



## COMPLEX BUILDING PERMIT APPLICATION CHECKLIST –PART 3

**Civic Address** (Street # and Name): \_\_\_\_\_

**Applicant's Full Name:** \_\_\_\_\_

You are required to submit the following documents (if applicable) when submitting your Building Permit Application. This checklist, and all Village of Pemberton forms are available online at [www.pemberton.ca](http://www.pemberton.ca)

Please print this *Document Checklist*, check that you have included all of the required information and documents (left column), sign and include this document with your application submission.

**Incomplete application submitted without the required information and/or documents will be returned to the applicant prior to being reviewed.**

**IMPORTANT:**

The items on the list below are the **minimum requirements** for your Building Permit Application. Depending on the nature of your project, **you may be required to submit additional information/documents** with, or following the submission of your application.

PDF (Digital) copied are required for drawings.

√	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<b>1. Building Permit Application FORMS &amp; Application Fee</b>  → <b>FORM A</b> -Application Details → <b>FORM B &amp; C</b> -Acknowledgement of Owner Form &/or Owner's Authorization of Agent If applicant is other than owner → <b>FORM D</b> -Excavation Permit → <b>FORM E</b> -Blasting Permit → <b>FORM F &amp; G</b> -Supply of Water & Sewer Connection Permit → <b>FORM I</b> -Solid Fuel Burning Appliance Permit → <b>FORM J</b> -Culvert Installation → <b>FORM K</b> -Fire Protection System → <b>FORM L</b> -Fire Suppression Alteration → <b>Scope of Work</b> to accompany application forms
		<b>2. Plumbing Permit</b> issued to plumber Water Meter is required Cross connection control required
<input type="checkbox"/>	<input type="checkbox"/>	<b>2. Land Title Documents</b> (including easement, covenant, right-of-way etc.) (dated within 30 days of your application) If your land was recently purchased and you are not shown as the registered owner on Title, please provide ownership transfer papers.

<input type="checkbox"/>	<input type="checkbox"/>	<p><b>3-Analysis</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Code Analysis</li> <li><input type="checkbox"/> Zoning Analysis</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>4. Architectural Drawings</b> 2 sealed sets and PDF Digital copies</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Surveyed Site Plan</b> <ul style="list-style-type: none"> <li>→ Lot Coverage</li> <li>→ Proposed foundation layout</li> <li>→ Projection Illustration beyond foundation</li> <li>→ Setbacks</li> <li>→ All easements, covenants, right of ways etc. (shown on site plan)</li> <li>→ Flood Control Level (if applicable) as per Geotechnical Report</li> <li>→ Driveway location and grade</li> <li>→ Surface Drainage &amp; Culvert Details(if required)</li> <li>→ Retaining Wall(s)-Material, height etc.               <ul style="list-style-type: none"> <li>Engineered details required for retaining wall over 1.5m in height</li> </ul> </li> <li>→ Geodetic Elevation of Property Corners &amp; Foundation Corners</li> </ul> </li> <li><input type="checkbox"/> <b>Engineered Foundation Plan</b>-Sealed Drawings as per the BC Building Code           <ul style="list-style-type: none"> <li>→ Schedule B &amp; Letter of Assurance</li> <li>→ Minimum Footing Size</li> <li>→ Foundation Wall Thickness</li> <li>→ Drain Tile Details (connection &amp;/or drywell)</li> <li>→ Maximum Wall Height</li> <li>→ For Insulated Concrete Foundation (ICF), provide information as per the ICF Information Document</li> </ul> </li> <li><input type="checkbox"/> <b>Elevations</b> <ul style="list-style-type: none"> <li>→ Spatial Separation</li> <li>→ Rainscreen Details</li> <li>→ Chimney Height</li> <li>→ Siding</li> <li>→ Height of Building</li> </ul> </li> <li><input type="checkbox"/> <b>Floor Plans</b> <ul style="list-style-type: none"> <li>→ Total Finished Floor Area</li> <li>→ Total Unfinished Floor Area</li> <li>→ Room Sizes</li> <li>→ Floor Joist Spans</li> <li>→ Engineered Floor Systems</li> <li>→ Beam &amp;/or Engineered Beam &amp; Lintels</li> <li>→ Smoke &amp; Carbon Monoxide Alarms Locations</li> <li>→ Window sizes</li> <li>→ Room sizes</li> <li>→ Attic access</li> <li>→ Wood Stoves and Wood Fireplace</li> </ul> </li> </ul>

