

Submissions Checklist for Part 9 Additions, Renovations, and Renovations

Please include a completed copy of this checklist document with your Standard Building Permit Application to build an addition, renovation, or accessory building for a standard building. By checking the "Included" boxes below, you are confirming that the required document has been included in your application package. **All items listed below are required, applications will not be accepted for review until deemed complete.**

IMPORTANT: A detailed guide for supporting document requirements is available on the City's Building Department webpage. Please review the guiding document to ensure document compliance prior to submitting. **Only documents including all specified details will be reviewed.**

Included	Required Supporting Document
General	
	Completed Application Package (see attached) and Non-refundable Application Fee (15% of total value of work, minimum \$100)
	Title Search (current within 30 days) and details/location of any easements, right-of-ways, and/or covenants registered to title
	Zoning Bylaw Analysis
Plans	
	Site Plan (x2)
	Driveway/ Parking Details (can be included as part of Site Plan)
Building Drawings Compliant with BC Building Code (All x2 Copies)	
	Floors Plans
	Structural Details
	Cross Section Drawings
	Elevation Drawings
	Foundation Drawings
	Truss Layout Drawings
Energy Efficiency Documents	
	Pre-Construction BC Energy Compliance Reports
	Drawings indicating Step-Code being pursued
Additional Documents If Applicable	
	Strata Approval (for Strata Property) or Developers Approval (if design guidelines apply)
	Site Disclosure Statement
	Septic Approval Report (if septic system is being used)
	Geotechnical Documentation
	Home Protection Act Documents (HPO)

*Additional documents may be requested at the discretion of City of Port Alberni Planning & Development staff. If you are unclear about document requirements or whether they apply to your project, please contact the City by email at building@portalberni.ca or by phone at 250-720-2835.



CITY OF PORT ALBERNI
PLANNING & BUILDING DEPARTMENT

DATE RECEIVED

**STANDARD BUILDING
PERMIT APPLICATION**

Building Proposal Type (select one):	SFD Fourplex	SFD + suite Accessory Building	Duplex Addition	Triplex Reno (interior only)
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I, _____ HEREBY APPLY UNDER THE PROVISIONS OF THE **BUILDING BYLAW**
(NAME OF APPLICANT – PLEASE PRINT)

FOR PERMISSION TO BUILD _____
(DESCRIPTION OF PROJECT)

SITE ADDRESS: _____

LEGAL DESCRIPTION: Lot _____ Block _____ DL _____ ALD PLAN _____ P.I.D.: _____

TOTAL VALUE OF WORK: _____
* Value must match final calculation on attached valuation form *

APPLICANT
Name _____
Address _____
Phone _____ Email _____ Fax _____

PROPERTY OWNER
Name _____
Address _____
Phone _____ Email _____ Fax _____

BUILDER
Name _____
Address _____
Phone _____ Email _____ Fax _____
Business License No.: _____

PLUMBER
Name _____ Address _____
Phone No. _____ Business License No. _____
TQ# _____ Email _____

Note: Meter supplied by City (250-720-2840). Installation by Plumber to City Specification

SUBCONTRACTOR CONTACT INFORMATION

1. Contact Name _____ Trade _____
Business License No. _____ Phone No. _____ Email _____

2. Contact Name _____ Trade _____
Business License No. _____ Phone No. _____ Email _____

3. Contact Name _____ Trade _____
Business License No. _____ Phone No. _____ Email _____

Personal Information collected on this form is collected for the purpose of processing this application for administration and enforcement. The personal information is collected under the authority of the Local Government Act and the City's bylaws. If you have any questions about this collection, contact the Clerk's Department, City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8. Phone 720-2810. Personal information or business information submitted on this form is not to be considered as supplied in confidence.

