



# BUILDING PERMIT APPLICATION

## Single Family Dwelling (SFD), Seondary Suite, Duplex, Carriage & Cottage Houses

Planning and Development Department | 1110 Patricia Blvd. | Prince George, BC, Canada V2L 3V9  
 devserv@princegeorge.ca | p: 250.561.7611

**Civic Address for Construction:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Builder:** \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Type of Work:**     New                       Repair                       Addition                       Renovation                       Secondary Suite

**Type of Building:**     SFD                       Duplex                       Accessory: \_\_\_\_\_

**Access:**                       New                       Existing

Entire Cost of Project (incl. labor): \$ \_\_\_\_\_ Description of work: \_\_\_\_\_

Square Footage of Development	
New Single Family Dwelling	Additions/Alterations/Renovations
Main Floor: _____ sqft	Addition: _____ sqft
Upper Floor: _____ sqft	Finished Living Space: _____ sqft
Finished Basement: _____ sqft	New Foundation: _____ sqft
Unfinished Basement: _____ sqft	Garage: _____ sqft
Garage: _____ sqft	Deck: _____ sqft
Deck: _____ sqft	Secondary Suite (New SFD) _____ sqft
	Secondary Suite (Existing SFD) _____ sqft

**\*\*Attached Garage and Sundecks/Covered Patios/Carports are considered Unfinished Area\*\***

Total Finished Area: \_\_\_\_\_ sqft    Existing/Built Dwelling Units on Site: \_\_\_\_\_    Repair Contract Price: \$ \_\_\_\_\_

Total Unfinished Area: \_\_\_\_\_ sqft    Total Proposed Dwelling Units for Project: \_\_\_\_\_

Please indicate the number of each type of unit:

1 bedroom units: \_\_\_\_\_ 3 bedroom units: \_\_\_\_\_  
2 bedroom units: \_\_\_\_\_ 4+ bedroom units: \_\_\_\_\_

Will this building permit facilitate the construction of rental housing?

Yes  No

If yes, please indicate rental affordability:

Market rent  Non-market rent  Below market rent with on-site supports

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I hereby agree to indemnify and save harmless the City of Prince George against all claims, liabilities, judgements, costs and expenses of whatsoever kind which may in any way occur against the City in consequences of, and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of the Building Bylaw and all other Statutes and Bylaws in force in the City of Prince George.

I understand that the Building Bylaw makes it incumbent upon the Owner to call for inspection of the work at certain stages in the work. The failure of the Owner to call for such inspections is an offence under the bylaw. Neither the City of Prince George's employees nor the City of Prince George shall be held responsible for any inspection not called for or damages, direct or indirect, arising from such failure.

I/We understand that the personal information on this form is collected under the authority of the Community Charter, Local Government Act and the City's bylaws for the purpose of processing this application and for administration and enforcement. In accordance with the Freedom of Information and Protection of Privacy Act, this application and associated documentation may become part of a public record.

I/WE HEREBY DECLARE THAT ALL THE ABOVE STATEMENTS AND THE INFORMATION CONTAINED IN THE MATERIAL SUBMITTED IN SUPPORT OF THIS APPLICATION ARE TO THE BEST OF MY/OUR BELIEF TRUE AND CORRECT IN ALL RESPECTS

The person signing this application form, if not the Owner, acknowledges that his signature is an Agent for the Owner and that he is authorized to bind the Owner who is deemed to know of and understand the contents of the form.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT NAME (PRINT)

For internal use only:

Building Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_





# APPOINTMENT OF AGENT FORM

## Planning & Development Department

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9

p: 250.561.7600 | www.princegeorge.ca

I/WE, \_\_\_\_\_  
Full name(s) of all registered owners as shown on title to the lands

the undersigned, being the registered owner(s) in fee simple of the following lands:

Parcel Identifier(s): \_\_\_\_\_

\_\_\_\_\_

Civic Address(s): \_\_\_\_\_

\_\_\_\_\_

Legal Description(s): \_\_\_\_\_

\_\_\_\_\_

### DO HEREBY APPOINT AND AUTHORIZE:

\_\_\_\_\_, of  
Name of Agent

\_\_\_\_\_  
Mailing Address of Agent

\_\_\_\_\_  
Phone No. of Agent

\_\_\_\_\_  
Email of Agent

**TO ACT AS MY/OUR AGENT** and to act on my/our behalf with respect to all matters related to the following application(s) to the City of Prince George in connection with the above lands, including without limitation, to sign and file the application(s), to negotiate with officials and employees of the City, to enter into agreements and approve of conditions with respect to the application(s), and to represent and make submission on behalf of the undersigned to City Council:

