

The following information may be necessary to facilitate a thorough evaluation and timely decision on your application. To expediate the evaluation, all materials submitted must be clear, legible, and precise. Plans/drawings must conform to the current edition of the BC Building Code.

Building Permit Applications should be submitted without personal information on any plans. Omitting this information will protect builders and tenants by reducing the risk of any personal information being wrongfully displayed, while also following the Province of BC’s Freedom of Information and Protection of Privacy Act. If you consider the information to be personal, please omit from the building plans.

*Links are provided as needed below.



Required	Office Use Only	
<input type="checkbox"/>	<input type="checkbox"/>	APPLICATION FEE fees are payable by cash, cheque, credit card or money order at time of your application submission in accordance with the current year’s fee schedule.
<input type="checkbox"/>	<input type="checkbox"/>	COMPLETED APPLICATION FORM
<input type="checkbox"/>	<input type="checkbox"/>	* OWNER AUTHORIZATION FORM if the Applicant is not the registered Owner of the land and has been appointed as agent. Applications and authorizations must be signed by all registered owners.
<input type="checkbox"/>	<input type="checkbox"/>	FLOOR PLANS showing location of solid fuel burning appliance, floor protection, chimney vent location, combustion air.
<input type="checkbox"/>	<input type="checkbox"/>	SOLID FUEL APPLIANCE INFORMATION/ SPECIFICATIONS
<input type="checkbox"/>	<input type="checkbox"/>	OTHER:

ONLY COMPLETE APPLICATION SUBMISSIONS WILL BE ACCEPTED FOR PROCESSING.