PLEASE INITIAL TO ACKNOWLEDGE THAT YOU HAVE READ THE ABOVE ✕ _____

Application is hereby made under the provisions of the Bylaws of the said City for permission to construct the above mentioned building(s). The applicant agrees to cause the work to be done in accordance with all the Bylaws of the City and in a workman-like manner and to have all building material, rubbish and litter cleared from the streets and site upon completion of the building. Plans of the proposed building(s) are submitted herewith. It is understood and agreed that any misrepresentation in the particulars given herein shall cancel the permit issued hereon and render the same invalid. Plans accompanying this application are to be left for two clear days at least for examination and approval by the Building Inspector before a permit is issued hereon. The acceptance of filed plans or issuance of a building permit constitutes no approval of same, or relaxation from any Municipal Bylaw or regulations made by other authority.

Date (mm/dd/yy) _____ ✕ Signature of **Applicant** _____

Application for Permit shall be accompanied by a signed statement by the owners as follows:

I, _____ THE OWNER OF
(NAME OF OWNER – PLEASE PRINT)
_____ HEREBY AUTHORIZE
(SITE ADDRESS)
_____ AS MY AGENT TO APPLY FOR A PERMIT
(NAME OF AGENT)
TO UNDERTAKE CONSTRUCTION ON MY PROPERTY. Signature of **Owner** _____

SITE DISCLOSURE STATEMENT

Has the subject property been used for any industrial or commercial uses described in SCHEDULE 2 of the Contaminated Sites Regulation? Yes or No

IMPORTANT: If you answered "Yes" above, you must complete a provincial Site Disclosure Statement (Schedule 1) online at <https://submit.digital.gov.bc.ca/app/form/submit?f=32a95812-f9db-4fd2-99eb-7e362b0253b1> and **submit a copy with this application**. Be sure to review Part 2, Division 3 of the Contaminated Sites Regulation to determine whether you are exempt from submitting a Site Disclosure Statement.

If you answered "Yes" above but are exempt, please site the exemption reason as stated in the Contaminated Sites Regulation _____

✕ Signature of **Applicant**

Date (mm/dd/yy)



CITY OF PORT ALBERNI
PLANNING & BUILDING DEPARTMENT
OWNERS UNdertaking FORM

Civic Address: _____
Legal Description: Lot _____ Block _____ DL _____ ALD PLAN: _____ P.I.D.: _____
Registered Owner(s): _____
Phone Number(s): _____
Email(s): _____

OWNER'S ACKNOWLEDGMENT & SIGNATURE(S)

The undersigned acknowledges the following:

1. Issuance of a permit pursuant to this application will not relieve me from my primary responsibility for complying with the federal, provincial and City regulations governing the work authorized by the permit, including the BC Building Code and the City's building bylaw, not from the responsibility for obtaining information about such regulations, whether the work is undertaken by me or by those whom I may retain or employ to provide design or construction services.
2. Construction must be carried out in accordance with the permit and all applicable laws, and in accordance with good construction practices.
3. It is my responsibility to establish the legal boundaries of the building lot and, unless the building official deems it unnecessary, to provide to the City a building survey certificate prepared by a BC Land Surveyor after the building foundations have been constructed.
4. Issuance of a permit does not entitle me to construct anything on the building lot in contravention of any covenant, easement, right of way, statutory building scheme, or other restriction or charge registered against the title to the land, responsibility for the identification and interpretation of which rests wholly on me.
5. I am responsible for requesting inspections by the City's building official at the following stages of construction unless field reviews are being provided by a registered professional: footings and foundation framework; perimeter drainage and damp proofing before backfilling; water, sewage and storm drainage connections before backfilling; framing; plumbing; insulation and vapor barrier; and final inspection.
6. I will be liable to the City for the cost of repairing any damage to public works or highways that results from the construction authorized by this permit.
7. If the project involves any plumbing work, other than the repair or replacement of a valve, faucet, fixture or sprinkler, the clearance of a stoppage, or repair of a leak, requiring in each case no change in piping, a separate plumbing permit is required.
8. Neither the issuance of a permit pursuant to this application, nor the review or acceptance of plans, specifications, or drawings or the conduct of inspections by the City of Port Alberni constitutes a representation, warranty, or assurance that the work authorized by the permit complies with the BC Building Code, the City's building bylaw, or any other applicable enactment, code or standard, or meets any standard of materials or construction.

