



# BUILDING PERMIT APPLICATION

DISTRICT OF HIGHLANDS  
Building Inspection Department

## APPENDIX A

Building Reg. Bylaw No. 192, 2003

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**

LOCATED 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: Including all covenants, easements, statutory right of ways, etc
2. Evidence of Driveway Access Permit application and location obtained from the District of Highlands
3. Sewage Disposal filing from Health Authority or letter from Registered Onsite Wastewater Practitioner (ROWP).
4. Source of potable water indicated on plans.
5. Owner's Undertaking (Appendix M).
6. 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
7. Include copies in duplicate of the specifications and scale drawings of the building with respect to which the work is to be 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:  $\frac{1}{4}'' = 1' 0''$  Metric: 1 = 50
8. State intended use of building, including use of existing buildings
9. Any other information required pertaining to the application, such as Development Permit Area 6 for any construction, or addition, 50 m<sup>2</sup> or larger once completed.

**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 statutes 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 and 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 of Highlands, its officers, 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



## OWNER'S UNDERTAKING

(Referred to in Part 3)

**APPENDIX M**  
Building Regulation  
Bylaw No. 192, 2003

**Permit No.**

Property Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_ (the "Property")

In consideration of the issuance of a Building Permit, this undertaking is given by the undersigned, as the Owner of the property described above (the "Property"), with the intention that it be binding on the Owner and that the District of Highlands (the "District") will rely on same.

1. I confirm that I have applied for a Building Permit pursuant to "District of Highlands Building regulation Bylaw, No. 192, 2003" (the "Bylaw") and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and in particular, understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections thereunder.
2. Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility to ensure compliance with the Building Code and the Bylaw whether any work to be performed pursuant to the permit applied for is done by me, a contractor or a registered professional.
3. I am not in any way relying on the District or its Building Officials, as defined under the Bylaw, to protect the Owner or any other persons as set out in Part 3 of the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the District or its Building Officials.
4. I hereby agree to indemnify and save harmless the District and its employees from all claims, liability, judgments, costs (including actual legal costs) and expenses of every kind which may result from or relate to the issuance of the Building Permit or Certificate of Occupancy for the Property, the undersigned's failure (by way of negligence or otherwise) to comply with all bylaws, statutes, and regulations relating to any work or undertaking in respect of which this application is made, including for the requirements related to the domestic water supply for the Property, or the District's negligence in reviewing or issuing the Building Permit or Certificate of Occupancy applied for in relation to the Property.
5. I am authorized to give these representations, warranties, assurance, and indemnities to the District.

Owner's Name: \_\_\_\_\_

Owners Signature: \_\_\_\_\_





## OWNER'S DECLARATION

(Referred to in Part 3)

**APPENDIX N**  
Building Regulation  
Bylaw No. 192, 2003

**Permit No.**

Property Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_ (the "Property")

1. I acknowledge that, as the Owner of the Property, it is my obligation to confirm the quantity, quality, and reliability of the potable water source for the Property and I am not relying on any review or approval by the District as a representation or guarantee to that effect.
2. I submit the attached water lab test results for the water from my private source water and I am satisfied that the scope and methodology of the test and the results of same are adequate to confirm the potability of my water source.
3. I confirm that I am not relying upon the District to confirm or interpret the results of the attached water lab test.
4. I confirm that I have not relied upon guidance or advice from the District in relation to the adequacy of the water test methodology, the scope of the water testing, or the qualifications of the testing agency.
5. I acknowledge that the ongoing operation and safety of the water system on the Property is not the responsibility of the District, and that regular bacteriological and chemical tests of the source water may be necessary to ensure the ongoing safety of the water on the Property.

Owner's Name: \_\_\_\_\_

Owners Signature: \_\_\_\_\_

