



# Building Permit Application

## RDCK OFFICES

### Nelson

Box 590, 202 Lakeside Drive  
Nelson, BC V1L 5R4  
Phone: 250-352-8155  
Toll Free: 1-800-268-7325  
[buildingdepartment@rdck.bc.ca](mailto:buildingdepartment@rdck.bc.ca)

### Creston

531B 16 Avenue South  
Creston, BC V0B 1G0  
Phone: 250-428-5717  
Toll Free: 1-833-223-2661  
[crestonbuilding@rdck.bc.ca](mailto:crestonbuilding@rdck.bc.ca)

### Nakusp

Box 358, 204 6th Avenue NW  
Nakusp, BC V0G 1R0  
Phone: 250-265-4111  
Toll Free: 1-844-817-9096  
[nakuspbuilding@rdck.bc.ca](mailto:nakuspbuilding@rdck.bc.ca)

## BUILDING TYPE

- |  |  |
|--|--|
| <input type="checkbox"/> Single Family Dwelling                                | <input type="checkbox"/> Demolition or Decommission                      |
| <input type="checkbox"/> Multi Family Dwelling (Duplex or Multi-Residential)   | <input type="checkbox"/> Replacement (for expired permit)                |
| <input type="checkbox"/> Secondary Suite                                       | <input type="checkbox"/> Retaining Wall (1.5m / 5' or greater in height) |
| <input type="checkbox"/> Manufactured Home <sup>1</sup> (CSA Z240)             | <input type="checkbox"/> Farm Building <sup>2</sup>                      |
| <input type="checkbox"/> Modular Home (CSA A277)                               | <input type="checkbox"/> Commercial                                      |
| <input type="checkbox"/> Accessory Building (Carport, Garage, Shed, Shop etc.) | <input type="checkbox"/> Industrial                                      |
| <input type="checkbox"/> Plumbing only   | <input type="checkbox"/> Institutional                                   |
| <input type="checkbox"/> Deck  | <input type="checkbox"/> Occupant Load Calculation                       |
| <input type="checkbox"/> Pool (Fencing only)                                   | Other <sup>3</sup> : _____   |

See the related **BUILDING TYPE CHECKLIST** for required documents to submit with your application.

## SCOPE

- New construction                       Addition                       Alteration/Renovation

Describe the intended use of proposed construction (Ex.: 1500 sq ft building for my woodworking business):

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Total cost of proposed construction at current market rates (Includes all labour, material, trades and design fees):

\$ \_\_\_\_\_

*For RDCK staff use.*

RDCK Building permit number (once assigned): \_\_\_\_\_

<sup>1</sup> Be sure to meet all the criteria listed on the RDCK Manufactured Home Checklist.  
<sup>2</sup> Provide proof that the subject property has been granted farm class by BC Assessment.  
<sup>3</sup> Mixed Use, Move any Building, Special Structures.

## COUNTER-READY APPLICATION

**Permit applications will only be accepted when a complete counter-ready application is received. Counter-ready applications are processed in chronological, received date order.**

A counter-ready application includes all required documentation (see associated **BUILDING TYPE CHECKLIST** forms). Due to the uniqueness and complexity of some applications, we may require additional information. All applications may be submitted by email, mail or in person at one of the three RDCK offices: Creston, Nakusp or Nelson.

Applications within member Villages (New Denver, Silverton, Salmo, Slocan and Kaslo) may be submitted to the Village offices.

## SECTION 1: APPLICANT INFORMATION

Name(s) of Applicant *(If Applicant is not the Owner, submit Owner Representative Form)*:

\_\_\_\_\_

Email of Applicant: \_\_\_\_\_ Phone # of Applicant: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Email of Contractor: \_\_\_\_\_ Phone # of Contractor: \_\_\_\_\_

Registered Professional  
Architect or Engineer: \_\_\_\_\_

Email of Architect or Engineer: \_\_\_\_\_

## SECTION 2: PROPERTY INFORMATION

Civic Address<sup>4</sup>: \_\_\_\_\_ PID: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ District Lot: \_\_\_\_\_ Plan: \_\_\_\_\_

List all known Covenants, Easements and Right-of-Ways:

\_\_\_\_\_

\_\_\_\_\_

\_ List all existing buildings and dwellings on the property (provide site plan see page 5):

\_\_\_\_\_

\_\_\_\_\_

<sup>4</sup> To obtain a civic address visit [rdck.ca](http://rdck.ca) and search for Civic Addressing.

**SECTION 3: OWNER(S) REPRESENTATIVE FORM (if applicable)**

This section is to be completed by the Registered Owner(s) in fee simple of the property who is assigning a Representative, such as an agent or contractor, to whom the Registered Owner(s) authorizes responsibility to carry out the duties assigned to building permit issuance, according to RDCK Building Bylaw 2200, 2010.