In consideration of the granting of a permit pursuant to this application, I release and indemnify the City of Port Alberni, its Councilors, Officers and employees from and against any liability, demands, claims, causes of action, suits, judgments, losses, damages, costs and expenses of whatever kind which I or any other person, partnership, corporation or our respective heirs, successors, administrators or assignees may have or incur, in consequence of or incidental to the granting of the permit or any representation, advice, certification, inspection, approval, enforcement or failure to enforce the BC Building Code of the City's building bylaw in respect of the work authorized by the permit, and agree that the City owes me no duty of care in respect of these matters.

As owner or owner's agent, I have verified that the information contained within this document and associated applications and plans is correct, and describes a use, a building or a work which complies with all relevant bylaws and statutes. I understand that personal information contained in this form will not be released to the public except as required by law; however, all associated applications and plans will be made publicly available during the development or building application process. I acknowledge that responsibility for by-law compliance rests with the owner and the owner's employees, agents and contractors. I will indemnify and save harmless the City of Port Alberni, its officials, employees and agents against all claims, liabilities and expenses of every kind, in respect to anything done or not done pursuant to this application or ensuing permit, including negligence and/or the failure to observe all by-laws, acts or regulations.

Registered Owner Signature: _____ Date: _____

Registered Owner Signature: _____ Date: _____



CITY OF PORT ALBERNI
PLANNING & BUILDING DEPARTMENT

**HAZARDOUS MATERIALS
ASSESSMENT**

This form is to be completed and submitted in association with an application for a Building Permit where the proposed **works include alterations or renovations within an existing structure**. The information provided here is intended to assist the Building Official in determining if a Hazardous Material Survey report, in compliance with WorkSafeBC Guidelines Part 20, has been completed. If a Hazardous Materials Survey report has not been completed, the Building Official will request further information regarding the scope of the project, and the presence of any potentially hazardous-containing materials, prior to the entry of the structure. If deemed necessary, a Building Official may ask that a report be produced. If a report prepared by a qualified person (as per WorkSafeBC Guidelines Part 20) cannot be produced, the Building Official may stop the inspection to ensure his/her safety.

Hazardous Materials Assessment information can be found on the City's Building Permit web page at: <https://portalberni.ca/content/application-forms-building-and-renovations>

Subject Property Civic Address: _____

Applicant Name (please print): _____

Was the existing building constructed prior to 1990?

- ☐ Yes
- ☐ No

Has a Hazardous Material Survey report as per WorkSafeBC Guidelines Part 20 been completed for this structure?

- ☐ Yes
- ☐ No

Please note, if a Hazardous Materials Survey report has been completed, documentation, including the report and evidence that the material was removed and disposed of properly, must be available and produced upon request for inspection purposes. Once the hazardous materials are removed, an "All Clear" letter must be posted, signifying the building is safe to enter.

Applicant Signature: _____ Date: _____



CITY OF PORT ALBERNI
PLANNING & BUILDING DEPARTMENT

**EXISTING DAMAGE TO
MUNICIPAL WORKS**

Subject Property Civic Address: _____

Provide summary and reference photos of any existing damage to Municipal Works.

Upon completion of the work and prior to occupancy, the City will inspect the municipal works and assign value to any observed damage. This cost must be paid before an occupancy permit will be issued and will be used towards the future replacement cost.

I hereby acknowledge that I personally inspected the Municipal Works immediately adjacent to the above noted property and have accurately stated the damage to Municipal Works.

Registered Owner(s) or Agent Signature: _____

Date: _____



CITY OF PORT ALBERNI
PLANNING & BUILDING DEPARTMENT

**DECLARATION OF
COMPLIANCE WITH
DEVELOPMENT PERMITS**

Applicant Name _____
Subject Property Address _____
Legal Description: Lot _____ Block _____ DL _____ ALD PLAN: _____ P.I.D.: _____
Development Permit Number (s) _____

If you have a development permit registered on title, please complete the relevant declarations and submit this form with your building permit application.

IF NO CHANGES HAVE BEEN MADE:

1) I/we _____, applicant (s) for the above mentioned project, hereby confirm that the building permit plans submitted for this project are identical to the approved Development Permit Plans.

