



TOWN OF COMOX

1809 BEAUFORT AVE
COMOX BC V9M 1R9

PHONE: 250-339-2259
FAX: 250-339-7110
WEB: www.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 (on website)*

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	Company	Business Licence #	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.

**May
2023**

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	Req'd	Rec'd	Comox/Building Bylaw Forms
√		Copy of Certificate of Title (CURRENT within 30 days) Obtained from Land Titles Office (L.T.S.A.ca) (for every application)			Form I Owner's authorizations
√		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)	√		Form II Owner's acknowledgement (for every application)
		Development Permit Area /& or Schedule "w" Obtain DP from Planning if identified in OCP.			Form III & IV Foundations design & field review
		Home Protection Office Documents (HPO) For all new house construction			Form V & VI Building Envelope design & field review
		Health Authority Approval For on-site septic disposal permits			Form VII Proof of insurance
		Schedule B (Building Code) May be required, please refer to hand out Sched A & Sched B			Schedule G Building code information sheet
		Schedule A (Building Code) Required if multiple Engineers			Schedule Y For coordinating registered professionals
		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	√		Erosion & Settlement Control Plan (Bylaw 1824) Contact Public Works for further information (250-334-5410)

Req'd	Rec'd	Plans	Details
√		2 SETS of PLANS REQUIRED (digital submission in addition to physical copies)	
√		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
		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
			Smoke alarms, plumbing fixtures, fireplaces, heating & cooling, HRV & ventilation
√		Elevations Min. Scale 1:100, 1:50 Or ¼" = 1 foot	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
			Roof slopes, finish, chimneys and roof top equipment
		Spatial separation calculations, with limiting distances	
√		Building Cross Section Min. Scale 1:100, 1:50 Or ¼" = 1 foot	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 Commercial _____
 Building Use SFD Duplex Multi-Res Industrial

Describe Proposal: _____

Value of Construction \$ _____

App Fee: Construction Value <\$25,000 = \$50.00 Construction Value >\$25,000 = \$150.00