This certifies that I/we are the Owner(s) of the following property legally described as

PID: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ District Lot: \_\_\_\_\_ Plan: \_\_\_\_\_

and as Owner(s) of the property, I/we authorize the following (name of Representative, including email and phone number): \_\_\_\_\_

to be our **Representative** to carry out the following work:

\_\_\_\_\_

Name of Owner(s)<sup>5</sup>: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signatures of Owner(s)<sup>6,7</sup>: \_\_\_\_\_

\_\_\_\_\_

<sup>5</sup> Provide list of owner(s) and signature of each contact as required.

<sup>6</sup> The Owner(s) acknowledge that the RDCK is not responsible for any loss or damages due to the owner failing to verify or comply with covenants, easements or rights-of-ways or other charges affecting title to their property, whether registered or not. RDCK issuance of this building permit is not a representation or warrant that no covenants, easements, rights-of-way or other charges exist which could affect the proposed construction project.

<sup>7</sup> The information required by this form and the documents you provide with it are collected to process an application for building within the RDCK. Information pertaining to this building permit, other than personal information, will be available for review by any member of the public. Personal information collected in this application is for the sole purpose of processing the application and will be managed in accordance with the Freedom of Information and Protection of Privacy Act. Questions regarding the collection and use of your Personal Information may be directed to the Privacy Officer at 250-352-6665 or at [foi@rdck.bc.ca](mailto:foi@rdck.bc.ca)

## SECTION 4: OWNER'S ACKNOWLEDGEMENT AND AGREEMENT OF PERMIT CONDITIONS

As owner I acknowledge and understand the following RDCK Building Bylaw 2200, 2010 conditions of permit issuance:

1. Construction shall commence within six months after the date the permit was issued (Sections 13.3.1).
2. The work, once commenced, shall not be discontinued for a continuous period of more than twelve months, or in any event 12 months from the last inspection (Section 13.3.2).
3. The permit shall expire and the rights of the owner shall terminate in the event and at the time that either of the above conditions is not met or in any event thirty-six months after the date the permit was issued (Section 13.3.3).
4. An Owner may apply for, and the building official may issue a one-time renewal of a building permit, for a period of not more than one year. A renewal fee is payable as required under schedule 'A' of the RDCK Building Bylaw 2200, 2010 (Section 13.5).

### IF THE PERMIT APPLIED FOR IS GRANTED, THE OWNER ACKNOWLEDGES THE FOLLOWING:

- To conform and be bound by the requirements of all relevant statutes, regulations, rules, orders in council and bylaws of the Province of British Columbia and the Regional District of Central Kootenay (the "Regional District"), including, but not limited to the current B.C. Building Code and the Regional District's Building Bylaw.
- The *owner* has the full and sole responsibility to carry out the work in respect of which the permit was issued in full compliance with the Building Code, the Building Bylaw, and other applicable enactments respecting safety.
- Neither the issuance of a permit under the Regional District's Building Bylaw, the review and acceptance of the design, drawings, plans or specifications, nor inspections made by the Building Official, shall constitute a representation or warranty that the Building Code or the Bylaw have been complied with, or the building, structure or the plumbing system meets any standard of materials or workmanship; No person shall rely on any of those acts as establishing compliance with the B.C. Building Code, the Building Bylaw or any standard of construction.

### I HAVE READ THE ABOVE AGREEMENT, RELEASE, INDEMNIFY AND UNDERSTAND IT.

Owner Name(s) (Print)<sup>8</sup>: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address of Owner: \_\_\_\_\_

Email Address of Owner: \_\_\_\_\_ Phone # of Owner: \_\_\_\_\_

Signature of Owner(s)<sup>9</sup>: \_\_\_\_\_

Name of Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

<sup>8,9</sup> Owners of land with more than one owner, except land owned in joint tenancy, shall each sign this application form acknowledging that they are aware of and support this building permit application. In such ownership circumstance, owners please contact the RDCK local office above. The department assistant will review the land title and create a unique separate page, listing non-joint tenancy ownership details (such as fractional ownership). Each owner shall then provide their signature and contact information to that specific document.

# EXAMPLE SITE PLAN

## INDICATE THE FOLLOWING:

- North Arrow;
- Location and uses of proposed or existing construction and additions;
- ALL Lot dimensions;
- ALL distances from property lines, steep slopes and water courses for proposed construction, including additions;
- Location of driveway access from named roads;
- Size, location and number of on-site parking spaces (if required);
- Location of proposed or existing sewage field and water well;
- Scale of Site Plan.

NOTE: D = Distance – Applicant must indicate actual distances in feet (metres).

Property Line = P/L

SCALE: \_\_\_\_\_