		→ Plumbing Fixtures  <input type="checkbox"/> <b>Cross Sections</b> → Assemblies for walls, roof, floors, ceilings and decks (insulation, sheathing, roofing material, roof Slope, stair details, roof venting) → Height of Each Floor → Height of Entire Building
<input type="checkbox"/>	<input type="checkbox"/>	<b>5. Geotechnical Engineering-Sealed Report</b> <input type="checkbox"/> Schedule B & Letter of Assurance If applicable, relevant information from report to be shown on site plan → Flood Construction Level <input type="checkbox"/> Bearing capacity of soils suitable for construction <input type="checkbox"/> Steep slope areas identified, safe for intended use by Geotech Engineer <input type="checkbox"/> Stream setbacks <input type="checkbox"/> excavation drawings for hillside and steep slope
<input type="checkbox"/>	<input type="checkbox"/>	<b>6. Home Owner Protection Office Documents</b> (for residential occupancies) Visit <a href="http://www.hpo.bc.ca">www.hpo.bc.ca</a> or call 1-800-407-7757 Required for new or substantially renovated construction
<input type="checkbox"/>	<input type="checkbox"/>	<b>7. Acknowledgement of Owner Form &amp;/or Owner's Authorization of Agent</b> If applicant is other than owner
<input type="checkbox"/>	<input type="checkbox"/>	<b>8. Strata Authorization</b> approving proposed construction (applicable to Strata Properties only)
<input type="checkbox"/>	<input type="checkbox"/>	<b>9. Supply of Water &amp; Sewer Connection Application</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>10. Culvert Installation Application</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>11. Sprinkler Drawings-</b> 2 sealed sets (if applicable) <input type="checkbox"/> Schedule B & Letter of Assurance
<input type="checkbox"/>	<input type="checkbox"/>	<b>12. Fire Prevention Plan</b> As per Bylaw 744, 2015
<input type="checkbox"/>	<input type="checkbox"/>	<b>13. Blasting Permit</b> → Blasting Plan &/or Design, Certification, Insurance → Blasting Geotechnical Report

**FOR OFFICE USE ONLY**

**Administration**

<input checked="" type="checkbox"/>	N/A		Notes/Comments
<input type="checkbox"/>	<input type="checkbox"/>	Development Permit Issued	DP No: Date of Issuance:
<input type="checkbox"/>	<input type="checkbox"/>	Internal Zoning Review/DP Compliance Review	
<input type="checkbox"/>	<input type="checkbox"/>	Development Cost Charge	



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<input type="checkbox"/>	<input type="checkbox"/>	Community Amenity Contributions	
<input type="checkbox"/>	<input type="checkbox"/>	Construction Value	
<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Report	
<input type="checkbox"/>	<input type="checkbox"/>	GIS-Property Survey Points	
<input type="checkbox"/>	<input type="checkbox"/>	Full Code Analysis	
<input type="checkbox"/>	<input type="checkbox"/>	HPO Registration	
<input type="checkbox"/>	<input type="checkbox"/>	Title Search & Registered Charges	
<input type="checkbox"/>	<input type="checkbox"/>	Environmental Approval	
<input type="checkbox"/>	<input type="checkbox"/>	Site Profile	
<input type="checkbox"/>	<input type="checkbox"/>	Fire Flow Calculations	
<input type="checkbox"/>	<input type="checkbox"/>	Fire Safety Plan	
<input type="checkbox"/>	<input type="checkbox"/>	Environmental Approval/RAR	
<input type="checkbox"/>	<input type="checkbox"/>	Accessible Checklist	
<input type="checkbox"/>	<input type="checkbox"/>	Garbage Shed <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Location	
<input type="checkbox"/>	<input type="checkbox"/>	Snow Clearance Areas	
<input type="checkbox"/>	<input type="checkbox"/>	Parking	
<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plan and bond	
<input type="checkbox"/>	<input type="checkbox"/>	Off site works included in scope of work	
<input type="checkbox"/>	<input type="checkbox"/>	Retaining walls reviewed & separate permit applications submitted if required	

**FOR OFFICE USE ONLY**

**Schedules & Drawings**

<input type="checkbox"/>	<input type="checkbox"/>	N/A	Sealed Drawings (2 sets required)	Schedules		
<input type="checkbox"/>	<input type="checkbox"/>	Coordinating	<input type="checkbox"/>	B <input type="checkbox"/>	C-B <input type="checkbox"/>	Insurance Certificate <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Architectural	<input type="checkbox"/>	B <input type="checkbox"/>	C-B <input type="checkbox"/>	Insurance Certificate <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Structural	<input type="checkbox"/>	B <input type="checkbox"/>	C-B <input type="checkbox"/>	Insurance Certificate <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical	<input type="checkbox"/>	B <input type="checkbox"/>	C-B <input type="checkbox"/>	Insurance Certificate <input type="checkbox"/>



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<input type="checkbox"/>	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	B <input type="checkbox"/>	C-B <input type="checkbox"/>	Insurance Certificate <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical	<input type="checkbox"/>	B <input type="checkbox"/>	C-B <input type="checkbox"/>	Insurance Certificate <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Fire Suppression	<input type="checkbox"/>	B <input type="checkbox"/>	C-B <input type="checkbox"/>	Insurance Certificate <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Civil (Site Services)	<input type="checkbox"/>	B <input type="checkbox"/>	C-B <input type="checkbox"/>	Insurance Certificate <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Plot Plan	<input type="checkbox"/>	B <input type="checkbox"/>	C-B <input type="checkbox"/>	Insurance Certificate <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Truss & Beam Details	<input type="checkbox"/>	B <input type="checkbox"/>	C-B <input type="checkbox"/>	Insurance Certificate <input type="checkbox"/>

