



Moving Permit

1809 BEAUFORT AVE
COMOX BC V9M 1R9

PHONE: 250-339-2259

FAX: 250-339-7110

WEB: www.comox.ca

Construction Value < \$25,000 - \$50 App Fee

Construction Value > \$25,000 - \$150 App Fee

Project Description _____

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 and/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 #	

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.



Moving Permit

Information Required for Submission

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

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.
√		Road Use Permit (obtain from Public Works department*) Phone - 250-339-5410
		Form I Owner's authorizations
√		Form II Owner's acknowledgement (for every application)
√		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)

* The owner of the parcel on which the proposed building to be moved is located shall pay to the Town of Comox all outstanding utility fees, municipal taxes and applicable interest prior to the issuance of the moving permit. The owner shall provide notice of disconnection from municipal water and sewage systems and such disconnections shall be carried out only by the Town of Comox. Please refer to **Building Bylaw 1472** for additional requirements for a Moving Permit.

Req'd	Rec'd	Plans	Details
√		SET 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
			Locate high water mark, top of bank, natural boundaries, watercourses & riparian area on or within 30 m of property
			Site Plan showing travel route off of subject property

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

Value of Construction: \$ _____

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