



MOUNTAINS OF OPPORTUNITY

CRANBROOK

Application for Building Permit Standard Building

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

- Single Building
- Two Family Residential Building
- Accessory Building
- Secondary Suite

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 Non Refundable
	Required Documents	Indicate method of payment \$	
	Required Plans		

Application for Building Permit - Standard Building

PROPERTY DESCRIPTION

Construction: New Addition Renovation Other _____

Building Use: SFD Duplex / Strata Accessory Other _____

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: _____

Building Footprint (m²):

Proposed: _____

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	Required	Included	DOCUMENTS
			Title Search Obtained from Land Titles Office
			BCLS Certified Land Survey
			Private Covenants, Easements & Rights of Way Obtained from Land Titles Office
			Strata Approval Letter
			Home Protection Office Documents (HPO)
			Owners Authorization Form
			Hazardous Assessment or BC Safety Authority Regulation No
			Erosion and Sediment Control Permit (ESC)
			Owners Acknowledgement of Responsibility and Undertakings

N/A	Req.	Inc.	Plans	DETAILS
	✓		Site Plan Metric scale	2 Sets of plans required North area and scale Total property area Dimensions of property lines, rights-of-way, easements Dimensions & setbacks of proposed & existing buildings & structures Natural grades of site, at building & retaining walls Locate all existing & proposed water lines, sanitary sewer & storm drain (sizes), underground hydro, cable, phone Locate high water mark, top of bank, natural boundaries, watercourses & riparian area on or within 7.6 m of property Locations & dimensions of driveways
				Floor Plans min scale:1:100 ¼" - foot Detailed foundation plan with dimensions Uses & dimensions of all floor areas, floor joists, beams & roof Window and door sizes and locations Smoke alarms, plumbing fixtures, fireplaces and heating
			Elevations min scale:1:100 ¼" - foot Building finishes, materials and colours Natural, finished grade & floor(s), roof & building heights Roof slopes, finish, chimneys and roof top equipment Exterior finishes and details, windows and doors Spatial separation calculations	
			Building Section min scale:1:100 ¼" - foot Wall section with details of footing, foundation, slab, exterior wall, floor assemblies and roof construction Building section with dimensions and relative geodetic elevations	
			Professional Engineering	Schedules A, B, C