FOR OFFICE USE ONLY					
Building Code Analysis Details					
<input type="checkbox"/>	Occupancy		<input type="checkbox"/>	Mezzanines	Enclosed: % Open: % Total: %
<input type="checkbox"/>	Storeys		<input type="checkbox"/>	Roofs	
<input type="checkbox"/>	Streets		<input type="checkbox"/>	Load Bearing	
<input type="checkbox"/>	Building Area		<input type="checkbox"/>	Spatial Separation	
<input type="checkbox"/>	Sprinklered		<input type="checkbox"/>	Open Air Storey	
<input type="checkbox"/>	Classification		<input type="checkbox"/>	Interconnected Floor Space	
<input type="checkbox"/>	Construction		<input type="checkbox"/>	Occupant Load	
<input type="checkbox"/>	Floors		<input type="checkbox"/>	Washrooms	
<input type="checkbox"/>	Firefighting	Hydrant(s) Fire Alarm Exit Signs Emergency Lighting Panic Hardware Standpipe & Hose System Fire Department Access	<input type="checkbox"/>	Exits	Number of Exits Max Travel Distance Exit Width Required
<input type="checkbox"/>	Safety Requirements	Fire Separation (suite) Fire Separation (public corridor)	<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		



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<input type="checkbox"/>					
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## BUILDING PERMIT – FORM A

Building Permit No.: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Value of Work: \$ \_\_\_\_\_

Class of Work:     New    Addition    Alteration    Repair    Demolition    Renewal    Move

### SITE

Civic Address: \_\_\_\_\_ Legal Description: \_\_\_\_\_  
 PID: \_\_\_\_\_ Lot: \_\_\_\_\_  
 District Lot(DL): \_\_\_\_\_ Plan: \_\_\_\_\_

### OWNER(S)

Owner Name(s): \_\_\_\_\_ Home: \_\_\_\_\_  
 \_\_\_\_\_ Work: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

### CONTRACTOR

Contractor Name: \_\_\_\_\_ Work: \_\_\_\_\_  
 \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

### ARCHITECT OR DESIGNER

Architect/Designer Name: \_\_\_\_\_ Work: \_\_\_\_\_  
 \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

### REGISTERED PROFESSIONAL

Reg. Professionals Name: \_\_\_\_\_ Work: \_\_\_\_\_  
 \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

Proof of Liability Insurance Policy No.: \_\_\_\_\_

### ACKNOWLEDGMENT

*This Permit becomes null and void if work or construction authorized is not commenced within twelve months, or if there is a stoppage in work or construction for a period greater than twelve months. In consideration of the granting of the Permit, I/We hereby agree to indemnify and release the Village of Pemberton against all claims, liabilities, judgements, costs and expenses of whatsoever kind which may in any way accrue against the Village of Pemberton in consequence of, and incidental to, the granting of this Permit, if issued. I/we further agree to pay the cost of repairing any damage to public works by reason of the building operations in respect of which this Permit is applied for.*

Print Name: \_\_\_\_\_

\_\_\_\_\_  
 Owner Signature Date

\_\_\_\_\_  
 Contractor or Authorized Agent Signature Date

### COMMENTS:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**X**

\_\_\_\_\_  
 Chief Building Official Signature Date

## DECLARATION OF CONSTRUCTION VALUE

### COMMERCIAL, INDUSTRIAL, INSTITUTIONAL, MULTI-FAMILY

#### PROJECT ADDRESS

Civic Address: \_\_\_\_\_ Legal Description: \_\_\_\_\_ Lot: \_\_\_\_\_  
 PID: \_\_\_\_\_  
 District Lot(DL): \_\_\_\_\_ Plan: \_\_\_\_\_

<b>Design Cost</b> (include all design and consulting cost, including site review)	\$
Site work (driveways, pavement, sidewalks, curbs, etc. Note: Only areas required by Code)	\$
<b>Building Construction Cost</b> (includes all costs associated with the erection of the building including interior partitioning work)	\$
<b>Electrical Work</b> (including the electrical service, yard lighting, fire alarm, all fixtures and components, etc.)	\$
<b>Plumbing &amp; Gas Installation</b> (including storm water management, services, all fixtures component)	\$
<b>Sprinkler Systems</b> (including hydrants, standpipe and hose systems, installation cost)	\$
<b>Heating and Ventilation Installation</b> (including all heating/ventilation's units and associated components)	\$
<b>Elevator/Escalator</b> (total installation Cost)	\$
<b>TOTAL CONSTRUCTION COST</b>	\$

I, \_\_\_\_\_ provide the above information which I declare is a an accurate estimate and reflects the real total cost of erecting, altering or adding to this building and its associated components.

**X**

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

\_\_\_\_\_  
*Date*



**ACKNOWLEDGEMENT OF OWNER OR OWNER’S AGENT – FORM B**

Building Permit No.: \_\_\_\_\_

**SITE**

Civic Address: \_\_\_\_\_ Legal Description: \_\_\_\_\_  
PID: \_\_\_\_\_ Lot: \_\_\_\_\_  
District Lot (DL): \_\_\_\_\_ Plan: \_\_\_\_\_

**OWNER(S)**

Owner Name(s): \_\_\_\_\_ Home: \_\_\_\_\_  
Work: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

**ACKNOWLEDGMENT**

I acknowledge that the owner of the land in respect of which this permit is issued is solely responsible for carrying out the work authorized by this permit in accordance with the Building Code and other applicable laws respecting safety.