Application(s): \_\_\_\_\_

**AND I/WE HEREBY** ratify, confirm and adopt as my/our own, the acts, representations, replies, agreements and commitments made on my/our behalf by the above named agent;

**AND I/WE HEREBY** declare that i/we have verified that all the information contained within this document and contained within all of the documents and plans submitted in support to the above listed application(s) are true and correct in all respects;

**AND IN CONSIDERATION OF** the sum of \$1.00 now paid by the City to the undersigned, and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by the undersigned), each of the undersigned hereby covenants and agrees to indemnify and save harmless the City of Prince George, its elected and appointed officials, employees and agents from and against all claims, liabilities, losses, costs and expenses of every nature whatsoever, in respect of anything done or not done by either the above named agent of the undersigned in connection with the above application(s), including without limitation the failure to comply with any and all agreements, conditions or other commitments, of the failure to observe any applicable bylaws, acts or regulations. This covenant will survive the expiry or termination of this appointment of agent, and is in addition to, and shall not prejudice, any other right or remedies of the City of Prince George.

**AND I/WE HEREBY** acknowledge that this application and all documents, information and drawings submitted with the application(s) become part of the City of Prince George's records and are subject to the *Freedom of Information and Protection of Privacy Act*, and may become a public record and be published online as part of City Council's public meeting Agenda. Any personal information on this form is collected under the authority of the *Community Charter, Local Government Act* and the City of Prince George's bylaws for the purpose of processing this application and for administration and enforcement.

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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**IF REGISTERED OWNERS ARE INDIVIDUALS, USE THIS SIGNING BLOCK:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

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**IF REGISTERED OWNER IS A CORPORATION, USE THIS SIGNING BLOCK:**

\_\_\_\_\_  
Name of Corporation (as shown on the title to the lands)

