

# BUILDING PERMIT APPLICATION CHECKLIST

A Complete Building Permit Application will streamline and accelerate your application. Please verify the following items have been completed before submitting your application.

To be completed for all properties:

If you are building within the Village of Harrison Hot Springs, the Village will need to confirm these items separately:

- What is the property's zoning? \_\_\_\_\_  Confirmed by VHHS
- 
- Does the proposed use comply?  Yes  No  Not Applicable  Confirmed by VHHS
- 
- Do the proposed building's height and setbacks comply?  Yes  No  Confirmed by VHHS
- 
- Is the property in a Development Permit (DP) Area?  Yes  No  Confirmed by VHHS
- 
- Driveway Access Permit obtained?  Yes  No  Not Applicable  Confirmed by VHHS
- 
- Open Bylaw Enforcement file?  Yes  No  Confirmed by VHHS
- 
- Water and/or sewer connection required?  Yes  No  Confirmed by VHHS
- 
- Does the proposal meet the flood-plain elevation (FCL) requirement?  Yes  No  Not Applicable
- 
- BC Housing Certificate (formerly HPO) obtained? (New homes only.)  Yes  No  Not Applicable *For details, contact 1-800-407-7757 or email [licensinginfo@bchousing.ca](mailto:licensinginfo@bchousing.ca).*
- 
- Application fee paid.
- 
- Construction Drawings included (2 sets).
- 
- Scaled Site Plan included, showing all setbacks and dimensions.
- 
- Application Form completed and signed.
- 
- Letter of Authorization completed.

Name (please print): \_\_\_\_\_

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

Date: \_\_\_\_\_

**Submit this completed Building Permit Application Checklist with your Building Permit Application to the Fraser Valley Regional District at 45950 Cheam Ave., Chilliwack, BC, V2P 1N6 - 2nd floor.**

The personal information on this form is being collected in accordance with Section 27 of the Freedom of Information and Protection of Privacy Act, RSBC 1996 Ch. 165 and Part 9, Division 1 of the Local Government Act, RSBC 2015 Ch. 1 and regulations thereto. The personal information collected on this form will only be collected, used and disclosed for the purposes of administering matters with respect to Building Regulation. Questions with respect to the collection, use and disclosure of the personal information being collected on this form may be directed to the Fraser Valley Regional District Privacy Officer and Head of Freedom of Information and Privacy at 45950 Cheam Avenue, Chilliwack, BC V2P 1N6; by telephone at 604-702-5000 or toll free at 1-800-528-0061; or by email to [FOI@fvrd.ca](mailto:FOI@fvrd.ca).



## Building Permit Application

45950 Cheam Avenue, Chilliwack, British Columbia V2P 1N6  
 Phone: 604-702-5000 Toll Free: 1-800-528-0061 Fax: 604-792-9684  
 Fraser Valley Regional District Building Bylaw No. 1188, 2012  
 Web: [www.fvrd.bc.ca](http://www.fvrd.bc.ca)

Permit Number	
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Property Information			
Site Address			
Proposed Works		Construction Value	\$
Legal Description			
Folio Number		PID	
Registered Owner(s)			
Reg. Owner (s)			
Mailing Address			
Circle preferred method of contact	Ph:	Cell:	Email:
Building			
General Contractor		Ph:	Cell:
		Email:	
Plumbing			
Plumbing Contractor		Ph:	Cell:
Hot Water Tank Heat Source	Email:		
Heating			
Heating Contractor		Ph:	Cell:
Building's Main Heat Source	Email:		

I/We hereby make application under provisions of pertinent Bylaws for permission to complete the above identified proposed works and agree to conform to all the requirements of the said Bylaw and all other statutes and Bylaws in force in the Fraser Valley Regional District (FVRD) and to indemnify and save harmless the FVRD and its employees against all claims, liabilities, judgments, costs and expenses of whatever kind, which may in any way accrue against the FVRD and its employees in consequence of, and incidental to, the granting of this permit, if issued. I/We hereby accept full responsibility to ensure that all materials used and workmanship employed in the completion of the identified proposed works comply with the requirements of the current edition of the BC Building Code, the Building Bylaw, other FVRD Bylaws and other statutes.

I/We acknowledge that I/We will call for Inspection as outlined on the Building Permit, if issued. I/We understand that it is the responsibility of the holder of any building permit, or agent as the case may be, to call for inspection. I/We acknowledge that I/We must give the FVRD notice of at least one (1) business day prior to inspection. I/We hereby certify that I/We have knowledge of the particulars contained in the foregoing statement and I/We solemnly declare that they are fully and truly stated to the best of My/Our knowledge and belief.