Signed _____ Date _____

IF MINOR CHANGES HAVE BEEN MADE:

2) I/we _____, applicant (s) for the above-mentioned project, hereby confirm with the exception of the attached minor changes, that the plans submitted for this project are identical to the approved Development Permit Plans.

Signed _____ Date _____

* For Declaration 2, the applicant must attach a letter to this form listing any requested changes and the rationale for requesting them. Clearly highlight the requested changes on the building permit drawings and sign each accordingly. All changes will require approval prior to the building permit issuance.

OFFICE USE ONLY

Approved by Planning Department: YES NO

Conditions: _____

Signed _____ Dated _____



CITY OF PORT ALBERNI
PLANNING & BUILDING DEPARTMENT

**BUILDING PERMIT VALUATION
FORM**

Applicant Name _____

Subject Property Address _____

In the space below, please provide the square footage of each construction element (left-hand column), the cost per square foot used in estimates (center column), and the calculated values (right-hand column). Please provide the sum of all values to obtain the Total Valuation to be used for Building permit purposes.

VALUATION (PER SQUARE FOOT):

RESIDENTIAL

<input type="text"/>	Construction above ground	@	<input type="text"/>	<input type="text"/>
<input type="text"/>	Construction below ground	@	<input type="text"/>	<input type="text"/>

IN ADDITION TO THE ABOVE, ADD THE FOLLOWING (if applicable):

<input type="text"/>	Decks and accessory buildings	@	<input type="text"/>	<input type="text"/>
<input type="text"/>	Carports	@	<input type="text"/>	<input type="text"/>
<input type="text"/>	Garages	@	<input type="text"/>	<input type="text"/>
<input type="text"/>	Mobile/Manufactured Homes	@	<input type="text"/>	<input type="text"/>

TOTAL VALUATION (for building permit purposes only)

For building permit applications for multi-family dwellings (three or more units), mixed-use, commercial, industrial, institutional, and all other categories not addressed above, at the discretion of the City, the value of construction shall be based on the contract price together with a reasonable allowance for extras or, where there is no contract price, the cost estimated by a Building Official of construction of the building according to the plans submitted in support of the permit application. The City reserves the right to use the Marshall Swift or other industry databases such as Altus or Butterfield Consultants to calculate the total construction cost, at its discretion.



CITY OF PORT ALBERNI
PLANNING & BUILDING DEPARTMENT

**PLUMBING DECLARATION
FOR PART 9 OF CURRENT BCBC**

In accordance with the British Columbia Plumbing Code, persons performing the installation, extension, alteration, renewal or repair of a plumbing system shall:

- a. Possess a Red Seal Certified plumber designation, or
- b. Be an indentured apprentice supervised by a journeyman who meets the qualifications set out in Clause (a), or
- c. Be the registered owner and occupant or intended occupant of the single family dwelling in which the plumbing work will occur.

Property Address: _____

Permit No: _____ Date: _____

This Declaration is made in relation to plumbing work being performed by a plumbing contractor or registered owner/occupant at the location performing the work.

Please fill out only one of the following below:

☐ **Plumbing Contractor:**

Name/Company

Address

Telephone#

Email

T. Qualification#

Signature

☐ **Registered Owner/Occupant:**

Name

OR

Address (if different than above)

Telephone#

Email

Signature

Plumbing underslab

Plumbing Rough-in

Sprinkler System - Irrigation

CSA Approved 4.8 litre toilets have been installed

Other: _____

Water Connection

Sanitary Sewer Connection

Storm Drain Connection

Water Hammer Arrestors (at dishwasher,
clothes washer, and fridge)

A Plumbing Declaration must be completed and submitted prior to the first required plumbing inspection. For plumbing contractor, plumbing work and all tests must be in accordance with the current BC Plumbing Code. All building plans accompanying the building permit must be reviewed and followed. For all single family dwellings where an owner/intended occupant is performing the plumbing work, declaration must be accompanied by a plumbing schematic sketch of the D.W.V and potable water system. The City of Port Alberni shall be promptly notified of any changes to the above.