I acknowledge that the Village of Pemberton provides a limited monitoring service in relation to building construction and does not, by accepting or reviewing plans, inspecting construction, monitoring the inspection of construction by others, or issuing building or final inspection reports, make any representation or give any assurance that the construction authorized by this permit complies in every or any respect with the Building Code or any other applicable laws respecting safety.

If I am executing this acknowledgement as the agent of the owner, I represent to The Village of Pemberton that:

- I am authorized by the owner to receive this permit and make these acknowledgements on the owner’s behalf; and
- The owner is aware that the owner is solely responsible for carrying out the work authorized by this permit in accordance with the Building Code and other applicable laws respecting safety.

I HEREBY CERTIFY that I have read and examined this application and know the same to be true and correct. All provisions of laws governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other local law regulating construction or the performance of construction.

**X**

\_\_\_\_\_  
*Owner Signature or Authorized Agent\* Signature* *Date*

**\*NOTE:** *An agent may not apply for or obtain a building permit on behalf of an owner without having provided a written authorization by the owner, in the form provided by the Village of Pemberton.*

**X**

\_\_\_\_\_  
*Building Inspector Signature* *Date*

**If more than one owner OR if owner is a company, please complete page over – Acknowledgement of Owner or Owner’s Agent.**

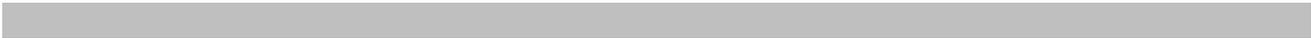


**ACKNOWLEDGEMENT OF OWNER OR OWNER’S AGENT – Con’t**

If property has more than one owner, please list all owners below:

<b>X</b> _____ <i>First Owner Signature</i>	<b>X</b> _____ <i>Authorized Agent* Signature</i>	 _____ <i>Date</i>
<b>X</b> _____ <i>2<sup>nd</sup> Owner Signature</i>	<b>X</b> _____ <i>Authorized Agent* Signature</i>	 _____ <i>Date</i>
<b>X</b> _____ <i>3<sup>rd</sup> Owner Signature</i>	<b>X</b> _____ <i>Authorized Agent* Signature</i>	 _____ <i>Date</i>
<b>X</b> _____ <i>4<sup>th</sup> Owner Signature</i>	<b>X</b> _____ <i>Authorized Agent* Signature</i>	 _____ <i>Date</i>
<b>X</b> _____ <i>5<sup>th</sup> Owner Signature</i>	<b>X</b> _____ <i>Authorized Agent* Signature</i>	 _____ <i>Date</i>

*\*NOTE: An agent may not apply for or obtain a building permit on behalf of an owner without having provided a written authorization by the owner, in the form provided by the Village of Pemberton.*



If the owner is a company, please complete the following:

Company Name: \_\_\_\_\_ Limited No.: \_\_\_\_\_

<b>X</b> _____ <i>Name of signing Officer (PRINT)</i>	<b>X</b> _____ <i>Signature of Officer</i>	 _____ <i>Date</i>
<b>X</b> _____ <i>Name of signing Officer (PRINT)</i>	<b>X</b> _____ <i>Signature of Officer</i>	 _____ <i>Date</i>
<b>X</b> _____ <i>Name of signing Officer (PRINT)</i>	<b>X</b> _____ <i>Signature of Officer</i>	 _____ <i>Date</i>
<b>X</b> _____ <i>Name of signing Officer (PRINT)</i>	<b>X</b> _____ <i>Signature of Officer</i>	 _____ <i>Date</i>





## OWNER'S AUTHORIZATION OF AGENT – Con't

If property has more than one owner, please list all owners below:

**X**  
\_\_\_\_\_  
*First Owner Signature* \_\_\_\_\_  
*Date*

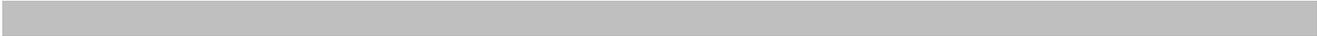
**X**  
\_\_\_\_\_  
*2<sup>nd</sup> Owner Signature* \_\_\_\_\_  
*Date*

**X**  
\_\_\_\_\_  
*3<sup>rd</sup> Owner Signature* \_\_\_\_\_  
*Date*

**X**  
\_\_\_\_\_  
*4<sup>th</sup> Owner Signature* \_\_\_\_\_  
*Date*

**X**  
\_\_\_\_\_  
*5<sup>th</sup> Owner Signature* \_\_\_\_\_  
*Date*

**\*NOTE:** An agent may not apply for or obtain a building permit on behalf of an owner without having provided a written authorization by the owner, in the form provided by the Village of Pemberton.