**Owner / Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Owner / Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

	Application Fee	\$	Receipt Number	
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**Owner(s) Acknowledgement of Responsibility**

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

Legal Description: \_\_\_\_\_

Permit #: \_\_\_\_\_

This undertaking is given by the undersigned, as the **owner(s)** of the property described above, with the intention that it be binding on the **owner(s)** and that the **Regional District** will rely on same.

I/We confirm that I/we have applied for a permit pursuant to Fraser Valley Regional District Building Bylaw No. 1188, 2013 and that I/we 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 there under.

Without in any way limiting the foregoing, I/we acknowledge fully that it is my/our responsibility, whether or not any work to be performed pursuant to the permit applied for is done by me/us, my/our **agent**, a contractor or a **registered professional** to ensure compliance with the **Building Code** and the Bylaw.

I/we am/are not in any way relying on the **Regional District** or the **Building Official** to protect the **owner(s)** or any other persons as set out in the Bylaw and I/we will not make any claim alleging any such responsibility or liability on the part of the **Regional District** or its **Building Official**.

**Owner(s) Information:**

Name: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

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# GOOD NEIGHBOUR PRACTICES

## MANAGING CONSTRUCTION AND DEVELOPMENT IMPACTS IN RESIDENTIAL NEIGHBOURHOODS

Development and renewal of neighbourhoods can improve the vitality, value and appearance of FVRD communities. However, development and construction can create negative short term impacts for neighbours, such as noise, dust, odours, and air quality impacts. Developers and builders can reduce their impacts by using good neighbour practices and by taking action before problems arise.

### ISSUE

### WHAT CAN YOU DO?

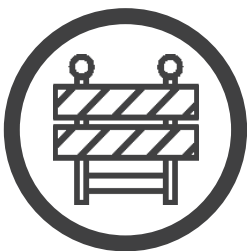
#### COMMUNICATION



Talk with your neighbours on an ongoing basis. Information and personal contact generally creates a more supportive and understanding perspective.

- Conduct door visits and provide flyers/notices.
- Introduce your project.
- Provide your contact information.
- Share your timelines.

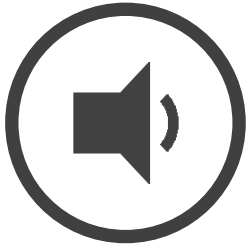
#### SITE MANAGEMENT



Proactive site management can address the majority of neighbour impacts.

- Stay on your property - don't encroach your work site or cause destruction to neighbouring parcels.
- Manage your storm water onsite – don't cause drainage issues for your neighbours or damage the environment.
- Keep a clean worksite – collect & manage waste regularly.
- Provide and maintain temporary toilets.
- Secure your site (eg. temporary fence) for safety and security reasons. Thefts and trespass can be a problem.

## OFF-SITE IMPACTS



- Avoid noise and disturbances in evening hours and weekends. Quiet time is 10 p.m. - 6 a.m.
- Do not burn in residential areas. Use hauling and/or chipping.

## ROAD & SIDEWALK USE



- Construction or alteration works may require approval.  
Roads - contact BC Ministry of Transportation and Infrastructure:  
**ph. 604-795-8211**  
Sidewalks (Popkum) - contact FVRD Regional Parks:  
**ph. 604-702-5000**
- Don't block sidewalks, roads and driveways.
- Manage onsite parking and make temporary arrangements if necessary.
- Keep sidewalks and roads free of construction sediment and dirt.
- Regularly wash off vehicles before leaving site.
- Keep construction waste bins, materials, etc. from public roadways.

## PERMITS & APPROVALS



- Know the rules and FVRD requirements before you start your project, and check your property title for restrictions (eg. covenants, easements, geo-technical restrictions, etc.).
- Obtain your FVRD approvals BEFORE starting construction or development.
- Not sure which permits and approvals are needed? Contact the FVRD to find out.

## SIGNATURE AND ACKNOWLEDGEMENT

I will ensure development and construction at \_\_\_\_\_ follows the FVRD's Good Neighbour Practices by: \_\_\_\_\_ address

- Providing the Good Neighbour Practices to employees and sub-trades working on the site
- Posting the Good Neighbour Practices in a visible location
- Discussing the Good Neighbour Practices at job site meetings
- Other: \_\_\_\_\_

Name (please print): \_\_\_\_\_

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