**CITY OF PORT ALBERNI
PLANNING & BUILDING DEPARTMENT**

**2018 BCBC PLUMBING FIXTURE
UNIT LOAD CALCULATIONS**

Complete this form and submit this with your building permit application. If adding new fixtures to an existing dwelling, please complete both tables. If the building permit application is for a new dwelling, please complete Table 1 only.

FOR NEW FIXTURES IN NEW DWELLINGS or NEW FIXTURES IN EXISTING DWELLINGS

1. In the space provided in Column 1, write the number of the new fixtures for each type of fixture being installed.
2. Calculate the total load for each fixture by multiplying the number in Column 1 by the sub load in Column 3.
3. Record Total Load in Column 4.
4. Add all figures in Column 4. Record this total in "Total Fixture Unit Load - TABLE 1".
5. Existing dwellings move on to Table 2. New dwellings, complete steps 6 and 7.
6. Refer to Table A on the next page for size of water service required.
7. Record in "Size of Water Service Required" - NEW DWELLING.

TABLE 1.

(1) Number of Fixtures	(2) Type of Fixture	(3) Sub Load FU	(4) Total Load
	Bathroom group	3.6 (hot & cold combined)	
	Bidet	2.0 (hot & cold combined)	
	Toilet	2.2 (hot & cold combined)	
	Lav	0.7 (hot & cold combined)	
	Shower	1.4 (hot & cold combined)	
	Kitchen Sink	1.4 (hot & cold combined)	
	Other Sink	1.0 (hot & cold combined)	
	Dishwasher	1.4 (hot & cold combined)	
	Clothes Washer	1.4 (hot & cold combined)	
	Outside Hose Bib	2.5 (hot or cold)	
Total # of Fixtures =	Total Fixture Unit Load		
	Size of Water Service Required - Table A		

FOR ALL EXISTING FIXTURES IN EXISTING DWELLINGS

1. In the space provided in Column 1, write the number of the existing fixtures for each type of fixture being installed.
2. Follow Steps 2 and 3 above.
3. Record the Fixture Unit Load from Table 1 in "Total Fixture Unit Load" - TABLE 1.
4. Add all figures in Column 4. Record this total in "Total Fixture Unit Load - TABLE 1".
5. Add the 2 totals and record result in "Fixture Unit Load - GRAND TOTAL".
6. Refer to Table A on the next page for the size of service required.
7. Record in "Size of Water Service Required" - EXISTING DWELLING.
8. If you know the size of existing water service, please enter in space provided.

TABLE 2. TOTAL LOAD ON WATER SERVICE - EXISTING FIXTURES

(1) Number of Fixtures	(2) Type of Fixture	(3) Sub Load FU	(4) Total Load
	Bathroom Group	3.6 (hot & cold combined)	
	Bidet	2.0 (hot & cold combined)	
	Toilet	2.2 (hot & cold combined)	
	Bathtub	1.4 (hot & cold combined)	
	Shower	1.4 (hot & cold combined)	
	Kitchen Sink	1.4 (hot & cold combined)	
	Bar Sink	1.0 (hot & cold combined)	
	Dishwasher	1.4 (hot & cold combined)	
	Clothes Washer	1.4 (hot & cold combined)	
	Outside Hose Bib	2.5 (hot or cold)	
Total # of Fixtures =	Total Fixture Unit Load - TABLE 1		
	Total Fixture Unit Load - TABLE 2		
	Fixture Unit Load - GRAND TOTAL		
	Size of Water Service Required - NEW DWELLING		
	If you know the size of the EXISTING water service, please enter here		



CITY OF PORT ALBERNI
PLANNING & BUILDING DEPARTMENT

**VENTILATION, HOT WATER,
AND HEATING IN RESIDENTIAL
BUILDINGS**

Compliance to **9.32 – VENTILATION** - can be achieved via one of the following 4 methods. Please **select one only** indicating which ventilation system will be used and installed in your building. Diagrams of the allowable ventilation systems are available.

HOW WILL YOU VENTILATE
(Select ONE only)

Project Address:

(Civic Address)

1.) Heat Recovery Ventilator System (HRV)

☐

HRV installations will need to conform to the CSA-F326-M91 standard and/or to the referenced guidelines in the 2012 BC Building Code. HRV's can be used independently or in conjunction with a forced air system.