**I/WE** have authority to bind the company.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name



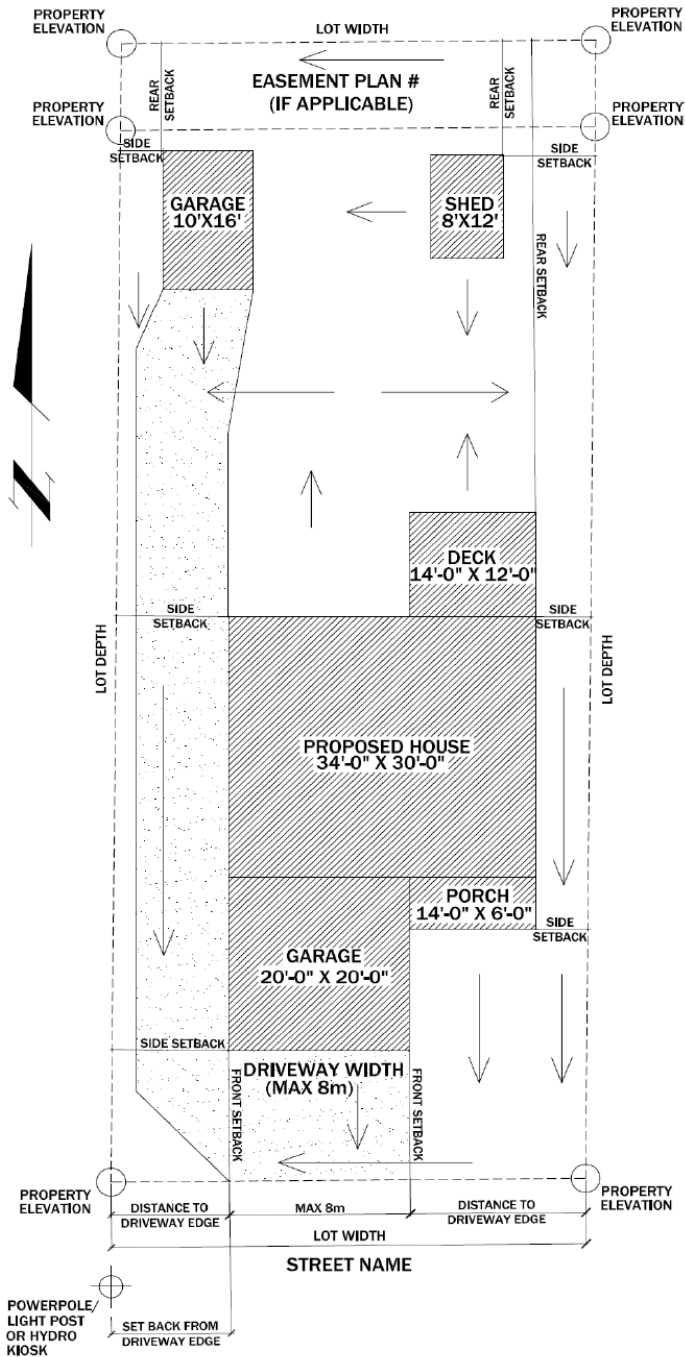
# BUILDING PERMIT APPLICATION CHECKLIST

## Single Family Dwelling, Duplex, and Other Part 9 Buildings

All of the following information is necessary to facilitate a thorough evaluation and timely review of your application. To expedite this process, all materials submitted must be clear, legible and precise. Please note that all of the below items are needed for a new single-family dwelling. Repairs, additions and alterations will require only some of the below items. Please confirm with staff which of the items listed are required for your project.

Required	Obtained	Standard Application Requirements
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Building Permit Application</b> (completed)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Application Fee</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Construction Drawings</b> – 1 set to scale (1/4"=1' scale preferred) including: <ul style="list-style-type: none"> <li>▫ Foundation plan drawing</li> <li>▫ Floor plan for each floor, including square footage</li> <li>▫ Cross section(s) (as required), scale may vary to better show details</li> <li>▫ Elevation drawings</li> <li>▫ Ratio of total glazing in exposed building face for each exposed face of the building as a percentage</li> <li>▫ If basement is to be finished a separate floor plan from the foundation is required</li> <li>▫ If a Secondary Suite is being constructed a separate Secondary Suite permit is required</li> <li>▫ Geotechnical and / or structural engineering information if required</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Title Search</b> including, if applicable: <ul style="list-style-type: none"> <li>▫ Rights of way on property</li> <li>▫ Easements on property</li> <li>▫ Covenant information (under section 219 of the land titles act)</li> <li>▫ Land use contract</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Site Plan</b> including: <ul style="list-style-type: none"> <li>▫ Civic and legal address of property</li> <li>▫ Lot elevations to be indicated at corner points on site plan</li> <li>▫ Setbacks from property lines</li> <li>▫ Height of proposed development</li> <li>▫ Dimensions of the lot, the proposed development and all existing structures</li> <li>▫ Driveway location and width (proposed or existing)</li> <li>▫ Direction of drainage (using arrows to point down slope)</li> <li>▫ Street names</li> <li>▫ North arrow</li> <li>▫ Easements and Rights-of-ways</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Appointment of Agent</b> - if applicant is other than owner
Required	Obtained	Additional Items that may be Required
<input type="checkbox"/>	<input type="checkbox"/>	<b>Mechanical Requirements:</b> <ul style="list-style-type: none"> <li>▫ Performance rating and types of all equipment for heating, cooling, humidity control, ventilation and water heating (TECA checklist)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Truss, floor &amp; beam layout</b> for engineered products, unless detailed on plans sealed by a Structural Engineer
<input type="checkbox"/>	<input type="checkbox"/>	<b>BC Housing registration documents</b> for residential occupancies (HPO)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Northern Health sealed approval</b> , for septic system
Additional Permits will be Required for		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Plumbing</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Retaining walls- over 4'</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Demolition of existing buildings</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Tree removal</b>

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FRONT ELEVATION

## Site Plan Requirements

- North Arrow
- Civic address of property
- Street name(s)
- Existing structure with dimensions
- Proposed structures with dimensions, including retaining walls
- Height of proposed building(s)
- Setbacks from property lines to building(s) (rear, front, side)
- Dimensions of Lot
- Property elevations (if available) at property corners
- Direction of drainage (using arrows to show downslope)
- Right-of-way(s) and Easement(s)
- Driveway location, width and type (i.e. curb or culvert)
- Location of power poles, kiosk (Hydro, TELUS, Shaw), and their setbacks from the edge of the driveway

