



BUILDING PERMIT APPLICATION
DISTRICT OF HIGHLANDS - Building Inspection Department

1980 Millstream Road
Highlands, BC V9B 6H1
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email: lcondon@highlands.ca

PLEASE PRINT CLEARLY

Pursuant to the regulations applicable to the DISTRICT OF HIGHLANDS:

I _____ ADDRESS _____
being the owner or acting with the consent of the owner hereby make application to: (circle one)

ERECT CONSTRUCT ALTER REPAIR ADDITION MOVE DEMOLISH
LOCATE AT: _____

use of building or structure _____ house number and Street _____

FOLIO #: _____ LOT: _____ SECTION: _____ PLAN: _____

OWNER: _____ ADDRESS: _____

ARCHITECT: _____ ADDRESS: _____

BUILDER: _____ ADDRESS: _____

House numbers – house numbers obtained from the District of Highlands

THIS APPLICATION FORM MUST BE ACCOMPANIED BY THE FOLLOWING INFORMATION:

1. Copy of a recent (last 30 days) CERTIFICATE OF TITLE
2. Evidence of Driveway Access Permit application and location obtained from the District of Highlands
3. Sewage Disposal application and proof of potable water supply
4. Site plan (in duplicate) drawn to scale showing:
 - a) Dimensions of land on which proposed building is to be located
 - b) Location of septic tank and disposal field
 - c) Location of proposed building
 - d) Ground elevations
 - d) Location of existing buildings showing horizontal and vertical dimensions
 - f) Details of site drainage
 - g) Location of road access
5. Include copies in duplicate of the specifications and scale drawings of the building with respect to which the work is to carried out showing:
 - a) Foundation Plan (with overall dimensions)
 - b) Floor plan on each level, fully dimensioned
 - c) Elevations of all sides of the building
 - d) Proposed and/or existing uses of all rooms shown on floor plans
 - e) Overall, actual cross sections showing all structural details and finishes (partial cross sections are not acceptable)
Preferred Scales - Imperial: ¼" = 1' 0" Metric: 1 = 50
6. State intended use of building, including use of existing buildings
7. Any other information required pertaining to the application

REVERSE PRINTED PLANS NOT ACCEPTABLE

OCCUPANCY CERTIFICATES – a Certificate of Occupancy must be applied for and obtained prior to the occupancy of any building.

WAIVER AND INDEMNITY

I AGREE TO CONFORM TO THE BC Building Regulations and all other statues and Bylaws in force in the District of Highlands. The undersigned, applicant, developer, contractor, or owner assumes all risks or hazards incidental to building inspection services and agrees to release, save harmless and indemnify the District of Highlands and its officials, agents, servants and representative, from an against all claims, actions, Costs, expenses and demands with respect to death, injury, loss or damage to the person or property of the applicant, developer, contractor or owner, howsoever caused, arising out of or in connection with the building inspection services, notwithstanding that the same may have been contributed to, caused or occasioned by the negligence of the District t of Highlands, its officer, employees, officials, agents, servants, and representatives. It is understood that no warranty is implied for building inspection services of the District of Highlands and that this agreement is to be binding on myself, my heirs, exactors and assigns.

PHONE NUMBER

DATE

SIGNATURE OF APPLICANT