2.) Passive System

☐

Passive systems are permitted when buildings are less than 168 m² (1,800 ft²) and non-forced air heat is being used throughout. Passive inlets are required in all bedrooms and one in a common living area. These inlets must be a minimum of 1.8 m (6') above the floor and have an unobstructed vent area of 100 mm² (4 in²). A 75 CFM principal exhaust fan will work for up to 5 bedrooms and must run continuously at a maximum 1.0 sone rating. No supply air fan required. This system can also be used in secondary suites where the recirculation of air is not permitted between dwelling units.

3.) Central Recirculation Ventilator System

☐

4" ducting would be provided to all bedrooms and an inline "Y" is installed to pull in outside air. Air can either be supplied or exhausted to / from the bedrooms. If supplied to the bedrooms, the inline supply fan must also pull air from the outside and a common living area. If exhausted from the bedrooms, the inline fan must pull in outside air and exhaust into a common living area. The inline fan must have at least the same CFM rating as the principal exhaust fan. A 75 CFM principal exhaust fan will work for up to 5 bedrooms (up to 3,000 ft² of living space) and must run continuously at a maximum 1.0 sone rating.

4.) Forced Air Heating

☐

The furnace/air handler fan must run continuously. If the fan has variable speeds, it can be set no lower than the required CFM rating of the principal exhaust fan. A 75 CFM principal exhaust fan will work for up to 5 bedrooms (up to 3,000 ft² of living space) and must run continuously at a maximum 1.0 sone rating.

***Please note: where an HRV is used in combination with a forced air system, both the HRV and the furnace fan must run continuously.**

NAFFVA (Naturally Aspirating Fuel-Fired Vented Appliance - Wood stove)

YES

☐

NO

☐

What type of **wood stove** will be installed? Make _____ Model _____

To start compliance to section **9.36 – ENERGY EFFICIENCY** regarding Space and Service Water Heating Equipment, the following table provides guidance on what is required regarding the performance rating of the appliances installed at your project. Please check all boxes applicable to your project.

Minimum Performance Requirements for Appliances Installed in Residential Buildings

	Equipment Type	Size	Performance Requirement
HEATING SOURCE (Select one)	Space Heating Equipment		
	Gas-fired furnace	Less than 220,000 TU/Hr (66 kW)	Annual Fuel Use Efficiency (AFUE) must be greater than or equal to 92%
	Gas-fired boiler	Less than or equal to 300,000 TU/Hr (88 kW)	Annual Fuel Use Efficiency (AFUE) must be greater than or equal to 90%
	Air-cooled unitary air conditioner and heat pump split system	Less than or equal to 65,000 TU/Hr (19 kW)	Seasonal Energy Efficiency Rating (SEER) of 14.5 or Energy Efficiency Rating (EER) of 11.5
	Gas-fired tank less	Less than or equal to 250,000 BTU/Hr (73.2kW)	Energy Factor (EF) must be greater than or equal to 0.8
	Electric Baseboard Electric Furnace	Sized by heat loss calculations	As per heat loss calculations
HOT WATER TYPE (Select one)	Service Water Heating Equipment		
	Electric storage	13-71 Gal (50 to 270 L)	Standby loss less than or equal to 25+ 0.20V (top inlet) 40+0.20V (bottom inlet) Where V = the tank volume (in litres)
	Gas-fired storage	Less than 75,000 BTU/Hr (22 kW)	Energy Factor (EF) must be greater than or equal to 0.67-0.0005V Where V = the tank volume (in litres)
	Gas-fired tankless	Less than or equal to 250,000 BTU/Hr (73.2 kW)	Energy Factor must be greater than or equal to 0.8

The checked boxes above will be used to assist in your building permit being *issued*. Then, **prior to insulation inspection** the owner will need to provide heat loss calculations to validate that the systems chosen are sized properly. *Your heating contractor/installer has already completed these calculations to determine what type and size of system would be required and installed in your building, a copy can be asked of them for the purpose of this form.*

I acknowledge that my project will not receive insulation inspection without the heat loss calculations.

Signature_

Print Name