If the owner is a company, please complete the following:

Company Name: \_\_\_\_\_ Limited No.: \_\_\_\_\_

\_\_\_\_\_  
*Name of signing Officer (PRINT)* **X** \_\_\_\_\_  
*Signature of Officer* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name of signing Officer (PRINT)* **X** \_\_\_\_\_  
*Signature of Officer* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name of signing Officer (PRINT)* **X** \_\_\_\_\_  
*Signature of Officer* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name of signing Officer (PRINT)* **X** \_\_\_\_\_  
*Signature of Officer* \_\_\_\_\_  
*Date*



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## EXCAVATION PERMIT – FORM D

Building Permit No.: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Value of Work: \$ \_\_\_\_\_

### SITE

Civic Address: \_\_\_\_\_ Legal Description: \_\_\_\_\_  
PID: \_\_\_\_\_ Lot: \_\_\_\_\_  
District Lot (DL): \_\_\_\_\_ Plan: \_\_\_\_\_

### OWNER(S)

Owner Name(s): \_\_\_\_\_ Home: \_\_\_\_\_  
Work: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

### GEOTECHNICAL REPORT

Geotech Name: \_\_\_\_\_ Work: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

### ISSUING

This permit is subject to cancellation without notice for any violations of the provisions of the Village of Pemberton Bylaws. If a building project does not start within 12 months of the issuance of this permit, all ground works must be returned to the original condition or to a condition acceptable to the building inspector.

Date Issued: \_\_\_\_\_ Permit expires: \_\_\_\_\_

\_\_\_\_\_  
*Property Owner Signature* Date \_\_\_\_\_

\_\_\_\_\_  
*Building Inspector Signature* Date \_\_\_\_\_

PERMIT CONDITIONS: If Applicable

No foundation, retaining wall(s), drilling/blasting, servicing works etc. can be started until the a full building permit application has been submitted and further Village authorization is provided depending on the stage of the building permit application review which shall include but is not limited to:

- Geotech Report, site plan, engineer schedule(s) and letters of assurance etc. Please see the Building Permit Bylaw and checklist for further details.



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## FOUNDATION PERMIT – FORM E

Building Permit No.: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Value of Work: \$ \_\_\_\_\_

### SITE

Civic Address: \_\_\_\_\_ Legal Description: \_\_\_\_\_  
PID: \_\_\_\_\_ Lot: \_\_\_\_\_  
District Lot (DL): \_\_\_\_\_ Plan: \_\_\_\_\_

### OWNER(S)

Owner Name(s): \_\_\_\_\_ Home: \_\_\_\_\_  
Work: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

### GEOTECHNICAL REPORT

Geotech Name: \_\_\_\_\_ Work: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

### ISSUING

This permit is subject to cancellation without notice for any violations of the provisions of the Village of Pemberton Bylaws. If a building project does not start within 12 months of the issuance of this permit, all ground works must be returned to the original condition or to a condition acceptable to the building inspector.

Date Issued: \_\_\_\_\_ Permit expires: \_\_\_\_\_

\_\_\_\_\_  
*Property Owner Signature* Date \_\_\_\_\_

\_\_\_\_\_  
*Building Inspector Signature* Date \_\_\_\_\_

PERMIT CONDITIONS: If Applicable

No foundation, retaining wall(s), drilling/blasting, servicing works etc. can be started until the a full building permit application has been submitted and further Village authorization is provided depending on the stage of the building permit application review which shall include but is not limited to:

- Geotech Report, site plan, engineer schedule(s) and letters of assurance etc. Please see the Building Permit Bylaw and checklist for further details.



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## SUPPLY OF WATER – FORM F

Building Permit No.: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

### SITE

Civic Address: \_\_\_\_\_ Legal Description: \_\_\_\_\_  
 PID: \_\_\_\_\_ Lot: \_\_\_\_\_  
 District Lot (DL): \_\_\_\_\_ Plan: \_\_\_\_\_

### OWNER(S)

Owner Name(s): \_\_\_\_\_ Home: \_\_\_\_\_  
 \_\_\_\_\_ Work: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

**NOTE:** *An as-built drawing must be filed with the Village before the connection can be inspected, backfilled and the water turned on.*

### ACKNOWLEDGEMENT

I/we, \_\_\_\_\_ apply to the Corporation of the Village of Pemberton for Water Service under Village of Pemberton Water Regulation, Connection and Rates Bylaw 232, 1989 and agree to pay for all water supplied hereunder at the rates and classification as set out under Schedule "A" of said Bylaw.

I agree to conform with the provisions of the Village of Pemberton Water Regulation, Connection and Rates Bylaw No. 492 and amendments thereto.

I further agree that I will protect and save harmless the Village of Pemberton from all claims for damages caused by the bursting of any of the pipes on my lands, used for the supply of water under this application.

Each application when signed by the owner shall be an agreement whereby the owner agrees to abide by the terms and conditions of this bylaw.

**X**

\_\_\_\_\_  
*Owner Signature or Authorized Agent\* Signature*

\_\_\_\_\_  
*Date*

**\*NOTE:** *An agent may not apply for or obtain a building permit on behalf of an owner without having provided a written authorization by the owner, in the form provided by the Village of Pemberton.*

**X**

\_\_\_\_\_  
*Public Works Signature*

\_\_\_\_\_  
*Date*

Personal information you provide on this form is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing the service request. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to Sheena Fraser, Manager of Corporate & Legislative Services ([sfraser@pemberton.ca](mailto:sfraser@pemberton.ca) or 604-894-6135).

#### FOR OFFICE USE

Water Meter Record Attached to back of this form?

