



CITY OF PRINCE RUPERT
Development Services
424 3rd Avenue West
Prince Rupert, BC, V8J 1L7
Phone: (250) 627 0960 **Fax:** (250) 627 0979
Email: building@princerupert.ca

APPLICATION FOR A PERMIT TO ALTER, REPAIR OR REMOVE A BUILDING OR STRUCTURE
(UNDER BYLAWS #2211 AND #2420)

(PLEASE PRINT CLEARLY)

OFFICE USE ONLY

Date Received: _____ Roll # _____ Building Permit No. _____

APPLICANT:

Name (Please Print): _____ Phone #: _____

CONTRACTOR:

Name: _____

Address: _____ Postal Code: _____

Phone #: _____ Email: _____

REGISTERED OWNER(S):

Name: _____

Address: _____ Postal Code: _____

Phone #: _____ Email: _____

SUBJECT PROPERTY INFORMATION:

Project Location: _____

Legal Description: Lot(s): _____ Block: _____ Section: _____ Plan: _____

PROJECT DESCRIPTION:

Application for Permission to: _____

Total Cost of Alteration, including labour/materials, as per contract price or estimate of Building Inspector: _____

****ALL CONSTRUCTION IS TO BE TO B.C. BUILDING CODE STANDARDS****

THIS APPLICATION IS NOT TO BE CONSIDERED AS A PERMIT AND DOES NOT AUTHORIZE THE COMMENCEMENT OF WORK

AUTHORIZATION:

The undersigned certifies that the above information is true and that he/she is the owner or duly authorized agent for the above real Property.

Signature of the applicant: _____ Date: _____

FOR OFFICE USE ONLY

Type of Work: _____

1. New 2. Addition 3. Alteration 4. Wreck and Remove

Class of Construction: _____

1. Single family 2. Two Family 3. Suite 4. Multi Family 5. Accessory 6. Industrial
7. Institutional 8. Commercial 9. Plumbing 10. Sign 11. Single Dwelling Garage

Critical? (Y/N): _____

Dwelling Units: _____

Zoning of Site: _____ Fee Paid: _____ Security Deposit Taken? (Y / N) If Yes \$ _____

Survey Certificate Required? (Y / N) Drawings Attached? (Y / N) Dev Permit # _____

APPROVAL

The above application has been approved and upon payment of the Building Permit fee a permit will be issued and work may be started.

Signed: _____ Date: _____

Building Inspector

PAID BY: CHEQUE / CASH / DEBIT / CREDIT RECEIPT: _____ INITIALS: _____



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REQUIRED INSPECTIONS

OFFICE USE ONLY

Date Received: _____ Roll # _____ Building Permit No. _____
 Site Address: _____ Owner/Agent: _____

Required Inspections:

Of the following inspections, **those marked with an "X" are required** to be carried out by a City of Prince Rupert Building Inspector for the work authorized under the permit referenced above. Approval of the construction must be given before continuing with the work. At least 24 hours advance notice is to be given prior to the inspection.

Inspection Required	Date	Inspector	Approved
Excavation			
Footing Forms (*Before Pouring)			
Foundation Forms (*Before Pouring)			
Survey Certificate (*Before Pouring Foundation)			
Drainile/Damproofing			
Water/Sewer/Storm (application at Public Works)			
Consolidate Lots			
Concrete Slabs			
Engineered Drawings			
First Window			
Framing/Masonry			
Insulation/Vapour Barrier			
Plumbing			
Copy of Approved Service Connection Application			
Final Letters of Assurance			
X Occupancy/Final			

AUTHORIZATION:

As applicant or approved agent, I understand and acknowledge that I am responsible for calling for those inspections above marked with an "X" and for obtaining approval of the construction before proceeding with work. Occupancy without written consent from the Building Department will result in a fine.

Owner/Agent Signature: _____ Date: _____

Witness: _____ Date: _____

COPY GIVEN TO OWNER ONCE APPLICATION APPROVED? YES NO Receipt No. _____

COPY GIVEN TO PUBLIC WORKS (IF REQUIRED) ? YES NO



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ACKNOWLEDGEMENTS OF OWNER

RE: BUILDING BYLAW 3314, 2011 – FORM B

I acknowledge that the owner of the land with respect to which this permit is issued is solely responsible for carrying out the work authorized by this permit in accordance with the Building Code and other applicable laws respecting safety, including the requirements of the Building Code in relation to soil conditions for building foundations.

