

BUILDING PERMIT APPLICATION

Building Permit Application under The Construction Codes Act

APPLICANT INFORMATION

Name of Registered Owner of Property	
Mailing Address	
Phone	
Email	
Contractor Name (if not owner)	
Contractor Phone	
Contractor Email	

PERMIT INFORMATION

Project Location		
Project Description		
Project Type	<input type="checkbox"/> New Construction (Section A)	<input type="checkbox"/> Deck <input type="checkbox"/> Detached Garage <input type="checkbox"/> Farm Building <input type="checkbox"/> Basement
	<input type="checkbox"/> Addition/Alteration/Repair (Section A)	<input type="checkbox"/> Attached Garage <input type="checkbox"/> Other
	<input type="checkbox"/> Relocation of Existing Building (Section B)	<input type="checkbox"/> RTM <input type="checkbox"/> Farm Building <input type="checkbox"/> Other:
	<input type="checkbox"/> Other:	
Building Area (m ²) and Height (storeys)		
Estimated Construction Start Date		
Estimated Construction End Date		
Value of Construction		
(VOC is defined as the total costs to the owner for the building construction in its completed form and includes the cost of all building work, materials of construction, building systems, labour and overhead and profit of the contractor and subcontractors).		

I hereby agree to comply with the Building Bylaw of the local authority and acknowledge that it is my responsibility to ensure compliance with the Building Bylaw of the local authority and with any other applicable bylaws, acts, and regulations regardless of any plan review or inspection that may or may not be carried out by the local authority or its authorized representative.

Date

Signature of Owner or Owner's Agents



Section A: New Construction or Addition/Alteration/Repair

Deck Construction: Additional Form Required (see Project Guide)

Detached Garage & Accessory Building: Additional Form Required (see Project Guide)

Basement: Additional Form Required (see Project Guide)

Farm Building: Will there be residential/sleeping quarters: Yes* No (exempt from application per CCA)

*See *Detached Garage & Accessory Building Form and Project Guide*

Interior Alterations: Additional Form Required (see Interior Alteration Project Guide)

Attached Garage: Additional Form Required (see Project Guide)

Section B: Relocation of Existing Building

RTM*: Yes No (if no, please specify building type): _____

*See *RTM Project Guide*

BUILDING PERMIT PROCESS

1. Submit all completed application forms with two sets of plans to the Municipal Office.
2. The application is then reviewed by administration and forwarded to the Building Inspector. This process can take up to 14 business days.
3. Administration will be in contact with you to inform you that your permit is ready for pick-up. Conditions may be applied as per the Building Inspector’s discretion.
4. Upon approval and issuance of a permit, one set of submitted plans will be returned to the applicant and Building Permit Fees will be owed to the municipality.

OFFICE USE ONLY	
Date Permit Received	
Building Official Approval Signature	
Permit #	

