



TOWN OF  
**COMOX**

1809 BEAUFORT AVE  
COMOX BC V9M 1R9

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BUILDING PERMIT APPLICATION A100 - 01

# Shed Siting Permit

(More Than 10m<sup>2</sup> / 107 ft<sup>2</sup> of Building Area)

**\$35 Fee**

Project Description \_\_\_\_\_

Civic Address \_\_\_\_\_ PID \_\_\_\_\_

Legal Lot \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ Plan \_\_\_\_\_

*Please print clearly.*

**APPLICANT**

<b>Name</b>		<b>Company</b>	
<b>Address</b>		<b>City</b>	
<b>E-mail</b>		<b>Postal code</b>	
<b>Phone</b>	<b>Cell</b>	<b>Fax</b>	

*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.*

<b>Applicants Signature (required)</b>	<b>Date</b>
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**OWNER** *A completed Form I and/or Form II is also required (on website).*

<b>Name</b>		<b>Company</b>	
<b>Address</b>		<b>City</b>	
<b>E-mail</b>		<b>Postal code</b>	
<b>Phone</b>	<b>Cell</b>	<b>Fax</b>	

**CONTRACTOR**

<b>Name</b>		<b>Company</b>	
<b>Address</b>		<b>E-mail</b>	
<b>Phone</b>	<b>Fax</b>	<b>Business Licence #</b>	

*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**



# Shed Siting Permit

**(More Than 10m<sup>2</sup> / 107 ft<sup>2</sup> of Building Area)**

## Information Required for Submission

Permit Fees are based on Value of Construction  
 \$750 Damage Deposit is required for sheds over \$10,000  
 Acceptable Payment Methods: Cash / Debit / Cheque

Req'd	Rec'd	Documents
√		<b>Copy of Certificate of Title (CURRENT within 30 days)</b> Obtained from Land Titles Office <b>(for every application)</b>
√		<b>Covenants, Easements, and Rights-of-way</b> Obtained from Land Titles Office. Review charges on Title to determine if any Covenants, Easement, or SRW in favour of the town apply <b>(for every application, see new handout on webpage)</b>
√		<b>Development Permit Area /&amp; or Schedule "w"</b> Obtain DP from Planning if identified in OCP.
√		Erosion & Settlement Control Plan (Bylaw 1824) Contact Public Works for further information (250-334-5410)
		<b>Form I</b> Owner's authorizations
√		<b>Form II</b> Owner's acknowledgement <b>(for every application)</b>
√		<b>Contaminated Site Screening Form</b> Required for projects involving soil disturbance

Req'd	Rec'd	Plans	Details
√		SET of PLANS REQUIRED (digital submission in addition to physical copies)	
√		<b>Site Plans</b> 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 (%) ** <b>Show your calculations!!</b>	

Value of Construction: \$ \_\_\_\_\_

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