



PLANNING & BUILDING DEPARTMENT  
CITY OF PORT ALBERNI

## STANDARD BUILDING PERMIT APPLICATION

DATE RECEIVED

(Building area under 600m<sup>2</sup>, three storeys or less, and/or not used for an Assembly, Care or High Hazard major occupancy)

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.: \_\_\_\_\_

VALUE OF WORK: (WHEN COMPLETED) \$ \_\_\_\_\_

**APPLICANT**  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_

**PROPERTY OWNER**  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_

**BUILDER**  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_  
Business License No.: \_\_\_\_\_

**PLUMBER**  
Name \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Business License No.: \_\_\_\_\_ TQ# \_\_\_\_\_

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

ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED. PLEASE PROVIDE DOCUMENTS WHICH MAY INCLUDE THE FOLLOWING:	
<input type="checkbox"/>	ALL building permits require a <b>Contaminated Sites Declaration (attached)</b> .
<input type="checkbox"/>	ALL building permits require a <b>current title search (within the last 30 days)</b>
<input type="checkbox"/>	<b>Site plan (to scale)</b> showing existing buildings and proposed buildings with distances to property lines
<input type="checkbox"/>	<b>2 sets of scaled drawings/plans</b> - Buildings need to show Brace Wall Panels, NAFS to PG25 and WTP 360Pa.
<input type="checkbox"/>	Determine size, grade and location of <b>underground and overhead utilities</b> .
<input type="checkbox"/>	A <b>layout</b> will be required for TJI's, engineered beams or trusses.
<input type="checkbox"/>	<b>Ventilation System form</b> (including Principal Exhaust and Supply Fan Details) - New buildings and some renovations will require a completed form
<input type="checkbox"/>	<b>Homeowners Protection certification</b> for new home residential construction - (Contact Homeowner Protection Office at 1-800-407-7757 or 1-604-646-7050)
<input type="checkbox"/>	Obtain approval <b>from the City Engineering Department for Works &amp; Services</b> ie. water, storm and sewer connections, driveway access (usually new construction). Contact 250 720 2830

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 \_\_\_\_\_

### Responsibility of Owner

Neither the granting of a Building Permit nor the approval of the relevant drawings and specifications nor inspections made by the Authority having Jurisdiction shall in any way relieve the Owner of such Building from full responsibility for carrying out the work or having the work carried out in full accordance with the requirements of the British Columbia Building Code.

**AS OWNER I UNDERSTAND AND AGREE THAT I AM RESPONSIBLE TO ENSURE THAT THE CONSTRUCTION IS CARRIED OUT ACCORDING TO LAW AND IN COMPLIANCE WITH THE BUILDING BYLAW AND THE BRITISH COLUMBIA BUILDING CODE.**

Date (mm/dd/yy) \_\_\_\_\_ ✕ Signature of Owner \_\_\_\_\_

**Where the applicant is other than the owner of the parcel on which the Construction is to be undertaken, this 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 \_\_\_\_\_

### **CONTAMINATED SITES DECLARATION:**

Have any of the activities listed on Schedule 2 of the Contaminated Sites regulations (attached) occurred on the property?: Yes  or No

**Note:** If you answered "Yes" above be sure to complete the provincial Site Disclosure Statement (Schedule 1) online at: <https://chefs.nrs.gov.bc.ca/app/form/submit?f=32a95812-f9db-4fd2-99eb-7e362b0253b1> and submit a copy with this application.

✕ \_\_\_\_\_  
Signature of Applicant \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_

**A. Chemical industries and activities**

1. adhesives manufacturing, bulk storage, shipping or handling
2. chemical manufacturing, bulk storage, shipping or handling
3. explosives or ammunition manufacturing, bulk storage, shipping or handling
4. fire retardant manufacturing, bulk storage, shipping or handling
5. fertilizer manufacturing, bulk storage, shipping or handling
6. ink or dye manufacturing, bulk storage, shipping or handling
7. leather or hides tanning
8. paint, lacquer or varnish manufacturing, formulation, recycling, bulk storage, shipping or handling, not including retail stores
9. pharmaceutical products, or controlled substances as defined in the Controlled Drugs and Substances Act (Canada), manufacturing or operations
10. plastic products (foam or expanded plastic) manufacturing or repurposing
11. textile dyeing
12. pesticide manufacturing, formulation, bulk storage, shipping or handling
13. resin or plastic monomer manufacturing, formulation, bulk storage, shipping or handling

**B. Electrical equipment and activities**

1. battery manufacturing, recycling, bulk storage, shipping or handling
2. facilities using equipment that contains PCBs greater than or equal to 50 ppm
3. electrical equipment manufacturing, refurbishing, bulk storage, shipping or handling
4. electrical transmission or distribution substations
5. electronic equipment manufacturing
6. transformer oil manufacturing, processing, bulk storage, shipping or handling
7. electrical power generating operations fueled by coal or petroleum
8. hydrocarbons that supply electricity to a community or commercial or industrial operation, excluding emergency generators.

