



TOWN OF COMOX
 1809 BEAUFORT AVE
 COMOX BC V9M 1R9
 PHONE: 250-339-2259

FAX: 250-339-7110

BUILDING PERMIT APPLICATION A100

COMOX.CA

Description of Property

Civic Address _____ PID _____

Legal _____ Lot _____ Block _____ Section _____ Plan _____

CONTACTS

Please print clearly

APPLICANT

Name		Company	
Address		City	
E-mail		Postal code	
Phone	Cell	Fax	

The undersigned owner/authorized agent of the owner makes an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

Applicants Signature (required)	Date
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OWNER *A completed Form I or Form II is also required*

Name		Company	
Address		City	
E-mail		Postal code	
Phone	Cell	Fax	

CONTRACTOR

Name		Company	
E-mail			
Phone	Fax	Business Licence #	

Any personal information provided in this application is collected for the purpose of administering the Local Government Act, and the bylaws of the municipality under the Local Government Act and under the authority of those enactments. Questions about the collection of the information may be directed to the Freedom of Information Officer.

BUILDING PERMIT APPLICATION A100

Information Required for Submission

Consult with staff to determine non-applicable (N/A) items. Additional information may be requested during application review.

Req'd	Rec'd	Documents
√		Copy of Certificate of Title (CURRENT within 30 days) Obtained from Land Titles Office
		Covenants, Easements, and Rights-of-way Obtained from Land Titles Office. Review charges on Title to determine if any Covenants, Easement, or SRW in favour of the town apply
		Development Permit Area /& or Schedule "w" Obtain DP from Planning if identified in OCP.
		Home Protection Office Documents (HPO) For all new house construction
		Health Authority Approval For on-site septic disposal permits
		Schedule B (Building Code) May be required, please refer to hand out Sched A & Sched B
		Schedule A (Building Code) Required if multiple Engineers
		NAFS Design calculation work sheet
		Hazardous Materials Assessment & Abatement Report For buildings prior to 1990

Req'd	Rec'd	Comox/Building Bylaw Forms
√		Form I Owner's authorizations
		Form II Owner's acknowledgement
		Form III & IV Foundations design & field review
		Form V & VI Building Envelope design & field review
		Form VII Proof of insurance
		Schedule G Building code information sheet
		Schedule Y For coordinating registered professionals

Req'd	Rec'd	Plans	Details
√		2 SETS of PLANS REQUIRED	
√		2 Site Plans Metric only at scale of 1:100	North arrow and scale, date, property address, current zoning
			Lot area and dimensions, rights-of-way, easements
			Dimensions & setbacks of proposed & existing buildings & structures and proposed & existing driveways
			Location & dimensions of all vehicle parking, & type of surface
			For Commercial/Industrial Parking include numbering, disabled persons' parking, vehicle stops & loading
			Natural & finished grades of site, at buildings & retaining walls
			Locate all existing & proposed water lines, wells, septic fields, sanitary sewer & storm drain facilities, including sizes
			Locate high water mark, top of bank, natural boundaries, watercourses & riparian area on or within 30 m of property
			Above ground services. Show location of any heat pumps
			Storm water management and surface permeability
		Development Summary data box for calculations & setbacks including Floor Area and Lot Coverage (%)	
		Floor Plans Min. Scale 1:100 Or ¼ " = 1 foot	Detailed foundation plan with dimensions
			Uses & dimensions of all floor areas, floor joists, beams & roof, truss layout with point loads
			Window and door sizes & locations, bedroom window egress
			Smoke alarms, plumbing fixtures, fireplaces, heating & cooling, HRV & ventilation
		Elevations Min. Scale 1:100, 1:50 or ¼ " = 1 foot	Building finishes and materials
			For Commercial/Industrial include exterior colours
			Natural and finished grade & floor(s)
			Roof Height Calculation as per Zoning Bylaw 1377
			Roof slopes, finish, chimneys and roof top equipment
			Exterior finishes and details, windows and doors with NAFS calculation worksheet
		Spatial separation calculations, with limiting distances	
		Building Section Min. Scale 1:100 1:50 or ¼ " = 1 foot	Wall section with details of footing, foundation, slab, exterior wall, rain screen details, insulation, floor assemblies and roof construction. Type of window & stud size & spacing, air barrier
			Mechanical ventilation checklist
			Building section with dimensions and geodetic elevations

Development Details

Construction

Type New Addition Renovation Demolition Sign _____
 Building Use SFD Duplex Multi-Res Commercial Industrial _____

Describe Proposal _____

_____ Value of Construction \$ _____

Current Zoning _____ (if proposed construction not permitted by current Zoning, other approvals may be required.)

Services Municipal Sewer Storm Drain Connection or Alternative acceptable to the Municipality