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# PLUMBING PERMIT APPLICATION

Planning and Development Department

110 Patricia Blvd. | Prince George, BC, Canada V2L 3V9  
 devserv@princegeorge.ca | p: 250.561.7611

**Civic Address for Construction:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Plumber:** \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Type of Work:**  New  Repair  Addition  Renovation

**Building Type:**  SFD  Duplex  Apartment  Row House  Mobile Home  Commercial  Industrial/Institutional

**Connections:**  Water  Sewer  Storm  Private

**Water Meter:**  Installed  Removed  Size Change\*

\*If changing meter size, a sizing chart must be completed by a Professional Engineer

**Sewage disposal method approved by authority having jurisdiction:**  Yes  No

Please Describe Fixtures being Installed:

Fixture	Count	Fixture	Count	Fixture	Count	Fixture	Count
Toilet		Laundry Tub		Water Fountain		Water Meter	
Tub/Shower		Dishwasher		Urinal		Janitor Sink	
Kitchen Sink		Garbage Disposal		Roof Drain		Eye Wash	
Bathroom Sink		Back Flow Prevention		Manhole/Recharge Chamber		Oil Interceptor	
Hose Bibb		Water Softener		Catch Basin		Grease Intercept	
Floor Drain		Lawn Sprinkler		Sewage Pump		Other (Please list below)	
Clothes Washer		Fire Hydrant		Water Heater		<b>TOTAL</b>	

Other: \_\_\_\_\_

I hereby agree to indemnify and save harmless the City of Prince George against all claims, liabilities, judgements, costs and expenses of whatsoever kind which may in any way occur against the City in consequences of, and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of the Building Bylaw and all other Statutes and Bylaws in force in the City of Prince George.

I understand that the Building Bylaw makes it incumbent upon the Owner to call for inspection of the work at certain stages in the work. The failure of the Owner to call for such inspections is an offence under the bylaw. Neither the City of Prince George's employees nor the City of Prince George shall be held responsible for any inspection not called for or damages, direct or indirect, arising from such failure.

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I/WE HEREBY DECLARE THAT ALL THE ABOVE STATEMENTS AND THE INFORMATION CONTAINED IN THE MATERIAL SUBMITTED IN SUPPORT OF THIS APPLICATION ARE TO THE BEST OF MY/OUR BELIEF TRUE AND CORRECT IN ALL RESPECTS

The person signing this application form, if not the Owner, acknowledges that his signature is an Agent for the Owner and that he is authorized to bind the Owner who is deemed to know of and understand the contents of the form.

_____ Signature-Ticketed Plumber or Engineer	_____ Printed Name	_____ Date
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_____ Signature-Licensed Builder	_____ Printed Name	_____ Date
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_____ Signature-Home Owner	_____ Printed Name	_____ Date
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For internal use only:	
Building Inspector: _____	Date: _____
Received by: _____	Date: _____



# 1 Ventilation Checklist 1—Forced Air Systems SENTENCE 9.32.3.4(6)

Use this Checklist where forced air heating system ducts intake and distribute ventilation air.

Civic Address _____		Permit No. _____	
Climate Zone: _____	Number of Bedrooms	<input type="text"/>	(A) A bedroom is a room with an openable window (minimum dimensions apply), a closet and a closing interior door.
Total Floor area of conditioned space		<input type="text"/> ft <sup>2</sup>	(B)
Total Interior Volume of Dwelling		<input type="text"/> ft <sup>3</sup>	Total volume includes all heated interior spaces
.5 ACH (air changes/hr) = Volume x 0.5 ÷ 60 =		<input type="text"/> cfm	(C) Exhaust appliances exceeding .5 ACH may require make-up air.

