



SAY LANDS
OFFICE

7256 Chilliwack River Road
Chilliwack, BC V2R 4L9

Tel: 778-731-0776
www.saylandsoffice.ca

BUILDING PERMIT APPLICATION

<u>Building Permit Application No.:</u>		<u>Project Address:</u>	
<u>Legal Description:</u>			
<input type="checkbox"/> DEMOLITION <input type="checkbox"/> POOL <input type="checkbox"/> PLUMBING PERMIT <input type="checkbox"/> PART 3 BUILDING COMPLEX <input type="checkbox"/> PART 9 BUILDING (STANDARD HOUSING & SMALL BUILDINGS) <input type="checkbox"/> MANUFACTURED HOME			
<u>Description of Proposed Work:</u>			
<u>Construction Value:</u>	\$	<u>Proposed Use:</u> (i.e. House, Townhouse, Store, Office):	
<u>Any other building on the same lot?</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, used for:	
<u>Applicant:</u> _____		<u>Telephone Number:</u> _____	
<u>Address:</u> _____		<u>Cellphone Number:</u> _____	
<u>Postal Code:</u> _____			
<u>Email:</u> _____			
<u>Lessee &/ or Landholder:</u> _____		<u>Telephone Number:</u> _____	
<u>Address:</u> _____		<u>Cellphone Number:</u> _____	
<u>Postal Code:</u> _____			
<u>Email:</u> _____			
<u>Tenant/Business Name:</u> _____		<u>Telephone Number:</u> _____	
<u>Address:</u> _____		<u>Cellphone Number:</u> _____	
<u>Postal Code:</u> _____			
<u>Email:</u> _____			
<u>Designer/Architect:</u> _____		<u>Telephone Number:</u> _____	
<u>Address:</u> _____		<u>Cellphone Number:</u> _____	
<u>Postal Code:</u> _____			
<u>Email:</u> _____			
<p>As Lessee or Landholder or as Agent on behalf of the Lessee or Landholder, I release of liability, waiver of claims and indemnity provisions. I am aware that by signing this application, I am waiving certain legal rights which I, or a party on whose behalf act, may otherwise have against the SAY Lands Office.</p>			
<u>Applicant Print Name:</u> _____		<u>Applicant Signature:</u> _____	<u>Date:</u> _____
<u>Owners Print Name:</u> _____		<u>Owners Signature:</u> _____	<u>Date:</u> _____



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Building Permit Number
(For Office Use Only)

PART 9 STANDARD BUILDING PERMIT APPLICATION CHECKLIST

The following documentation is to be completed and submitted with Building Permit Application for all new Part 9 building and additions.

Project Address: _____ Legal Description: _____

Date: _____

DOCUMENTS & DRAWINGS				
NO.	Submitted	N/A		Notes
1	<input type="checkbox"/>	<input type="checkbox"/>	Building Permit Application Form	
2	<input type="checkbox"/>	<input type="checkbox"/>	Building Permit Fee	
3	<input type="checkbox"/>	<input type="checkbox"/>	Project Directory	
4	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) sets of scaled drawings: including: site plan, foundation plan, lower floor plan, roof plan, upper floorplan(s), elevations of all faces, cross sections, see building and servicing regulation and Building brochure.	
5	<input type="checkbox"/>	<input type="checkbox"/>	Proof of approval from other Regulatory Authorities (if applicable)	
6	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) Alternative Solutions Report submissions with appropriate administrative fees and letter of assurance (if applicable)	
7	<input type="checkbox"/>	<input type="checkbox"/>	BC Housing approval required– Residential Project Only	
8	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) Part 8 Safety Measures Current BCBC	
9	<input type="checkbox"/>	<input type="checkbox"/>	“Schedule B” for structural, geotechnical and fire suppression systems. Proof of liability insurance – required for all registered professionals, including Form 2	
10	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical soils report bearing the geotechnical engineer’s seal and signature	
11	<input type="checkbox"/>	<input type="checkbox"/>	Form 1 – Acknowledgements of Landholder	

Rev. _____



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PLUMBING INSTALLATIONS CONTRACTOR CERTIFICATION

Building Permit No.: _____

Site Address: _____

(Please Print Clearly)

Plumbing Contractor: _____

Plumber: _____

T.Q. No: _____

T.Q. Holder Signature: _____

Print Name: _____

Date: _____

NOTE: THIS FORM MUST BE SUBMITTED TO THE SAY LANDS BUILDING DEPARTMENT PRIOR TO ANY PLUMBING INSPECTIONS BEING CARRIED OUT BY SAY LANDS STAFF.

SAY LANDS OFFICE
Building Construction Regulation, 2021 Form 1
Acknowledgments of Land Holder

I acknowledge that the land holder of the land 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, including the requirements of the Building Code in relation to soil conditions for building foundations.

I acknowledge that the land holder of the land is also solely responsible for determining whether the work authorized by this permit contravenes any covenant, easement, right of way, building scheme or other restriction affecting the building site, and whether the work requires the involvement of an architect under the **Architects Act** or an engineer or geoscientist under the **Engineers and Geoscientists Act**.

