TOWN OF
QUALICUM BEACH

Address: #201 - 660 Primrose Street. PO BOX 130, Qualicum Beach, BC V9K 1S7
Phone: 250.752.6921
Email: qbtown@qualicumbeach.com

SECONDARY SUITE APPLICATION FORM

DATE SUBMITTED:

Part 1: PERMIT INFORMATION			
Permit # (*Determined by Staff*)	☐ **New** (within existing dwelling)	☐ **Existing** (pre-existing, unapproved)	☐ **Other:** (Renovations/Alterations to suite)

Part 2: PROPERTY INFORMATION					
Civic Address:			**Plan #**	**Lot #**	**DL #** / **LD #**
Zoning	**Folio#**	**PID#**	**Construction Value**		**Area (m^2)**
Description of Project					

Part 3: APPLICANT INFORMATION			
Owner Name		**Contractor Name**	
Mailing Address		**Mailing Address**	
Home Phone No.	**Cell Phone No.**	**Phone No.**	**Cell Phone No.**
Fax No.		**Fax No.**	**Business License No.**
Email Address		**Email Address**	

Part 4: INFORMATION TO INCLUDE WITH APPLICATION (*For details please refer to page 3 and 4*)	
☐ **Current Title Search** (with copies of encumbrances)	☐ **Two (2) Complete Sets of Construction Plans** (min. 11x17 size)
☐ **Site Plan – for additions only** (showing setbacks, all buildings and areas)	☐ **Hazardous Materials Assessment** (Homes built prior to 1990)
☐ **Owner's Acknowledgement of Responsibility** (*Necessary only if application is completed by contractor*)	☐ **Registered Professionals Documents/Reports** (Stamped drawings and Schedule B)
☐ **Sewage / Septic Filing Form**	(*Applicable if not connected to Town of Qualicum Beach Sewer Service*) (*Obtained from a certified practitioner / installer*)

Part 5: APPLICANT'S DECLARATION

The consideration for this permit, I/we agree to indemnify and keep harmless the Town of Qualicum Beach against all claims, liabilities, judgments, costs and expenses which may accrue from granting this permit. Neither the issuance of a permit, and/or the approval of the plans and specifications of supporting the application, nor inspections made by the Building Official, will:

- Constitute a representation or warranty that the Building Code or the Bylaw have been complied with or the building, structure or plumbing system meets any standard of materials or workmanship;
- Relieve the applicant, owner and occupant from conforming to all Acts, bylaws and regulations;
- Relieve the owner's responsibility to search the title and check for restrictions against the property;

I/we have read the above, understand, agree and will abide with all Bylaws and/or Provincial Laws which are applicable to this application.

I/we understand and agree that this application is not to be considered as a permit and does not authorize the commencement of the work.

☐ Owner ☐ Contractor	**Print Name**	**Signature**	**Date**

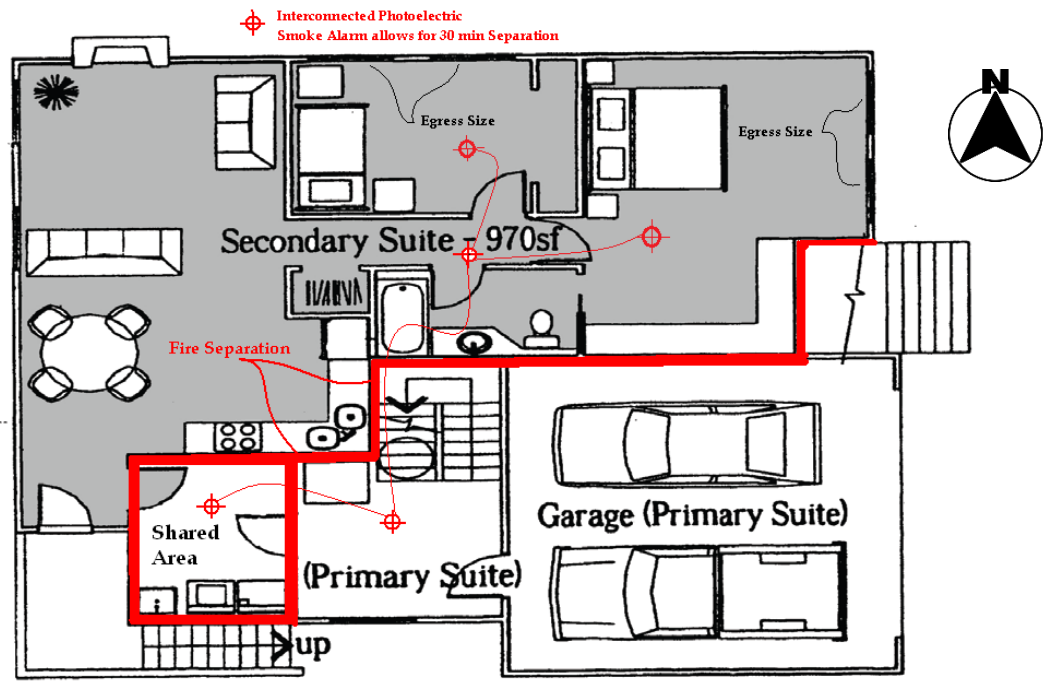
Part 6: PAYMENT (*Due with application*)

Estimated Construction Value	**Amount Due**	**Paid By**	**Date Paid**
☐ Under $10,000	$40.00		
☐ $10,000 - $50,000	$100.00		
☐ Over $50,000	$300.00		

APPLICATION AND PAYMENT MUST BE SUBMITTED <u>TOGETHER</u>, BY ONE OF THE FOLLOWING METHODS:
IN PERSON: #201-660 Primrose Street, Qualicum Beach, BC - 9:00 am to 4:00 pm, Monday to Friday.
MAIL: Town of Qualicum Beach, PO Box 130, Qualicum Beach, BC V9K 1S7

Personal information on this form is collected under the guidelines of the Freedom of Information and Protection of Privacy Act ("FIPPA") and will only be used for the purpose of administering the Secondary Suite Permit Application. Questions about this collection can be directed to the Corporate Administrator, Box 130, Qualicum Beach, BC or at 250-752-6921.

