



TOWN OF COMOX
 1809 BEAUFORT AVE
 COMOX BC V9M 1R9
 PHONE: 250-339-2259
 FAX: 250-339-7110

COMOX.CA

BUILDING PERMIT APPLICATION A100

Permit Fees are based on Value of Construction
 \$750 for the first \$100,000; \$550 for the remaining value;
 And \$750 Damage Deposit is required for values over \$10,000
 Acceptable Payment Methods: Cash/Debit/Cheque

Civic Address _____ PID _____

Legal Lot _____ Block _____ Section _____ Plan _____
 Please print clearly

APPLICANT

Name		Company	
Address		City	
E-mail			Postal code
Phone	Cell	Fax	

The undersigned owner/authorized agent of the owner makes an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

Applicants Signature (required)	Date
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OWNER A completed Form I or Form II is also required

Name		Company	
Address		City	
E-mail			Postal code
Phone	Cell	Fax	

CONTRACTOR

Name		Company	
Address		E-mail	
Phone	Fax	Business Licence #	

ENERGY ADVISOR

Name	Phone
E-mail	

PLUMBER

Name	Phone
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Any personal information provided in this application is collected for the purpose of administering the Local Government Act, and the bylaws of the municipality under the Local Government Act and under the authority of those enactments. Questions about the collection of the information may be directed to the Freedom of Information Officer.

BUILDING PERMIT APPLICATION A100

Information Required for Submission

Consult with staff to determine non-applicable (N/A) items. Additional information may be requested during application review.

Req'd	Rec'd	Documents
√		Copy of Certificate of Title (CURRENT within 30 days) Obtained from Land Titles Office (for every application)
√		Covenants, Easements, and Rights-of-way Obtained from Land Titles Office. Review charges on Title to determine if any Covenants, Easement, or SRW in favour of the town apply (for every application, see new handout on webpage)
		Development Permit Area /& or Schedule "w" Obtain DP from Planning if identified in OCP.
		Home Protection Office Documents (HPO) For all new house construction
		Health Authority Approval For on-site septic disposal permits
		Schedule B (Building Code) May be required, please refer to hand out Sched A & Sched B
		Schedule A (Building Code) Required if multiple Engineers
		Hazardous Materials Assessment & Abatement Report For buildings prior to 1990
		BC Energy Step Code Pre-Construction Compliance Report
		Contaminated Site Screening Form Required for projects involving soil disturbance

Req'd	Rec'd	Comox/Building Bylaw Forms
		Form I Owner's authorizations
√		Form II Owner's acknowledgement (for every application)
		Form III & IV Foundations design & field review
		Form V & VI Building Envelope design & field review
		Form VII Proof of insurance
		Schedule G Building code information sheet
		Schedule Y For coordinating registered professionals

Req'd	Rec'd	Plans	Details	BC Energy Step Code Step: 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
√		2 SETS of PLANS REQUIRED		
√		2 Site Plans Metric only at scale of 1:100	North arrow and scale, date, property address, current zoning	
			Lot area and dimensions, rights-of-way, easements	
			Dimensions & setbacks of proposed & existing buildings & structures and proposed & existing driveways	
			Location & dimensions of all vehicle parking, & type of surface	
			For Commercial/Industrial Parking include numbering, disabled persons' parking, vehicle stops & loading	
			Average grade & finished grades of site, at buildings & retaining walls	
			Locate all existing & proposed water lines, wells, septic fields, sanitary sewer & storm drain facilities, including sizes	
			Locate high water mark, top of bank, natural boundaries, watercourses & riparian area on or within 30 m of property	
			Above ground services. Show location of any heat pumps	
			Storm water management and surface permeability	
			Erosion & sediment control plan	
			Dev. Summary data box for calculations including Floor Area and Lot Coverage (%) ** Show your calculations!!	
		Floor Plans Min. Scale 1:100 Or ¼"=1 foot	Detailed foundation plan with dimensions	
			Uses & dimensions of all floor areas, floor joists, beams & roof, truss layout with point loads	
			Window and door sizes & locations, bedroom window egress	
		Elevations Min. Scale 1:100, 1:50 or ¼"=1 foot	Smoke alarms, plumbing fixtures, fireplaces, heating & cooling, HRV & ventilation	
			Building finishes and materials	
			For Commercial/Industrial include exterior colours	
			Average grade and finished grade	
			Roof Height Calculation as per Zoning Bylaw 1377 from average grade	
		Building Cross Section Min. Scale 1:100 1:50 or ¼" = 1 foot	Roof slopes, finish, chimneys and roof top equipment	
			Spatial separation calculations, with limiting distances	
			Wall section with details of footing, foundation, slab, exterior wall, rain screen details, insulation, floor assemblies and roof construction. Type of window & stud size & spacing, air barrier continuity	
			Building section with dimensions, geodetic elevations, ridge height, MHFE (minimum habitable floor elevation), slab height, average grade, finished grade, storm drain invert elevation	

Development Details

Construction

Type New Addition Renovation Demolition Sign Accessory
 Building Use SFD Duplex Multi-Res Commercial Industrial _____

Describe Proposal _____

Value of Construction \$ _____

- Application Fees:
1. Accessory buildings and private Swimming Pools <10m² \$35.00
 2. Construction Value <\$25,000 \$50.00
 3. Construction Value >\$25,000 \$150.00