**C. Metal smelting, processing or finishing industries and activities**

1. foundries
2. galvanizing
3. metal plating or finishing
4. metal salvage operations
5. metal smelting or refining welding or machine shops (repair or fabrication)

**D. Mining, milling or related industries and activities at or near land surface**

1. asbestos mining , milling, bulk storage, shipping or handling
2. coal coke manufacture, bulk storage, shipping or handling
3. coal or lignite mining, milling, bulk storage, shipping or handling
4. milling reagent manufacture , bulk storage, shipping or handling
5. metal concentrate bulk storage, shipping or handling metal ore mining or milling

**E. Miscellaneous industries, operations or activities**

1. appliance, equipment or engine maintenance, repair , reconditioning, cleaning or salvage
2. ash deposit from boilers, incinerators or other thermal facilities
3. asphalt and asphalt tar manufacture, storage and distribution, including stationary asphalt batch plants
4. coal gasification (manufactured gas production)
5. medical, chemical, radiological or biological laboratories
6. outdoor firearm shooting ranges
7. road salt or brine storage
8. measuring instruments (containing mercury) manufacture, repair or bulk storage
9. dry cleaning facilities or operation and dry cleaning chemical storage, excluding locations at which clothing is deposited but no dry cleaning process occurs
10. contamination or likely contamination of land by substances migrating from an industrial or commercial site
11. fire training facilities at which fire retardants are used
12. single or cumulative spills to the environment greater than the reportable quantities of substances listed in the Spill Reporting Regulation

**F. Petroleum (including blends and biodiesels) and natural gas drilling, production, processing, retailing , distribution and commercial storage**

1. petroleum or natural gas drilling
  2. petroleum or natural gas production facilities
  3. natural gas processing
  4. petroleum coke manufacture, bulk storage, shipping or handling
  5. petroleum product, other than compressed gas, dispensing facilities, including service stations and card locks
- petroleum, natural gas or sulfur pipeline rights of way excluding rights of way for pipelines used to distribute natural gas to consumers in a community

## SPECIFIED INDUSTRIAL OR COMMERCIAL USES

7. petroleum product (other than compressed gas), or produced water storage in non- mobile above ground or underground tanks, except tanks associated with emergency generators or with secondary containment
8. petroleum product, other than compressed gas, bulk storage or distribution
9. petroleum refining
10. solvent manufacturing, bulk storage, shipping or handling
11. sulfur handling, processing or bulk storage and distribution

**G. Transportation industries, operations and related activities**

1. aircraft maintenance, cleaning or salvage
2. automotive, truck, bus, subway or other motor vehicle maintenance, repair, salvage or wrecking
3. dry docks, marinas, ship building or boat repair and maintenance, including paint removal from hulls
4. marine equipment salvage
5. rail car or locomotive maintenance, cleaning, salvage or related uses, including rail yards

**H. Waste disposal and recycling operations and activities**

1. anti-freeze bulk storage, recycling, shipping or handling
2. barrel, drum or tank reconditioning or salvage
3. biomedical waste disposal
4. bulk manure stockpiling and high rate land application or disposal (non- farm applications only)
5. landfilling of construction demolition material, including without limitation asphalt and concrete
6. contaminated soil or sediment storage, treatment, deposit or disposal
7. dry cleaning waste disposal
8. electrical equipment recycling
9. industrial waste lagoons or impoundments
10. industrial waste storage, recycling or landfilling
11. industrial woodwaste (log yard waste, hogfuel) disposal
12. mine tailings waste disposal
13. municipal waste storage, recycling, composting or landfilling
14. organic or petroleum material landspreading (landfarming)
15. sandblasting operations or sandblasting waste disposal
16. septic tank pumpage storage or disposal
17. sewage lagoons or impoundments
18. hazardous waste storage, treatment or disposal
19. sludge drying or composting
20. municipal or provincial road snow removal dumping or yard snow removal dumping
21. waste oil reprocessing, recycling or bulk storage
22. wire reclaiming operations

**I. Wood, pulp and paper products and related industries and activities**

1. particle or wafer board manufacturing
2. pulp mill operations
3. pulp and paper manufacturing
4. treated wood storage at the site of treatment
5. veneer or plywood manufacturing
6. wood treatment (anti-sap stain or preservation)
7. wood treatment chemical manufacturing, bulk storage