

BUILDING PERMIT APPLICATION CHECKLIST –TENANCY IMPROVEMENT

Civic Address (Street # and Name): _____

Business/Applicant's Name _____

Please make sure to contact the Village of Pemberton Planning Department in order to confirm if the proposed business location meets the Zoning Bylaw requirements (use permitted, parking requirements etc.) prior to entering into any tenancy agreement or initiating the business operation.

What is a tenant Improvement

A tenant improvement is new construction or alteration proposed within a building. For example construction of walls, stairs, installation of doors, shelving, equipment, washroom fixtures, etc. would be considered a tenant improvement.

Note:

If you are unable to provide the following information, you should engage the services of a professional designer or a registered professional familiar with the requirements of the British Columbia Building Code and all other Village of Pemberton Bylaws.

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

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 No. 1 to 5 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.

N/A		
<input type="checkbox"/>	<input type="checkbox"/>	1. Building Permit Application (FORM A)-Applicable for any change of occupancy
<input type="checkbox"/>	<input type="checkbox"/>	2. Land Title Documents (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"/>	3. Acknowledgment of Owner Form B or C (If applicant is other than owner)
<input type="checkbox"/>	<input type="checkbox"/>	4. Fire Prevention Details (Fire Extinguisher, Pull Station, Emergency Exit Sign and Lighting)

<input type="checkbox"/>	<input type="checkbox"/>	5. Site Plan <ul style="list-style-type: none"> Show all buildings on the property Identify the use (occupancy) of the subject unit and surrounding units. (In most cases only the occupancies of the units beside, above, and below need to be indicated. For complex or assembly occupancies however, all uses of the units on the same floor need to be indicated. Fire separations, washroom requirements and many other Building Code requirements are determined by the unit's use and the use of the surrounding units. Parking Details (indicate parking spaces dedicated to this tenant) Show the location of the accessible washroom if it is not located within the unit.
<input type="checkbox"/>	<input type="checkbox"/>	6. Plumbing Permit (FORM H)
<input type="checkbox"/>	<input type="checkbox"/>	6. Dimensioned Architectural Drawings (2 copies at a scale of ¼" = 1'-0" showing the layout and dimensions of all proposed construction) <ul style="list-style-type: none"> All new beam sizes and lengths, door and window openings with sizes, should be clearly marked Floor plan of mezzanines (if applicable) Overall dimensions for all floors Use of all rooms Interior dimensions of all rooms Walls separating this tenant space Washroom and washroom fixture (including Disabled Accessibility Details) Existing and new partition walls Construction of all walls (stud size, spacing and thickness if interior finish (Fire Separations and Fire Walls); including the wall finish material for new and existing walls. Doors, hallways and stairs. Including size and direction of door swing. Travel distance from all floor areas to an exit door or an exit stair. Occupant load, number of washrooms required for male, female, and handicap accessible (if applicable).
<input type="checkbox"/>	<input type="checkbox"/>	7. Other requirements (if applicable): <ul style="list-style-type: none"> Two (2) copies of Engineered sealed Mechanical (HVAC) drawings complete with Schedule B and Letter of Assurance Two (2) copies of Engineered sealed Structural drawings complete with Schedule B and Letter of Assurance Two (2) copies of Engineered Plumbing sealed drawings complete with Schedule B and Letter of Assurance Vancouver Coastal Health approval (i.e. for food service, tattoo service, brewery etc.). The plans accepted by Vancouver Coastal Health shall be included in the building permit application package.



Box 100 | 7400 Prospect Street
Pemberton BC V0N 2L0
P: 604.894.6135 | F: 604.894.6136
Email: admin@pemberton.ca
Website: www.pemberton.ca

BUILDING PERMIT – FORM A

OFFICE USE ONLY:

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

Class of Work: ☐ New ☐ Addition ☐ Alteration ☐ Repair ☐ Demolition ☐ Renewal ☐ Move
☐ Tenant Improvement ☐ Retaining Wall ☐ Pool or Pond ☐ Temporary
Building
☐ Other: _____

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: _____



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Proof of Liability Insurance Policy No.: _____

ACKNOWLEDGMENT

This Permit becomes null and void if the work authorized by the permit is not commenced within twelve (12) months of the date of issuance of the permit, if work is discontinued for a period of twelve (12) months or longer, if there has been no request for an inspection or submission of a field review by a registered professional within twelve (12) months from the date of the last recorded inspection or the work is not completed within two (2) years of the date of issuance of the permit unless the owner has been granted an extension by the Building Official and has paid the permit extension fee.

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 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.

X

Owner Signature

Date

X

Contractor or Authorized Agent Signature

Date

COMMENTS:

Building Official 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:

X

First Owner Signature

X

Authorized Agent* Signature

Date

X

2nd Owner Signature

X

Authorized Agent* Signature

Date

X

3rd Owner Signature

X

Authorized Agent* Signature

Date

X

4th Owner Signature

X

Authorized Agent* Signature

Date

X

5th Owner Signature

X

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.*

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

Company Name: _____ Limited No.: _____

X

Name of signing Officer (PRINT)

Signature of Officer

Date

X

Name of signing Officer (PRINT)

Signature of Officer

Date

X

Name of signing Officer (PRINT)

Signature of Officer

Date

X

Name of signing Officer (PRINT)

Signature of Officer

Date

OWNER'S AUTHORIZATION OF AGENT – FORM C

Building Permit No.: _____

SITE

The undersigned registered owner of land in the Village of Pemberton legally described as:

Civic Address: _____

Legal Description: _____

PID: _____

Lot: _____

District Lot (DL): _____

Plan: _____

OWNER(S)

Owner Name(s): _____

Home: _____

Work: _____

Mailing Address: _____

Cell: _____

Email: _____

ACKNOWLEDGMENT

Hereby authorizes: _____

*Name of Agent**

1. To apply for and obtain as my agent a building permit in respect of the land from the Village of Pemberton under the provisions of Building Bylaw No. 921, 2021;
2. To provide to the Village of Pemberton, as my agent, all information and documents required by the bylaw for such an application; and,
3. To execute and deliver to the Village of Pemberton, as my agent, the document entitled 'Acknowledgement of Owner or Owner's Agent'.