Service Size: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Type of Service: \_\_\_\_\_

Date of Install: \_\_\_\_\_



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## SEWER CONNECTION APPLICATION-FORM G

Building Permit No.: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ As-Built Retainer \$1,000.00

### SITE

Civic Address: \_\_\_\_\_ Legal Description: \_\_\_\_\_

\_\_\_\_\_ PID: \_\_\_\_\_ Lot: \_\_\_\_\_

\_\_\_\_\_ District Lot (DL): \_\_\_\_\_ Plan: \_\_\_\_\_

Number of Units: \_\_\_\_\_ Property Type: \_\_\_\_\_

- Each residence in a duplex, apartment block, hotel, motel or multi-family dwelling counts as one unit.
- Each individually owned operation within a commercial complex counts as one unit.
- Each serviced building situation on one property counts as one unit.

### OWNER(S)

Owner Name(s): \_\_\_\_\_ Home: \_\_\_\_\_

\_\_\_\_\_ Work: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Cell: \_\_\_\_\_

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

### AUTHORITY

I/We, \_\_\_\_\_ hereby apply to connect the above described property to the "Village of Pemberton's Sanitary Sewer System".

**X**

\_\_\_\_\_  
*Owner Signature or Authorized Agent Signature* *Date*

**X**

\_\_\_\_\_  
*Public Works Signature* *Date*



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## SERVICE LOCATION PLAN

Building Permit No.: \_\_\_\_\_

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

### SITE

**Civic Address:** \_\_\_\_\_

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



 Village of PEMBERTON	Lines are NOT be concealed, NOT covered, and NOT put into use at time of the inspection.		
	Water	Sanitary	Storm /Culvert
<b>Size:</b>			
<b>Material:</b>	Pipe:  AWWA Certified : <input type="checkbox"/>	Pipe:  Plumbing code certified?	
<b>Depth / Grade:</b>			
<b>Length</b> (from property line to foundation):			
<b>Imported Bedding</b> – on site, solid, firm, supporting entire length of pipe. ( Y / N )			
<b>Backfill Material</b> – free from rocks, boulders, organic soils, frozen material, rubble/debris: ( Y / N )			
<b>Locations drawn on servicing plan:</b> ( Y / N )			
<b>Pressure Test / Leak check:</b> (PASS/FAIL)			

**Site Servicing Plan Requirements**

- \* Please show on a legally surveyed site plan the site service locations (sewer and water)
  - Full lot footprint showing legal dimension on each side
  - All Streets (with name) and Easements/Statutory Rights-of-Way
  - Location of Building, and Driveway with offset and width from property line



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- Ditch locations and culvert crossings
- Locations and offsets from property lines for all service connections (storm, sanitary, water) at property line and at building foundation and the path of utilities through property.
- Location of sanitary and storm inspection chambers (if applicable)
- Location of any existing manholes or catch basins within construction area
- Location of adjacent features such as Hydro pole, fire hydrants, water valves, sewer manholes or stormwater catch basins



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## PLUMBING PERMIT APPLICATION – FORM H

Plumbing Permit #: \_\_\_\_\_ Lot: \_\_\_\_\_  
 Fee: \_\_\_\_\_ Dist. Lot: \_\_\_\_\_  
 BP Reference: \_\_\_\_\_ Plan: \_\_\_\_\_  
 Civic Address: \_\_\_\_\_ P.I.D.: \_\_\_\_\_

### OWNER

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### CONTRACTOR

T.Q. #: \_\_\_\_\_  
 Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### ENGINEER

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### ACKNOWLEDGEMENT

Special Conditions:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Application Accepted by: \_\_\_\_\_

Plans Checked by: \_\_\_\_\_

Approved for Issuance by: \_\_\_\_\_

NOTICE: I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will comply with the current B.C. Building Code.

\_\_\_\_\_  
*Signature of Contractor* \_\_\_\_\_ *Date* \_\_\_\_\_

\_\_\_\_\_  
*Signature of Owner or Agent* \_\_\_\_\_ *Date* \_\_\_\_\_

\_\_\_\_\_  
*Signature of Chief Building Official* \_\_\_\_\_ *Date* \_\_\_\_\_

<b>Permit Fees @ \$15.00ea</b>	
No.	Type of Fixture or Item
	Toilet
	Bathtub
	Lavatory (wash basin)
	Shower
	Kitchen sink & Disp.
	Dishwasher
	Laundry
	Clothes Washer
	Water Heater
	Urinal
	Drinking Fountain
	Floor Sink or Drain
	Slop Sink
	Gas Systems: No. Outlets
	Water Piping & Treating Equip.
	Waste Interceptor
	Vacuum Breakers
	Lawn Sprinkler System
	Sewer
	Hose Bib

**x \$15.00 =** \_\_\_\_\_



**SOLID FUEL BURNING APPLIANCE PERMIT APPLICATION – FORM I**

Permit will be issued on understanding that the plans have not been checked in detail for conformance with the current B.C. Building Code. The reading of the Building Bylaw, and the information contained in this application, are the responsibility of the owner.