### 1. Principal Ventilation System Exhaust Fan Minimum Air-flow Rate

Use the bedroom count from Box (A) and Total square footage from Box (B) above and Table 9.32.3.5. to determine

Minimum Required Principal Exhaust System Capacity  cfm (D)

### 2. Principal System Fan Choice

a) Exhaust Fan continuous running Make \_\_\_\_\_ Model \_\_\_\_\_ Sone Rating: \_\_\_\_\_

Location: \_\_\_\_\_ Capacity at 0.2 ESP  cfm (E) Must be ≥ than Box (D)  
If CEV, capacity @0.4ESP

### 3. Fan Duct Size and Equivalent Length

Use actual fan cfm in Box(E) above and Table 9.32.3.8 (3) [See note at bottom of page for larger fan duct sizing].

a) Length of duct \_\_\_\_\_ ft + Exterior hood 30ft + number of 90° elbows \_\_\_\_\_ X 10 ft = \_\_\_\_\_ Equivalent Length

Maximum Equivalent Length allowed in Table 9.32.3.8(3) = \_\_\_\_\_

b) Fan Duct size: \_\_\_\_\_ inches Ø Duct type: \_\_\_ Rigid \_\_\_ Flex

### 4. Required Kitchen and Bathroom Exhaust Fans: Re-list below if Principal Exhaust Fan meets all or part of Kitchen/Bathroom spot Exhaust requirements.

ROOM	REQUIRED EXHAUST RATE Table 9.32.3.6	EXHAUST EQUIPMENT						Ex.Fan/CEV Principal System CFM
		Spot Exhaust Kitchen & Bath WALL/CEILING FANS						
		Fan Make & Model	CFM @ 0.2 ESP Manf. Rated	*Duct Sizing per Table 9.32.3.8.(3)		Max. Equiv. Length per table	Installed Equiv. Length	
rigid	flex							
							TOTAL (must = Box E)	

\* For fan capacities exceeding 175cfm in Table 9.32.3.8(3), follow manufacturer's installation instructions or use good engineering practice to size duct.  
See Ventilation Guidelines Appendix page 16-A

5. Fresh Air must be ducted from outside to Return Air of furnace for distribution.
- a) Duct length from this connection to furnace cabinet must be 15 ft maximum and 10 ft minimum unless a flow control device is used. Duct length confirmed at \_\_\_\_\_ feet.
  - b) Duct Size for Fresh Air intake to RA:
    - 4" Ø minimum for Rigid Duct. Must be insulated & vapour barriered for full length. \_\_\_ confirmed.
    - 5"Ø minimum for insulated, vapour barriered Flex Duct \_\_\_ confirmed.
6. Forced Air Furnace system ducted to supply air to every bedroom and any level without a bedroom \_\_\_ confirmed.
7. If Heated Crawlspace present, state method of ventilating \_\_\_\_\_

**MAKE-UP AIR Requirements**

1. NAFFVA (Naturally Aspirated Fuel Fired Vented Appliance) or radon present in dwelling unit? Sentence 9.32.4.1  
 Yes, Proceed to Step 2  No, Omit Steps 2 & 3

2. Exhaust Appliance present which exceeds Box C 0.5 ACH:  
 Yes, Proceed to Step 3  Yes, Commit to  No such appliance. Omit Step 3  
**Depressurization Test** (See CAUTION, TECA Vent Manual pg 24)

3. Use Active Make-up Air for Exhaust Appliance.

**Make-up Air Fan required:** Exhaust Appliance Actual Installed Cfm \_\_\_\_\_  
 Fan Make \_\_\_\_\_ Model \_\_\_\_\_ Make-up Air Fan Cfm \_\_\_\_\_  
 Duct diameter \_\_\_\_\_ inches  
 Fan Location \_\_\_\_\_ Fan ducted to \_\_\_\_\_

a) Active Make-up Air delivered to an Unoccupied Area first (not directly to room containing the appliance).  
 i) Tempering Required per 9.32.4.1.(4)(a):  
 Show calculation & describe how make-up air will be tempered to at least 34°F (1°C) before entering unoccupied area.

ii) Transfer Grill Required: Size 1 sq in of gross area per 2 cfm):  
 Transfer grill size \_\_\_\_\_ sq. in. Location \_\_\_\_\_  
 iii) Additional Tempering Required per 9.32.4.1.(4)(b) before transfer to occupied area: Show calculation and describe how make-up air will be further tempered to at least 54°F (12°C).

OR b) Active Make-up Air delivered to an Occupied Area: Tempering Required. Show calculation and describe how make-up air will be tempered to at least 54°F (12°C).

**Installer Certification:**

I hereby certify that the design and installation of the ventilation system complies with the 2012 B.C. Building Code, 2014 Section 9.32 Amendment. Date \_\_\_\_\_  
**2014 TECA Ventilation Certification Stamp**

Print Name \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Company \_\_\_\_\_  
 Phone \_\_\_\_\_