X

Owners Name (PRINT)

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.*

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.**

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

2nd Owner Signature

Date

X

3rd Owner Signature

Date

X

4th Owner Signature

Date

X

5th 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.: _____

X

Name of signing Officer (PRINT)

Signature of Officer

Date

X

Name of signing Officer (PRINT)

Signature of Officer

Date

X

Name of signing Officer (PRINT)

Signature of Officer

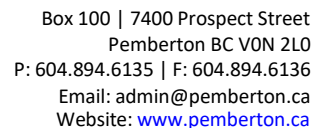
Date

X

Name of signing Officer (PRINT)

Signature of Officer

Date



Plumbing Permit #: _____ Lot: _____

Fee: _____ Dist. Lot: _____

BP Reference: _____ Plan: _____

Civic Address: _____ P.I.D.: _____

Name: _____ Address: _____

Phone: _____

Email: _____

T.Q. #: _____ Business Licence #: _____

Name: _____ Address: _____

Phone: _____

Email: _____

Name: _____ Address: _____
Phone: _____
Email: _____

Special Conditions:

	No.	Type of Fixture or Item
		Toilet
		Bathtub
		Lavatory (wash basin)
		Shower
		Kitchen sink & Disp.
Application Accepted by: _____		Dishwasher
		Laundry
Plans Checked by: _____		Clothes Washer
		Water Heater
Approved for Issuance by: _____		Urinal
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.		Drinking Fountain
		Floor Sink or Drain
		Slop Sink
		Gas Systems: No. Outlets
		Water Piping & Treating Equip.
_____ <i>Signature of Plumber</i>	_____ <i>Date</i>	Waste Interceptor
		Vacuum Breakers
		Lawn Sprinkler System
_____ <i>Signature of Owner or Agent</i>	_____ <i>Date</i>	Sewer
		Hose Bib
_____ <i>Date</i>		
		x \$15.00 =

$$\times \$15.00 =$$

PLUMBING PERMIT WAIVER, RELEASE & INDEMNIFICATION

Civic Address (Street # and Name): _____

Contractor's Name: _____

BY SUBMITTING THIS PERMIT APPLICATION, YOU ARE GIVING UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE, AND ASSUMING CERTAIN OBLIGATIONS, SUCH AS THE OBLIGATION TO INDEMNIFY THE VILLAGE OF PEMBERTON.

PLEASE READ THE FOLLOWING PROVISIONS CAREFULLY:

In consideration and as a condition of the Village of Pemberton (the "Village") granting the Plumbing Permit being applied for (the "Permit"), the Applicant agrees as follows:

- 1 **Waiver** – I hereby waive any and all claims whatsoever that I may have, or may have in the future, against the Village, its directors, officers, elected officials and employees (collectively, the "Releasees") as a result of the issuance of the Permit or any work undertaken pursuant to the Permit or for any inspection or other action undertaken as a result of the Permit, due to any cause whatsoever, including but not limited to negligence or breach of any statutory or other duty of care.
- 2 **Release** – I/we hereby remise, release and forever discharge the Releasees from any and all claims, actions, demands, obligations, liabilities, costs and expenses whatsoever, whether direct or indirect, including without limitation with respect to any damage to person or property, that I may suffer or incur, due to any cause whatsoever including negligence or breach of any statutory or other duty of care, as a result of the issuance of the Permit or any inspection or action undertaken by the Village as a result of the Permit.
- 3 **Indemnity** – I hereby agree to indemnify and hold harmless the Releasees from and against any and all claims, actions, demands, obligations, liabilities, costs or expenses whatsoever and howsoever arising, including arising out of or with respect to any damage to any person or property incurred by myself, the party for whom I act as agent, or any other party, which may in any way arise or accrue against the Releasees as a result of or incidental to the issuance of the Permit.
- 4 **No Representations, Warranties or Guarantees** –The Village has not made any representations, warranties or guaran- tees with respect to any matter relating to the Permit or any work to be undertaken pursuant to the Permit, including without limitation compliance with Village bylaws or any other provincial or federal act or regulation in force in the Village. I hereby agree that I will be solely responsible for ensuring that all work carried out pursuant to the Permit complies with all applicable Village bylaws and any other provincial or federal act or regulation in force in the Village. I further agree that I do not rely on the Village to notify me of any defects in this permit application or supporting documentation and that any inspection or other actions undertaken by the Village are not intended to ensure and will not ensure that any work complies with the applicable Village bylaws or any other provincial or federal act or regulation in force in the Village.

I agree to comply with all applicable requirements of Village of Pemberton bylaws and all other applicable provincial or federal statutes in force in the Village of Pemberton.

Contractor Name

Signature

Date