BP Reference: \_\_\_\_\_

Building Permit No.: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

**SITE**

Civic Address: \_\_\_\_\_ Legal Description: \_\_\_\_\_  
 PID: \_\_\_\_\_ Lot: \_\_\_\_\_  
 District Lot (DL): \_\_\_\_\_ Plan: \_\_\_\_\_

**OWNER(S)**

Owner Name(s): \_\_\_\_\_ Home: \_\_\_\_\_  
 \_\_\_\_\_ Work: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRACTOR**

Contractor Name: \_\_\_\_\_ Work: \_\_\_\_\_  
 \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

**APPLIANCE**

Type of Appliance: Qty.	Type of Chimney: <input type="checkbox"/> A <input type="checkbox"/> Masonry
<input type="checkbox"/> Wood Stove _____	Make: _____
<input type="checkbox"/> Fireplace _____	Model: _____
<input type="checkbox"/> Pellet Stove _____	Manufacturer: _____

**ACKNOWLEDGEMENT**

I HEREBY CERTIFY that I have read and examined this application and know the same to be true and correct. All provisions of laws governing this type of work will be compiled with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other local law regulating construction or the performance of construction.

Print Name: \_\_\_\_\_

**X**

\_\_\_\_\_  
*Owner Signature or Contractor /Authorized Agent Signature* \_\_\_\_\_  
*Date*

This permit becomes null and void if work or construction authorized is not commenced within twelve months. In consideration of granting of the Permit, I hereby agree to indemnify and release The Corporation of the Village of Pemberton against all claims, liabilities, judgment, costs and expenses of whatsoever kind which may in any way accrue against the said Corporation in consequence of , and incidental to, the granting of this Permit, if issued. I further agree to pay the cost of repairing any damage to public works by reason of the building operations in respect of which this Permit is applied for.

**COMMENTS/SPECIAL CONDITIONS:**

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
*Chief Building Official Signature* \_\_\_\_\_  
*Date*

**WHEN SIGNED BY THE BUILDING INSPECTOR, THIS IS YOUR PERMIT**



## CULVERT INSTALLATION PERMIT – FORM J

For application approval, take the following steps:

1. Complete form.
2. Consult with Public Works Manager to determine size, material, length etc. This may require a site visit by Public Works.
3. Install culvert and headwalls according to specifications in Culvert Policy and arrange for inspection and final approval by Public Works Manager. At least 24 hours' notice is required to arrange the inspection.

Building Permit No.: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

### SITE

Civic Address: \_\_\_\_\_ Legal Description: \_\_\_\_\_  
 PID: \_\_\_\_\_ Lot: \_\_\_\_\_  
 District Lot (DL): \_\_\_\_\_ Plan: \_\_\_\_\_

### OWNER(S)

Owner Name(s): \_\_\_\_\_ Home: \_\_\_\_\_  
 \_\_\_\_\_ Work: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

### SPECIFICATIONS

Proposed Length of Culvert: \_\_\_\_\_  
 Material Type of Culvert: \_\_\_\_\_

### FOR OFFICE USE

Size of Culvert: _____	Headwalls Required?
Approved By: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
Inspection Date: _____	Headwalls Installation OK?
	<input type="checkbox"/> YES <input type="checkbox"/> NO
Final Approval? <input type="checkbox"/> YES <input type="checkbox"/> NO	

### ACKNOWLEDGMENT

**X** \_\_\_\_\_  
*Owner Signature or Authorized Agent Signature* *Date*

**X** \_\_\_\_\_  
*Public Works Signature* *Date*



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**FIRE PROTECTION SYSTEM PERMIT-FORM K**

Building Permit No.: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

**SITE**

Civic Address: \_\_\_\_\_ Legal Description: \_\_\_\_\_  
PID: \_\_\_\_\_ Lot: \_\_\_\_\_  
District Lot (DL): \_\_\_\_\_ Plan: \_\_\_\_\_

**OWNER(S)**

Owner Name(s): \_\_\_\_\_ Home: \_\_\_\_\_  
Work: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

**CONTRACTOR**

Contractor Name: \_\_\_\_\_ Work: \_\_\_\_\_  
T.Q. # \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

**ENGINEER**

Engineer Name: \_\_\_\_\_ Work: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

**ACKNOWLEDGEMENT**

- This permit authorizes to construct/alter a **FIRE SPRINKLER** system in accordance with the requirement of NFPA 13.
- This permit authorizes to construct/alter a **FIRE ALARM** system in accordance with the requirement of CAN/ULC-S524.

*NOTE: This permit is subject to cancellation without notice for any violation of the provisions of the by-law.*

**X**

\_\_\_\_\_  
*Owner Signature or Authorized Agent Signature* *Date*

**X**

\_\_\_\_\_  
*Building Inspector Signature* *Date*



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## FIRE SUPPRESSION ALTERATION CERTIFICATION-FORM L

Building Permit No.: \_\_\_\_\_

### SITE

Civic Address: \_\_\_\_\_ Legal Description: \_\_\_\_\_  
PID: \_\_\_\_\_ Lot: \_\_\_\_\_  
District Lot (DL): \_\_\_\_\_ Plan: \_\_\_\_\_

### OWNER(S)

Owner Name(s): \_\_\_\_\_ Home: \_\_\_\_\_  
Work: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

