



# TOWN OF COMOX

## BUILDING PERMIT APPLICATION A100

Standard for SFD, coach house, renovations, additions, sec suites)

1809 BEAUFORT AVE  
COMOX BC V9M 1R9

PHONE: 250-339-2259  
FAX: 250-339-7110  
WEB: www.comox.ca

### Permit Fees are based on Value of Construction

\$1,000 for the first \$100,000; \$1,000 for the remaining value;  
\$750 Damage Deposit is required for values over \$10,000.

Acceptable Payment Methods: Cash/Debit/Cheque

Civic Address \_\_\_\_\_ PID \_\_\_\_\_

Legal Lot \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ Plan \_\_\_\_\_

*Please print clearly.*

### APPLICANT

<b>Name</b>		<b>Company</b>	
<b>Address</b>		<b>City</b>	
<b>E-mail</b>			<b>Postal code</b>
<b>Phone</b>	<b>Cell</b>	<b>Fax</b>	

*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.*

<b>Applicants Signature (required)</b>	<b>Date</b>
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### OWNER *A completed Form I or Form II is also required (on website)*

<b>Name</b>		<b>Company</b>	
<b>Address</b>		<b>City</b>	
<b>E-mail</b>			<b>Postal code</b>
<b>Phone</b>	<b>Cell</b>	<b>Fax</b>	

### CONTRACTOR

<b>Name</b>		<b>Company</b>	
<b>Address</b>		<b>E-mail</b>	
<b>Phone</b>	<b>Fax</b>	<b>Business Licence #</b>	

### ENERGY ADVISOR

<b>Name</b>	<b>Phone</b>
<b>E-mail</b>	

### PLUMBER

<b>Name</b>	<b>Company</b>	<b>Business Licence #</b>	<b>Phone</b>
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*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.*

**Jan  
2025**

# 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	Req'd	Rec'd	Comox/Building Bylaw Forms
√		<b>Copy of Certificate of Title (CURRENT within 30 days)</b> Obtained from Land Titles Office ( <a href="#">L TSA.ca</a> ) (for every application)			<b>Form I</b> Owner's authorizations
√		<b>Covenants, Easements, and Rights-of-way</b> Obtained from Land Titles Office. Review charges on Title to determine if any Covenants, Easement, or SRW in favour of the town apply (for every application, see new handout on webpage)	√		<b>Form II</b> Owner's acknowledgement (for every application)
		<b>Development Permit Area /&amp; or Schedule "w"</b> Obtain DP from Planning if identified in OCP.			<b>Form III &amp; IV</b> Foundations design & field review
		<b>Home Protection Office Documents (HPO)</b> For all new house construction			<b>Form V &amp; VI</b> Building Envelope design & field review
		<b>Health Authority Approval</b> For on-site septic disposal permits			<b>Form VII</b> Proof of insurance
		<b>Schedule B</b> (Building Code) May be required, please refer to hand out Sched A & Sched B			<b>Schedule G</b> Building code information sheet
		<b>Schedule A</b> (Building Code) Required if multiple Engineers			<b>Schedule Y</b> For coordinating registered professionals
		<b>Hazardous Materials Assessment &amp; Abatement Report</b> For buildings prior to 1990			
		<b>BC Energy Step Code Pre-Construction Compliance Report</b>			
		<b>Contaminated Site Screening Form</b> Required for projects involving soil disturbance	√		<b>Erosion &amp; Settlement Control Plan</b> (Bylaw 1824) Contact Public Works for further information (250-334-5410)

Req'd	Rec'd	Plans	Details
√		<b>1 Digital SET of PLANS REQUIRED, AND 2 HARD COPIES</b>	
		<b>Site Plans</b> 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
			Average grade & 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
		Dev. Summary data box for calculations including Floor Area and Lot Coverage (%) <b>** Show your calculations!!</b>	
		<b>Floor Plans</b> Min. Scale 1:100 Or ¼" = 1 foot	Detailed footing/foundation plan with dimensions
√			Uses & dimensions of all floor areas, floor joists, beams & roof, <b>truss layout with point loads</b>
			Window & door sizes & locations, window egress <b>and NEW window opening control device. New 2024BCBC 9.8.8.1.4.</b>
		<b>Elevations</b> Min. Scale 1:100, 1:50 Or ¼" = 1 foot	Smoke alarms, plumbing fixtures, fireplaces, <b>heating &amp; cooling</b> , HRV & ventilation. <b>NEW 2024. Area of refuge, less than 26 degrees. See bulletin on Town website. Soil gas remediation roughin.</b>
			Building finishes and materials
√			For Commercial/Industrial include exterior colours
			Average grade and finished grade
			Roof Height Calculation as per Zoning Bylaw 1377 from average grade
		<b>Building Cross Section</b> Min. Scale 1:100, 1:50 Or ¼" = 1 foot	Roof slopes, finish, chimneys and roof top equipment
			Spatial separation calculations, with limiting distances
√		<b>Building Cross Section</b> 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 continuity
			Building section with dimensions, geodetic elevations, ridge height, MHFE (minimum habitable floor elevation), slab height, average grade, finished grade, storm drain invert elevation

### Development Details

Construction

Type       New       Addition       Commercial       \_\_\_\_\_  
 Building Use       SFD       Duplex       Multi-Res       Industrial

Describe Proposal: \_\_\_\_\_

Value of Construction \$ \_\_\_\_\_

App Fee:      Construction Value <\$25,000 =  \$50.00      Construction Value >\$25,000 =  \$150.00