and based on my personal knowledge of the property in question, I do not believe that it is or has been used for any of the industrial or commercial purposes and activities specified in [Schedule 2](#) of the regulations. Accordingly, I elect not to complete and submit a *Site Disclosure Statement*, as outlined in Section 40 (1) of the *Environmental Management Act*.

☐ I have read [Schedule 2](#) and one or more of the identified purposes or activities is or has occurred on the land(s) legally described above. Please contact staff to submit a Site Disclosure Statement at planning@prrd.bc.ca

I further acknowledge that this declaration does not remove any liability, which may otherwise be applicable under the legislation.

Owner/Agent

_____/_____/_____
dd mm yy

Owner/Agent

_____/_____/_____
dd mm yy

For more information, please visit the Ministry's Identification of Contaminated Sites webpage or email sitelD@gov.bc.ca