



**City of Williams Lake**  
**BYLAW NO. 2274, 2019**

**Schedule A – Building Permit Application**  
**(2 Pages)**

**BUILDING PERMIT APPLICATION**

File Number: \_\_\_\_\_

Date: \_\_\_\_\_

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

BL2325 (25/02/20) **Describe** Use: \_\_\_\_\_

Value of Work: \_\_\_\_\_

**Applicant Information:**

\_\_\_\_\_  
Name (PRINT)

\_\_\_\_\_  
Address (PRINT)

Tel. No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Owner Information:**

\_\_\_\_\_  
Name (PRINT)

\_\_\_\_\_  
Address (PRINT)

Tel. No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Builder Information:

\_\_\_\_\_  
Name (PRINT)

\_\_\_\_\_  
Address (PRINT)

Tel. No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Owner's Name (PRINT): \_\_\_\_\_

Signature of Owner or Agent: \_\_\_\_\_

Date: \_\_\_\_\_

BL2325 (25/02/20)

Security Deposit Amount: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Receipt Number: \_\_\_\_\_



**City of Williams Lake**  
**BYLAW NO. 2274, 2019**

**Schedule B – Fees**  
**(2 Pages)**

The fees to be charged for the issuance of a Permit under this Bylaw shall be in conformance with the following Schedule:

**1. BUILDING PERMIT FEES**

For the erection, addition, alteration, repair, removal, or demolition of a building or structure or part thereof, Building Permit fees shall be based on the estimated value as determined by the Authority Having Jurisdiction as follows:

a)	Estimated Value of Construction	Fee
	Up to \$1,000.00 (One Dollar to One Thousand Dollars)	\$80.00
b)	\$1,000.00 - \$10,000.00 (One Thousand to Ten Thousand Dollars)	\$80.00 plus \$7.00 per \$1,000.00 up to \$10,000.00 value of construction.
c)	\$10,000.00 - \$10,000,000.00 (Ten Thousand to Ten Million Dollars)	As (b) above and then \$6.00 per \$1,000.00 value of construction in excess of \$10,000.00.
d)	Exceeding \$10,000,000.00	As (b) value of construction up to \$10,000,000.00. Thereafter \$2.50 per \$1,000.00 value of construction.

**2. MASONRY OR FACTORY-BUILT CHIMNEY OR SOLID FUEL BURNING APPLIANCES**  
**\$150.00 each appliance**

Applies to the installation of new or replacement appliances.

**3. PLUMBING PERMIT FEES**

a)	For each fixture	Fee
b)	Minimum fee	\$80.00

**4. SPRINKLER PERMIT FEES**

a)	For each sprinkler head	\$2.00
b)	Minimum fee	\$80.00

5. MOVING PERMIT FEES

The Moving Permit fee shall be five hundred dollars \$500.00.

6. REINSPECTION FEES

In every case where due to non-compliance with the provisions of this Bylaw or to unsatisfactory workmanship, a further inspection is required for the same item of work, there shall be a Reinspection fee of one hundred dollars (\$100.00) plus GST.

7. MODULAR HOMES

The permit fee for the installation of modular homes on surface foundations shall be \$200.00  
The permit fee for the installation of modular homes on permanent crawlspace or basement foundations shall be \$200.00 plus the permit fee for the value of foundation value as calculated as Number 1 above.

8. SPECIAL INSPECTION FEES

Where a person having a legal interest in establishing the fitness of a building, or structure or plumbing in a building or structure, requests the Authority Having Jurisdiction to inspect, there shall be a minimum Special Inspection fee of one hundred dollars (\$100.00) per man-hour plus GST.

9. PERMIT RENEWAL FEES

Where a building permit has expired prior to the project being completed there shall be a renewal fee of \$150.00. Where a plumbing permit has expired prior to the works being completed there shall be a renewal fee of \$75.00.

10. SECURITY DEPOSITS

See Sections 10.8 – 10.12 of Bylaw

11. CHANGE OF OWNERSHIP FEE

Where there is a change in ownership, or change in the address of the owner, which occurs prior to the issuance of an occupancy permit there shall be a fee of \$100.00

12. SPECIAL PLAN REVIEW FEE

Where there is a change to the proposed plans after permit issuance and prior to occupancy inspection there shall be a minimum fee of \$100.00 per man-hour plus GST for the plan review of the revised plans

13. STOP WORK NOTICE

Where a Stop Work Notice has been issued and remains outstanding for 30 days an additional fee of \$500.00 will be charged.



**City of Williams Lake  
BYLAW NO. 2274, 2019**

**Schedule D – Letter of Authorization**

To whom it may concern:

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

Legal Description: \_\_\_\_\_

I am the owner, as defined in the current “Building Bylaw”, of the above referenced property, and hereby authorize:

\_\_\_\_\_  
Name of Representative / Contact (PRINT)

Tel. No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please check where applicable.