I acknowledge that the owner of the land is also solely responsible for determining whether the work authorized by this permit contravenes any covenant, easement, right of way, building scheme or other restriction affecting the building site, and whether the work requires the involvement of an architect under the Architect's Act or an engineer or geoscientist under the Engineers and Geoscientists Act.

I acknowledge that the City provides a limited monitoring service in relation to building construction and does not, by accepting or reviewing plans, inspecting construction, monitoring the construction by others, or issuing the building or occupancy permits, make any representation or give any assurance that the construction authorized by this permit complies in every or any respect with the Building Code or any other applicable laws respecting safety.

If the City of Prince Rupert has so indicated on this permit, I acknowledge that the City has issued the permit in reliance on the certification of a registered professional, engaged by me to provide such a certification that the plans for the work authorized by the permit comply with the Building Code and other applicable enactments, and that the fee for the issuing of this permit or any occupancy permit make no representations to me or any other person as to any such compliance.

Registered Owner's Name
(please print)

Signature of Registered Owner or Authorized
Signatory of Corporate Owner

Contact Phone Number

Date Signed

Legal Description of Civic Address of Property

Once this document has been duly executed, please return it to the Development Services Department either in person at 424 3rd Avenue West, by fax at (250) 627 0979, or scan and email to: building@princerupert.ca.



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CORONAVIRUS (COVID-19) BUILDING & PLUMBING INSPECTION SAFETY PROTOCOL

In response to the Coronavirus (Covid-19) Pandemic, the following measures have been implemented to safely resume in-person inspections. However, inspections may halt without notice if the Coronavirus pandemic escalates or Provincial Orders advise against it. **Building Officials (Inspectors) have the right to refuse an inspection if they deem the site to be unsafe.**

BOOKING AN INSPECTION

The applicant/representative will call 250.627.0960 to book an appointment. Pre-screening questions will be undertaken with the individual who will be in attendance on the day of Inspection.

Have you, or anyone else in the building or working in the building,

1. been advised by the public health authority or a family doctor to self-monitor or self-isolate in the past fourteen (14) days?
2. have any of the following symptoms: fever, cough, sore throat or difficulty breathing?
3. been diagnosed with Covid-19 in the past fourteen (14) days?
4. just returned from outside of Canada within the last fourteen (14) days?
5. been in close contact with a person confirmed with the coronavirus in the past fourteen (14) days?
6. been tested for Covid-19 and/or are waiting to hear test results of a Covid-19 test?

If the applicant/representative answers “**No**” to all of the questions, the Building Inspector may proceed with the scheduled inspection.

INSPECTION REQUIREMENTS

- On the day of the inspection, it is the responsibility of the applicant to immediately report if the Covid-19 screening answers have changed. The inspection will be cancelled and rescheduled when safe.
- Only one (1) applicant/representative is permitted to accompany the Building/Plumbing Inspector during the inspection.
- The applicant/representative must have a mask readily available to be donned at the request of the Building Inspector.
- A minimum two-metre (2) separation between the Building Inspector and the applicant/representative shall be maintained at all times.
- All construction personnel and property occupants must vacate the site prior to the inspection. This includes residential properties. Alternatively, at the discretion of the Inspector, if an inspection is for a specific area that allows for safe physical distancing of at least two (2) metres’ from the Inspector, then individuals may remain on site.
- Pets shall remain in a fully separated space away from the Inspector.
- Failure to clear the area requiring inspection or maintain adequate distance from the Inspector will result in an incomplete inspection, and the Inspector will leave the site immediately. A notation will be added to the Permit file and another inspection will need to be arranged.

I acknowledge and agree to the above Coronavirus (Covid-19) Inspection Safety Protocol.

Property Address: _____ Signature: _____

Email Address: _____ Name: _____

Cell Number: _____ Date: _____