CITY OF PRINCE GEORGE

BUILDING PERMIT APPLICATION

Single Family Dwelling (SFD), Secondary Suite, Duplex, Carriage/Cottage House

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: _____

Contaminated Use

Are there any Schedule 2* Uses that are occuring or have occurred on the property? ☐ Yes ☐ No

*Schedule 2 uses can be found at https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/128_2022_Sch%202

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: _____

Housing Data Collection Form

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

The City of Prince George is collecting housing unit data to provide the Province of BC with required information on the City's housing supply. The City is subject to housing supply goals in accordance with Provincial legislation, including the Housing Supply Act.

This form must be completed when submitting a Residential Building Permit Application (Part 3 and Part 9) and/or a Demolition Permit Application for a residential building.

Building Permit Application

Identify the number and type of **new dwelling units** for **both the primary and secondary dwelling units** (e.g. main living unit and secondary suite):

	Number of Studio Units	Number of 1-bedroom units	Number of 2-bedroom units	Number of 3-bedroom units	Number of 4+ bedroom units
Ownership					
Rental – purpose built					
Rental – secondary suite					
Rental – secondary dwelling					
Rental – co-op housing					

If rental housing is being constructed, indicate rental affordability:

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

**Supporting documentation must be provided when non-market rent or below market rent is selected*

Demolition Permit Application

Identify the number and type of **dwelling units to be demolished** for **both the primary and secondary dwelling units** (e.g. main living unit and secondary suite):

	Number of Studio Units	Number of 1-bedroom units	Number of 2-bedroom units	Number of 3-bedroom units	Number of 4+ bedroom units
Ownership					
Rental – purpose built					
Rental – secondary suite					
Rental – secondary dwelling					
Rental – co-op housing					

If rental housing is being removed, indicate rental affordability:

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

**Supporting documentation must be provided when non-market rent or below market rent is selected*

Housing Data Collection Form

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

The following are for information only and are not to be used as official definitions.

Ownership: The unit is being constructed to be lived in by the owner of the home. Includes strata or fee simple ownership.

Secondary suite: A self-contained dwelling unit inside of a single detached house or row home. A secondary suite is built to BC Building Code standard and has its own separate entrance, kitchen, bathroom, and bedroom, all separate from the primary household.

Secondary dwelling: A freestanding, self-contained home located on the same property as the principal home. Secondary dwellings include carriage housing and cottage housing. Manufactured housing is not a secondary dwelling.

Co-op housing: A co-op is a type of housing that residents own and operate as part of a membership. Unlike traditional rentals, there is no outside landlord. Residents are both members and joint owners of the cooperative association.

Market rent: Market rent is the average price you could realistically get based on other similar units in the private housing market.

Non-market rent: Non-market rent is not set by the private market, but by governments or non-profit organizations to keep housing affordable.

Below market rent with on-site supports: Housing that rents for less than 30% of Housing Income Limits for a given unit size. The on-site supports are for individuals transitioning out of homelessness and does not include other types of supportive housing such as assisted living.

CITY OF
PRINCE GEORGE

APPOINTMENT OF AGENT FORM

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(es): _____

_____

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_____.

IF REGISTERED OWNERS ARE INDIVIDUALS, USE THIS SIGNING BLOCK:

Signature	Address
Printed Name	
Signature	Address
Printed Name	

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	

Please note that a Corporate Registry is required in addition to this form when the registered owner is a corporation.