### NAME OF CONTRACTOR

Contractor: \_\_\_\_\_ Work: \_\_\_\_\_  
TQ# \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

### ASSURANCE

I hereby give assurance that the following work was performed at the above project in accordance with applicable regulations contained in the current edition of the British Columbia Building Code and referenced Sprinkler Standards:

- \_\_\_ new heads were installed with related piping (maximum numbers is 4)
- \_\_\_ existing heads were relocated (maximum numbers is 12)
- \_\_\_ heads redirected (drop out ceiling added or deleted-no change in pattern)

I certify that the above information is correct:

\_\_\_\_\_  
*Contractor Signature* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Building Inspector Signature* \_\_\_\_\_  
*Date*



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## INSULATION CERTIFICATION

Building Permit No.: \_\_\_\_\_ Date: \_\_\_\_\_

### SITE

Civic Address: \_\_\_\_\_ Legal Description: \_\_\_\_\_  
PID: \_\_\_\_\_ Lot: \_\_\_\_\_  
District Lot (DL): \_\_\_\_\_ Plan: \_\_\_\_\_

### OWNER(S)

Owner Name(s): \_\_\_\_\_ Home: \_\_\_\_\_  
Work: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

### BUILDING ASSEMBLY

	NOMINAL R Value	INSTALLED R Value	PRODUCT USED
Attic Space	50		
Rood Joist Assemblies (vaulted/flat)	28		
Frame Walls (2X6 @ 16" O.C.)	24		
Suspended Floors-framed	28		
Suspended Floors-concrete slabs	28		
Foundation Walls	17		
Unheated Concrete Slabs on Ground at/or above grade	12		
Radiant Heating Slabs on Ground	14		
Radiant Heating Suspended Floor Assembly over Heated Area	13		

THE UNDERSIGNED HEREBY GIVES ASSURANCE THAT THE REQUIRED INSULATION HAS BEEN INSTALLED SO THAT THERE IS A REASONABLY UNIFORM INSULATION VALUE OVER THE ENTIRE FACE OF THE INSULATED AREA

CERTIFIED ON:

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

INSTALLER NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

VILLAGE OF PEMBERTON BUSINESS LICENCE #: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

## Attic & Access

### 9.19.2.1 Access

1. Every attic or roof space shall be provided with an attic hatch where the open space in the attic or roof space measures
  - a. 3 m<sup>2</sup> or more in area
  - b. 1 m or more in length or width, and
  - c. 600mm or more in height over at least the area described in Clauses (a) and (b).  
(See Appendix A).
2. The hatch required in Sentence (1) shall not be not less than 550 mm by 900 mm except that, where the hatch serves not more than one dwelling unit, may be reduced to 0.32 m<sup>2</sup> in area with no dimension less than <500mm>
3. Hatchways to attic or roof spaces shall be fitted with doors or covers.

### **Attic access not to be obstructed by shelving**

## CONSTRUCTION NOISE REGULATION

### Excerpt from the Village of Pemberton Noise Regulation Bylaw No 699, 2012

#### 2. DEFINITIONS

**Construction Noise** means any *Noise* created by or resulting from the construction, erection, reconstruction, alteration, repair or demolition of any building or structure or the excavation or filling of land in any manner.

**Noise** means any sound which is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public by being *unreasonably loud or excessive*. Sources of *noise* can include but are not limited to:

Sound amplifiers such as stereos or public address systems;  
Motorized equipment such generators or similar devices; and  
Operation of any kind of equipment, machinery or engine.

#### 5. SPECIFIC REGULATIONS

##### (a) *Quiet Hours*

No person shall cause or permit *noise* of any kind, which by its nature is reasonably interrupting or would tend to interrupt the sleep of a person in the neighbourhood or vicinity, on a Monday to Saturday inclusive before 7:00 a.m. or after 11:00 p.m., or on a Sunday or statutory holiday before 9:00 a.m. or after 11:00 p.m.

##### (b) *Construction Noise*

(i) No person shall, on a Monday to Saturday inclusive before 7:00 a.m. or after 8:00 p.m., or on a Sunday before 10:00 a.m. or after 4:00 p.m. engage in or permit construction in such a manner as to create a *noise*.

(ii) Where construction work is being carried out in any multifamily or commercial zone, a 1.5 metre x 1 meter (3' x 5') sign shall be posted at the entrance to the site, in plain view, showing the permitted construction hours. The minimum letter height shall be 75mm ( 3").

##### (c) *Holiday Construction Noise - Business Noise*

No person shall, as a business, inclusive before 10:00 a.m. or after 4:00 p.m. engage in or permit construction in such a manner as to create a *noise* on a statutory holiday.

#### 8. PENALTY

8.1 Every *person* who contravenes any provision of this bylaw commits an offence punishable on summary conviction (as prescribed in the *Offence Act*) and shall be liable to a fine of not more than \$ 2,000.00 (Two Thousand Dollars) or fines as prescribed within the "Village of Pemberton Municipal Ticket Information Utilization Bylaw No. 542, 2004" as amended or re-enacted from time to time.

## WCB STANDARDS

**W.C.B. Standards are required for inspections.**

**Failure to comply may result  
with  
“NO INSPECTION”**

**Includes guards and railings around stairs and openings & access to buildings**