



**RESIDENTIAL BUILDING AND DEVELOPMENT  
PERMIT APPLICATION**

<b>SCOPE OF WORK</b>	<b>New</b> <input type="checkbox"/> <b>Deck Included</b> Y <input type="checkbox"/> N <input type="checkbox"/>	<b>Alterations</b> <input type="checkbox"/>	<b>Addition</b> <input type="checkbox"/>	<b>Relocation</b> <input type="checkbox"/>	<b>BPA #</b> (office use only)
	<b>Repair</b> <input type="checkbox"/>	<b>Removal</b> <input type="checkbox"/>	<b>Other</b> <input type="checkbox"/>		
<b>Permit Requested By:</b> _____ (min 5 or more business days from application date) <b>YYYY/MM/DD</b>					

<b>PROJECT INFORMATION</b>	Building Address _____	Legal Description (optional) _____			Value of Project (Required) _____
		Lot _____	Block _____	Plan _____	
	Work Description _____				
Additional Information (optional) _____					

<b>APPLICANT</b>	Contact Name _____		Company Name (if applicable) _____		
	Address _____		City _____	Province _____	Postal Code _____
	Phone Number(s) _____		Fax Number _____		Email Address _____
	Main _____	Other _____			

<b>OWNER</b>	Contact Name _____		Company Name (if applicable) _____		
	Address _____		City _____	Province _____	Postal Code _____
	Phone Number(s) _____		Fax Number _____		Email Address _____
	Main _____	Other _____			

<b>CONTRACTOR</b>	Contact Name _____		Company Name (if applicable) _____		
	Address _____		City _____	Province _____	Postal Code _____
	Phone Number(s) _____		Fax Number _____		Email Address _____
	Main _____	Other _____			

<b>PAYMENT</b>	Payment of Permit Fees is required prior to the issuance of Building and Development Permits.				
	Builders may choose to have the permit issued on an SAR which allows them to pay the fee after the permit has been issued. Please be aware that if you choose this option the permit will be issued as soon as the plan review is complete and the project approved. Should you choose not to construct this project once the permit has been issued, then the applicable permit cancellation fees will apply.				
<b>Method of payment by Applicant:</b> <input type="checkbox"/> <b>Cash/Debit /Cheque/Credit Card</b> <input type="checkbox"/> <b>SAR</b>					

<b>APPLICATION CHECKLIST</b>	√
<b>Site Plan</b>	
<b>Floor Plans / Elevations / Cross Sections</b>	
<b>Ventilation Design Sheets / Energy Compliance</b>	
<b>Engineered (Sealed) Drawings / Commitment Letter</b>	
<b>Letter of Use (Basement Development)</b>	
<b>Spray Foam Insulation / ICF / EIFS Form</b>	
<b>Please Note:</b> All applicable boxes are to be checked before the application is received by Building Standards	

I understand that this application does not grant permission to begin work on this project. I hereby certify that all information contained within this application is correct.

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Application Received By Date Received