To represent me in an application for:

- Building Permit Application
- Demolition Permit Application
- Subtrade

Permit To obtain copies of:

- Building Permit Plans (Archive Copies)

Owner’s Information:

\_\_\_\_\_  
Name (PRINT)

\_\_\_\_\_  
Address (PRINT)

Tel. No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

*This form may be faxed, mailed or delivered in person.*



**City of Williams Lake**  
**BYLAW NO. 2274, 2019**

**Schedule E – Owner’s Undertaking**  
**(3 Pages)**

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

Legal Description: \_\_\_\_\_

Building Permit #: \_\_\_\_\_

1. This undertaking is given by the undersigned, as the owner of the property described above, with the intention that it be binding on the owner and that the City will rely on same.
2. I confirm that I have applied for a building permit pursuant to “City Building Bylaw No. 2274, 2019” (the “Bylaw”) and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and in particular, understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections thereunder.
3. Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility to ensure compliance with the Building Code and the Bylaw whether any work to be performed pursuant to the permit applied for is done by me, a contractor or a registered professional.
4. I am not in any way relying on the City or its building officials, as defined under the Bylaw, to protect the owner or any other persons as set out in Part 3 of the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the City or its building officials.
5. I hereby agree to indemnify and save harmless the City and its employees from all claims, liability, judgments, costs and expenses of every kind which may result from negligence or from the failure to comply fully with all bylaws, statutes and regulations relating to any work or undertaking in respect of which this application is made.
6. I am authorized to give these representations, warranties, assurance and indemnities to the City.

Owner's Information:

\_\_\_\_\_  
Name (PRINT)

\_\_\_\_\_  
Address (PRINT)

Tel. No.: \_\_\_\_\_

Cell No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

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

This undertaking is executed by the owner this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(Day) (Month) (Year)

**1. Where owner is an individual:**

\_\_\_\_\_  
Owner's Name (PRINT)

\_\_\_\_\_  
Owner's Signature

Signed, sealed and delivered in the presence of:

\_\_\_\_\_  
Witness's Name (PRINT)

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Witness's Address (PRINT)

**2. Where owner is a corporation:**

\_\_\_\_\_  
Corporation Name (PRINT)

\_\_\_\_\_  
Authorized Signatory

Signed, sealed and delivered in the presence of:

\_\_\_\_\_  
Witness's Name (PRINT)

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Witness's Address (PRINT)

**3. Where owner is a partnership:**

\_\_\_\_\_  
Name of Partnership (PRINT)

\_\_\_\_\_  
Authorized Signatory

Signed, sealed and delivered in the presence of:

\_\_\_\_\_  
Witness's Name (PRINT)

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Witness's Address (PRINT)





**City of Williams Lake**  
**BYLAW NO. 2274, 2019**

**Schedule F – Confirmation of Professional Liability Insurance**  
**(2 Pages)**

1. *This Confirmation letter must be submitted along with each BC Building Code Schedule A and Schedule B before issuance of a building permit. A separate Confirmation Letter must be submitted for each registered professional.*
2. *This Confirmation Letter must be submitted with each BC Building Code Schedule C after completion of the building but before a final inspection is made by the building official. A separate Confirmation Letter must be submitted for each registered professional.*
3. *Only an original Confirmation Letter, printed by the City or an unaltered photocopy of this document is to be completed and submitted.*

Attention: Manager, Inspections

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

Legal Description: \_\_\_\_\_

The undersigned hereby gives assurance that:

- a) I have fulfilled my obligation for insurance coverage as outlined in the City *Building Bylaw No. 2274, 2019*;
- BL2325 (25/02/20) b) I am insured by a policy of insurance covering liability to third parties for errors and omissions in respect to the above project, in the amount of at least **One** Million Dollars (\$**1,000,000.00**);
- c) I have enclosed a copy of my certificate of insurance coverage indicating the particulars of such coverage;
- d) I am a registered professional; and
- e) I will notify the building official in writing immediately if the undersigned's insurance coverage is reduced or terminated at any time during construction.

\_\_\_\_\_  
Name (PRINT)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

(Affix professional seal here)

(If the registered professional is a member of a firm, complete the following)

I am a member of this firm:

\_\_\_\_\_  
Name of Firm (PRINT)

\_\_\_\_\_  
Address (PRINT)

I sign this letter on behalf of myself and the firm.

*Note: This Confirmation letter must be signed by a registered professional. The BC Building Code defines a registered professional as a person who is registered or licensed to practice (a) as an architect under the Architects Act, or (b) as a professional engineer under the Engineers and Geoscientists Act*

## **SECURITY DEPOSIT WITH BUILDING PERMIT APPLICATION**

10.8 An applicant for a *building permit* must pay to the City, at the time of the application, the following security deposit:

- (a) for a single family dwelling parking *structure*, combination parking *structure/ accessory building*, a swimming pool or an accessory *building* greater than 25 square metres: \$150.00;
- (b) for a single family dwelling *addition, alteration*, renovation, demolition: \$300.00;
- (c) for a new single family dwelling or *simple building*: \$1,000.00; and
- (d) for a *complex building*: \$2500.00.

10.9 The security deposit sum set out in section 10.8 of this Part

- (a) covers the cost borne by the City to maintain, restore or replace any public works or public lands which are destroyed, damaged or otherwise impaired in the carrying out of the work referred to in any *building permit* held by the applicant;
- (b) covers the cost borne by the City to make the site safe if the *permit* holder abandons or fails to complete the work as designated on the *permit*;
- (c) serves as the security deposit for provisional *occupancy* when such a *final inspection notice* makes provision for a security deposit; or
- (d) serves as a security deposit to effect compliance with any condition under which the *permit* was issued.