



MOUNTAINS OF OPPORTUNITY

CRANBROOK

Application for Building Permit Complex Building

City of Cranbrook Complex Building Permit Application may be used for:

- Multi Family Residential Building
- Commercial Building
- Industrial Building
- Institutional Building

Please Print Clearly. Incomplete applications will not be accepted or processed.

PROPERTY DESCRIPTION

Civic Address:

Legal Description:

Parcel Identifier Number (PID):

Roll Number:

REGISTERED PROPERTY OWNERS

Registered Property Owner Name:

Company

Address:

City

Postal Code:

Phone:

Cell:

Email:

Owners Signature (Required – or Alternative Form of Authorization)

Date:

CONTRACTOR / APPLICANT (If the Applicant is NOT the owner, complete "Owner's Authorization Form")

Name:

Company:

Municipality & Business Licence Number:

Address:

City

Postal Code:

Phone:

Cell:

Email:

Neither the issuance of a permit under this bylaw, nor the acceptance or review of plans, drawings or supporting documents, nor any inspections made by or on behalf of the City of Cranbrook shall in any way relieve the owner or his or her agent(s) from full and sole responsibility to perform the work in strict accordance with the City of Cranbrook Building Bylaw, the Building Code and or other applicable enactments. 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. I have read, understood and agreed to the above conditions.

Signature of Owner (or Applicant with Owner's Authorization)

Date

This information is collected by the City of Cranbrook in accordance with Part 3 Division 8 of the *Community Charter* and the *BC Building Code* and is protected under the *Freedom of Information and Protection of Privacy Act*. The information will be used to facilitate processing the application. Should you have any questions about the collection of this personal information, please contact the City of Cranbrook, Municipal Clerk / FOI Coordinator at 250.426.4211.

Office Use Only	Development Permit No	Date Received	Received By
	Development Variance or Board of Variance		Application Fee: \$50.00 Nonrefundable
	Required Documents		Indicate method of payment
	Required Plans		\$

DEVELOPMENT DETAILS

Construction: New Addition Renovation Other _____

Building Use: Multi-Family Residential Commercial Industrial Institutional _____

Describe Proposal _____

SERVICES FOR NEW BUILDING

Size: _____ Sewer
 _____ Storm Drain
 _____ Water

Construction Value: _____
(Total Value of all Works for Project)

Total Floor Area (m²) per floor:
Existing: _____
Proposed: _____
Proposed Building Area (m²) _____
Proposed Number of Residential Units _____
Proposed Number of Commercial Units _____

CHECKLIST OF INFORMATION REQUIRED FOR SUBMISSION

- Consult with Staff to determine non-applicable (N/A) items.
- Additional information may be requested during application review, incomplete applications will not be accepted.

N/A	Req	Inc	DOCUMENTS
			Title Search Obtained from Land Titles Office
			Private Covenants, Easements & Rights of Way Obtained from Land Titles Office
			Construction Management Plan
			Development Cost Charges (DCC's)
			Home Protection Office Documents (HPO)
			Strata Approval Letter
			Owners Authorization Form
			WorkSafe BC Notice of Project
			Erosion and Sediment Control Forms
			Owner's Acknowledgment of Responsibility and Undertakings
			Site Servicing Plan

N/A	Req.	Inc.	ENG Schedules A, B, C's	PLANS
	✓			2 Complete sets of plans required
				Architectural
				Structural
				Mechanical
				Plumbing
				Fire Suppression
				Electrical
				Civil / Landscaping
				Geotechnical / Drainage

Site Servicing Plan
A site servicing plan shall be submitted with the Building Permit Application. Site servicing plans are not required for those Building Permit Applications to alter or add to an existing building where such work will not affect the buildings use, servicing or access requirements. The site servicing plan shall detail all existing and proposed works for the full frontage of the development site. Dimensions showing locations, including depths and elevations of underground services where applicable are required. Drawing scale shall be metric 1:200.