

SCHEDULE 'A'

TOWN OF COMOX
BUILDING PERMIT APPLICATION
REQUIREMENTS

NOTE: IF THE PROPOSED PROJECT REQUIRES A DEVELOPMENT PERMIT A BUILDING PERMIT MAY NOT BE APPLIED FOR UNTIL THE DEVELOPMENT PERMIT HAS BEEN ISSUED.

- 1) Provide two (2) sets of construction drawings at one quarter inch to the foot scale.
- 2) Provide two (2) copies of the proposed site plan showing lot dimensions, the building footprint including decks and the proposed setbacks to the property lines at one-eighth inch to the foot scale. Survey certificate may be required with application.
- 3) Truss layout indicating all point loads exceeding 6000 lbs.
- 4) Provide Engineering as required per Town of Comox Schedules “B” & “Z”
- 5) Provide a recent certificate of title. (No more than thirty days old). If requested by Town staff provide copies, from land title office, of specific items registered against the title.
- 6) Provide Building bylaw “Form II”, Acknowledgements of Owner or Owners Agent and Provide Building bylaw Agent Authorization “Form I” if agent applying for permit.
- 7) Apply for and sign building permit application form and pay non-refundable application fee as required at time of application. This fee will be credited to the cost of your building permit.

Construction value	Accessory Bldgs < 10sq m-----	\$35 application fee
	< \$25000-----	\$50 application fee
	> \$25000-----	\$150 application fee
- 8) Certain buildings the Town of Comox may require that a completed building code information sheet (schedule ‘g’) be provided.
- 9) **Provide design calculation worksheet for proposed windows, doors, skylights, and completed form A.1 from Canadian Supplement to NAFS**
- 10) Provide completed copy of plans declaration (schedule'w') for development permit projects signed by development permit holder.
- 11) Registered builder or owner builder to provide completed “homeowner protection office” form. (Ph# 1-800-407-7757)
- 12) Provide Provincial Health Department plan approval for restaurants and certain personal service establishments. (Call 250 334 5450)
- 13) Provide Town of Comox Schedule ‘Y’, letters or forms of assurance, and proof of professional liability insurance forms as required.
- 14) Provide evidence from Provincial Health Department that any filings required under the Health Act in relation to any on-site sewage disposal system have been made.
- 15) For **all** renovation projects on Commercial, Industrial, Institutional, or Multi family residential buildings older than 1990 and for significant renovations of single family homes older than 1990 provide copy of “Hazardous Materials Survey” as required by Worksafe BC. For questions regarding the survey contact Worksafe BC at 1-888-967-5377.