CITY OF PRINCE GEORGE

BUILDING PERMIT APPLICATION CHECKLIST

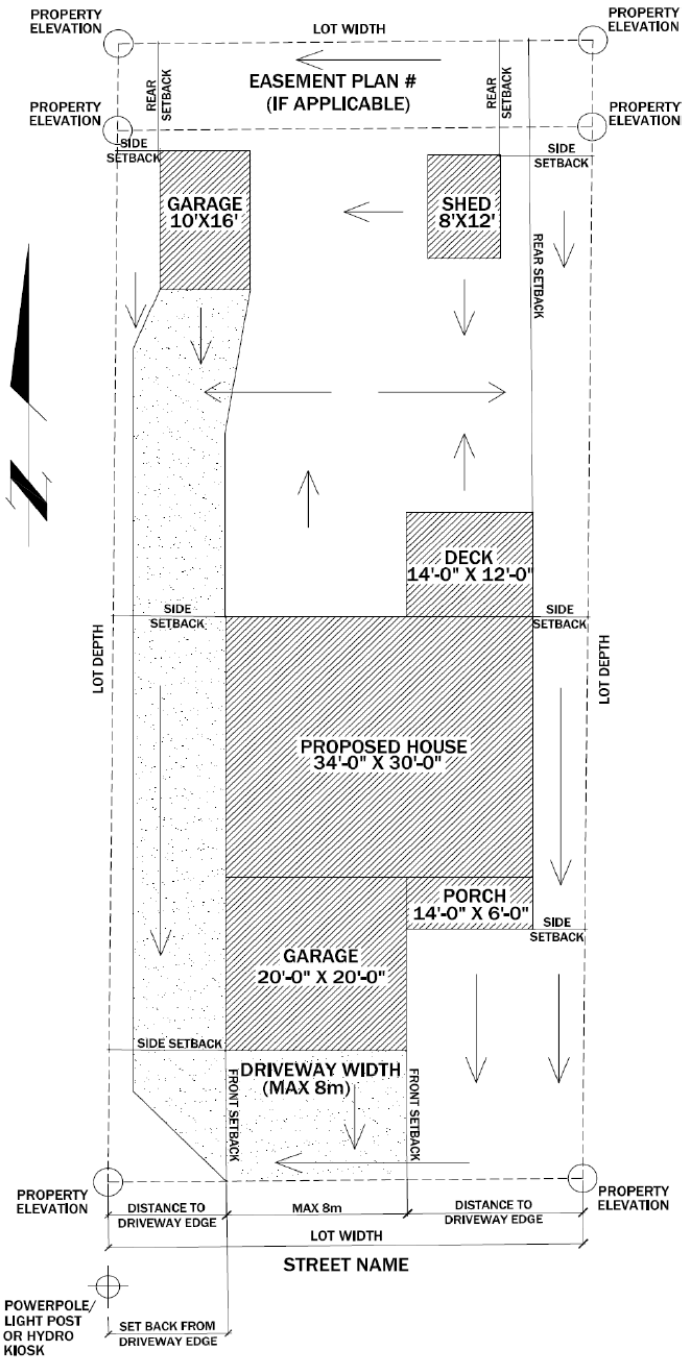
Single Family Dwelling, Duplex, and Other Part 9 Buildings

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
☑	☐	**Building Permit Application** (completed)
☑	☐	**Application Fee**
☑	☐	**Construction Drawings** – 1 set to scale (¼"=1' scale preferred) including: ▫ Foundation plan drawing ▫ Floor plan for each floor, including square footage ▫ Cross section(s) (as required), scale may vary to better show details ▫ Elevation drawings ▫ Ratio of total glazing in exposed building face for each exposed face of the building as a percentage ▫ If basement is to be finished a separate floor plan from the foundation is required ▫ If a Secondary Suite is being constructed a separate Secondary Suite permit is required ▫ Geotechnical and / or structural engineering information if required
☑	☐	**Site Plan** including: ▫ Civic and legal address of property ▫ Lot elevations to be indicated at corner points on site plan ▫ Setbacks from property lines ▫ Height of proposed development ▫ Dimensions of the lot, the proposed development and all existing structures ▫ Driveway location and width (proposed or existing) ▫ Direction of drainage (using arrows to point down slope) ▫ Street names ▫ North arrow ▫ Easements and Rights-of-ways
☑	☐	**Braced Wall Band Plan**
☐	☐	**Title Search** including, if applicable: ▫ Rights of way on property ▫ Easements on property ▫ Covenant information (under section 219 of the land titles act) ▫ Land use contract
☐	☐	**Appointment of Agent** - if applicant is other than owner
Required	**Obtained**	**Additiional Items that may be Required**
☐	☐	**Mechanical Requirements**: ▫ Performance rating and types of all equipment for heating, cooling, humidity control, ventilation and water heating (TECA checklist)
☐	☐	**Truss, floor & beam layout** for engineered products, unless detailed on plans sealed by a Structural Engineer
☐	☐	**BC Housing registration documents** for residential occupancies (HPO)
☐	☐	**Northern Health sealed approval**, for septic system
		Additional Permits will be Required for
☐	☐	**Plumbing**
☐	☐	**Retaining walls - over 4'**
☐	☐	**Demolition of existing buildings**
☐	☐	**Tree removal**

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Sample Residential Site Plan





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		**TOTAL**	0

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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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
Signature-Licensed Builder	Printed Name	Date
Signature-Home Owner	Printed Name	Date

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 _____ (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 _____ ft² (B)

Total Interior Volume of Dwelling _____ ft³ Total volume includes all heated interior spaces

.5 ACH (air changes/hr) = Volume x 0.5 ÷ 60 = _____ 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 Prinicpal 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						
		Spot Exhaust Kitchen & Bath WALL/CEILING FANS						Ex.Fan/CEV
		Fan Make & Model	CFM @ 0.2 ESP Manf. Rated	*Duct Sizing per Table 9.32.3.8.(3)				Principal System CFM
				Duct Dia (in Ø) rigid	Duct Dia (in Ø) flex	Max. Equiv. Length per table	Installed Equiv. Length	
						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

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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 Depressurization Test** (See **CAUTION**, TECA Vent Manual pg 24) ☐ **No such appliance**. Omit Step 3

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: Date _____

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.

2014 TECA Ventilation Certification Stamp

Print Name_____

Signature_____

Company_____

Phone _____

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