



Building Permit Application

(Please print clearly)

Please submit a separate application for each building. Building Permit fees are due at the time of building permit issuance.

Description of Property

Civic Address: _____ **Parcel Identifier (PID):** _____

Legal Description: _____ **Zoning:** _____

Owner Information

Property Owner(s)
Please list all owners on title, if more space is required please submit a second application

Name: _____
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

Address: _____
HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: _____ **Phone:** _____

Name: _____
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

Address: _____
HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: _____ **Phone:** _____

Name: _____
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

Address: _____
HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: _____ **Phone:** _____

Agent Information

Agent Information
If an agent is applying for the building permit, they must be named on the Owner's Declaration and Agent Authorization)

Name: _____
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

Address: _____
HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: _____ **Phone:** _____

Builder Information
Must hold a valid District of Ucluelet Business License, provide a copy at time of application

Name: _____
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

Address: _____
HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: _____ **Phone:** _____ **Business License No:** _____

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Permit Information

Residential Permits

- Single Family Dwelling
- Duplex
- Multi-Family Residential
- Mobile Home (CSA Z240 MH Standard)
- Factory Built/Modular Home (CSA A227)
- Accessory Building (Describe below)
- Addition (Describe below)
- Secondary Suite
- Alteration/Renovation (Describe below)
- Change of Use (Describe below)

Institutional Permits

- B1 (Detention Facility)
- B2 (Treatment Facility)
- B3 (Care Facility)
- Addition
- Alteration/Renovation
- Change of Use

Commercial Permits

- Group A-Assembly
(Restaurants, theatres, arenas, etc.)
- Group C-Residential (Hotel, motel, or other commercial accommodation)
- Group D-Business and Personal Service
- Group E-Mercantile
- Addition
- Alternation/Renovation
- Tenant Improvement
- Change of Use

Industrial Permits:

- F3-Low Hazard Industrial
- F2-Medium Hazard Industrial
- F1-High Hazard Industrial
- Addition
- Alternation/Renovation
- Tenant Improvement
- Change of Use

For other than Residential buildings, describe the scope of work and intended use of the building:

Value of Construction (Please Check One):

- Contractor quote/estimate provided
- Marshall & Swift Residential Estimator (For Single Family Dwelling, Duplex and Multi-family Residential new builds the District will calculate construction value using Marshall & Swift Estimating Software)

Work on District of Ucluelet Property:

Will your project require the encroachment or use of public property, such as a street or lane, drainage ditch, right of way (including driveways, sidewalks, boulevards, bike lanes, parks trails or service easements), for any purpose, including but not limited to driveway construction, site servicing, offloading, staging, storing materials or fencing – to support the construction during the duration of the project?

- Yes No

If yes, a Permit to Work in Road Allowance, Municipal ROW or Municipal Property form may be required.

Please contact Public Works at 250-726-7744 before submitting this Building Permit.

Site Disclosure Statements

A Site Disclosure Statement is required from the property owner and is necessary to determine if there is a potential for Schedule 2 activities to have occurred on the subject property. Schedule 2 of the Contaminated Sites Regulation defines industrial activities that have the potential to cause site contamination. If a property has a history of Schedule 2 activities, applicable municipal permits must be withheld from issuance to the applicant until the District receives authorization from the province that redevelopment may occur.

Please indicate whether Schedule 2 activities have occurred on the property by checking the appropriate box below:

- To my knowledge there have not been any Schedule 2 activities as defined by the Contaminated Sites Regulation on the subject property or properties.
- To my knowledge there have been Schedule 2 activities as defined by the Contaminated Sites Regulation on the subject property or properties. My Site Disclosure Statement is included in my Building Permit application.



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Notice of Personal Information Collection: The personal information on this form is being collected for the purpose of processing your building application in accordance with section 26(c) of the Freedom of Information and Protection of Privacy Act. For more information about how this information will be used, please contact the Manager of Corporate Services at 250-726-7744.

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.

Applicant Name (owner or agent): _____

Applicant Signature: _____

Date: _____

Front Staff Use

- Intake Staff Initials: _____
- Intake Date stamped on front page of permit application form
- Building Permit Application Fee received
- Building Permit Checklist included and complete at the time of application

Building/Planning Review Use

Folio: _____ . _____	Permit No: BP _____ - _____
Planning Reviewed by:	
Building Reviewed by:	