Example of Construction Plan Drawings



--- INFORMATION TO INCLUDE WITH BUILDING PERMIT APPLICATION ---	
Current Title Search	Within 30 days of application. Must include referenced covenants (*fees applicable if not supplied*)
Two (2) Complete Sets of Construction Plan Drawings – *Larger projects to include digital copies as well.*	• Dimensions of building and all spaces • Foundation Details / Layout • Proposed use of each room • Principal ventilation system • Detailed wall, ceiling and floor assemblies' information • Detailed floor plans with dimensions showing "Braced Wall Bands & Panels" • Elevations, showing heights from grade • Spatial calculations and whether building is sprinklered or not • Detailed floor plans with dimension (main dwelling and suite) with fire separation walls noted **For Plumbing Permits** please submit drawings of existing and of proposed work indicating location of new fixtures.
Plot Plan (Site Plan)	Include scaled drawing showing the proposed location of the building on the Parcel, relative to the Parcel lines, buildings, water courses, hazards, and adjacent Streets, as well as details of proposed landscaping including retaining walls. • North Arrow, Lot lines with dimensions • Proposed structure with distances to each property line, hazard, etc. • Access (roads, driveways, lanes) • All existing buildings on the property including the area of each and use (if applicable) • Distances from and elevations above watercourses (creeks, rivers, ponds, sea)
Registered Professionals Documents	**For components and construction that falls outside of Part 9 of the BC Building Code or where requested by the Building Inspector:** (Architectural, Structural, Geotechnical, Mechanical, Plumbing, Fire Suppression, Electrical) • Stamped/Signed/Dated design drawings • Letters of Assurance, Schedule B – Stamped/Signed/Dated • Reports or reviews as completed and requested
Hazardous Materials Assessment Report and Clearance Letter.	**Required for all renovations and alterations to Buildings constructed prior to 1990** Assessment report to be completed and tests performed by a qualified person in relation to Hazardous Materials. Abatement Clearance letter to be submitted prior to any inspections being performed by the Towns Building Inspector.
Sewage / Septic Filing Form	Obtained from a certified practitioner / installer Only applicable if not connected to Town of Qualicum Beach Sewer Service. For a list of certified practitioners call 1-604-585-2788 ext. 238 or visit www.owrp.asttbc.org an or www.wcowma-bc.com

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OWNER'S ACKNOWLEDGEMENT OF RESPONSIBILITY

I / we, _____, _____, _____,
(*Owner Name*) (*Owner Name*) (*Owner Name*)

solemnly declare that I / we are the registered owner(s) of the real property described as

_____ _____ _____ _____ _____
(*Civic Address*) (*Plan Number*) (*Lot Number*) (*District Lot Number*) (*Land District Number*)

and I am registered as such in the Land Registry Office.

I / we hereby provide authorization for _____
(*Contractor Name*)

to apply for a building permit on the above described property.

As the owner or authorized agent I acknowledge that the Town of Qualicum Beach Building Bylaw No. 643, 2009 (the "Building Bylaw"), notwithstanding any other provision therein, has been enacted for the purpose of regulating construction within the Town in the general public interest. *The activities undertaken by or on behalf of the Town pursuant to the Building Bylaw are for the sole purpose of providing a limited and interim spot checking function for reason of health, safety and the protection of persons and property.*

It is not contemplated nor intended, nor does the purpose of this Bylaw extend:

- to the protection or indemnification of owners, owner/builders, constructors or future owners from economic loss;
- to the assumption by the Town or a Building Official of any responsibility for ensuring the compliance by any owner, his or her
- representatives or any employees, constructors or designers retained by him or her, with the Building Code, the requirements of the Building
- Bylaw or other applicable enactments respecting safety;
- to providing any person a warranty of design or workmanship with respect to any building or structure for which a building permit or
- occupancy permit is issued under the Building Bylaw;
- to providing a warranty or assurance that construction undertaken pursuant to building permits issued by the Town is free from latent, or any
- defects; and
- to providing to any person a warranty that construction is in compliance with the Building Code, the Building Bylaw or any other enactment with respect to a building or structure for which a building permit or occupancy permit is issued under the Building Bylaw.

I acknowledge that:

- neither the issuance of a permit under the Building Bylaw, the review and acceptance of the design drawings, plans or specifications, nor inspections made by a Building Official, shall constitute a representation or warranty that the Building Code or the Building Bylaw have been complied with or that the building or structure meets any standard of materials or workmanship.
- where the Town requires that a professional Architect or Engineer certify that the plans submitted in accordance with the Building Bylaw comply with the Building Code or other enactment, the Town will rely on that certification in issuing a building permit and occupancy permit.

I commit that I will:

- ensure that all construction complies with the Building Code, the Building Bylaw and other applicable enactments respecting safety;
- post and maintain the permit in a conspicuous place on the property in respect of which the permit was issued;
- keep a copy of the accepted designs, plans and specifications on the property during the course of construction;
- post the civic address on the property in a location visible from any adjoining streets;
- ensure any building is located properly in regards to all setbacks; and
- ensure that any geotechnical site issues are adequately addressed and that appropriate reports are obtained from a qualified registered
- professional and that copies of such reports are provided to the Town of Qualicum Beach.

--- OWNER SIGNATURE(S) ---		
Print Name	**Signature**	**Date Signed**