I acknowledge that the SAY Lands Office 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 occupancy permits, 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 the SAY Lands Office has so indicated on this permit, I acknowledge that the SAY Lands Office has issued the permit in reliance on the certification of a registered professional, engaged by me to provide such a certification, that the plans for the work authorized by the permit comply with the Building Code and other applicable enactments, and that the fee for the permit has been accordingly reduced. I acknowledge that the SAY Lands Office by issuing this permit or any occupancy permit, makes no representations to me or any other person as to any such compliance.

Name of Registered Land Holder or Tenant (please print)

**Signature of Registered Land Holder or
Authorized Signatory of Corporate Land Holder**

Date of Acknowledgement

SAY Lands Office
Building Construction Regulation, 2021
Form 2
Registered Professionals Proof of Insurance

SAY Lands Office
7256 Chilliwack River Road
Chilliwack, B.C.
V2R 4L9

ATTENTION: Building Inspector

Re: _____ [civic address of project]

This is to confirm that the undersigned registered professional is insured by a policy of insurance covering liability to third parties for error and omissions, in the amount of at least One Million Dollars (\$1,000,000.00), in the provision of professional services in respect of the captioned project, ***a certificate of which insurance is attached.***

The undersigned will notify both the Building Inspector and the land holder who has engaged the undersigned to provide professional services in respect of the captioned project, in writing, of any termination of or change in the terms of the coverage provided by the policy, immediately upon being informed of or becoming aware of such termination or change.

Signature of Registered Professional **[affix seal]**

Name of Firm

Date:



Addresses and Telephone Numbers

For existing Sewage Systems

First Nations Health Authority
#7, 7201 Vedder Road
Chilliwack, V2R 4G5 Kavindya.peiris@fnha.ca or lldiko.herr@fnha.ca

For new Sewage Systems

P. 604-585-2788
www.oasttbc.org

Gas & Electrical Permits

BC Safety Authority
P. 1-866-566-7233
www.technicalsaftybc.ca

Ministry of Transportation and Infrastructure

45890 Victoria Avenue, Chilliwack
P. 604-795-8211

BC Housing

www.bchousing.org

BC Building/Plumbing/Fire Codes

www.bccodes.ca

p: 1-800-663-6105



Building Permits



This brochure has been prepared for your convenience. It is neither a law nor a legal document. For more detailed requirements, please refer to the current Subdivision, Development and Servicing Law and the B.C. Building Code.

(The Law is available online at www.saylandsoffice.ca.)

When is a building permit required?

The Subdivision, Development and Servicing Law specifies when a building permit is required. Please contact the SAY Lands Office before starting any construction which you think may require a permit. Examples of projects which may require a building permit include:

- Constructing, altering renovating or changing the use of any building or part of a building.
- Finishing previously unfinished areas such as basements or enclosing a carport or porch area.
- Demolishing all or a portion of any building or structure.
- Moving any building, structure or mobile home into or within the First Nation.
- Placing on any land a manufactured or factory-built home or any housing component or modular structure.
- Installing solid fuel or oil burning appliances and chimneys.
- Installing or altering any plumbing works or services.
- Installing or altering a swimming pool enclosure/fence.
- Constructing or altering a retaining wall 1.2 meters (47 inches) or more above finished grade measured at any point within 1.2 meters (47 inches) from the face of the wall or structure.
- Erecting any permanent sign which has an overall dimension in any direction of more than 6 feet.



When should I apply for my Permit?

You are advised to apply well in advance of your proposed start date as processing time varies depending on the complexity of the project and completeness of the application.

Specific Construction which does not require a building permit

The Subdivision, Development and Servicing Law specifies when a building permit is required. Please contact the SAY Lands Office before starting any construction which you think may require a permit. Examples of projects which **DO NOT** require a building permit include:

6.2. Notwithstanding subsection 6.1, this Regulation does not apply to:

- **anything exempted in a Skowkale Law or Regulation**
- **buildings or structures exempted by the Building Code, except as expressly provided herein;**
- **retaining structures less than 1 metre (3.3 feet) in height, unless the retaining structure are part of a rip rap structure;**
- **decks without roofs having a difference in elevation to grade not exceeding 0.6 metres (2 feet);**
- **replacement of roofing materials provided that no structural work is done;**
- **existing fireplace, wood burning appliance or factory constructed chimney or masonry chimneys;**
- **the repair or replacement of a valve, faucet, fixture, sprinkler head or piping in a plumbing system of no change in piping configuration is required;**
- **recreational vehicles used for temporary accommodation of less than thirty (30) days per calendar year for recreation or vacation purposes only and that may be plugged in to electrical services but are not connected to sewer or water services; and**
- **structures such as greenhouses or storage facilities that are constructed of a wood, steel or plastic frame covered with sheet polyethylene, fabric, tarps or glass that are intended to be used temporarily on a seasonal basis and may be removed seasonally**

The following projects are also exempt from the requirement to obtain a building permit but may still have planning requirements (Development Permits, etc) which the Planning Department will be happy to discuss:

A new single story detached residential accessory building or structure which is not intended to be used for any "residential occupancy" (as defined in the BC Building Code) and which has a floor area not exceeding 10 sq. metres (107 sq.ft.) still requires to meet distance setbacks to property lines and existing buildings on property.

When do I call for inspections?

It is the responsibility of the permit holder to call the Building Department at certain stages of construction. In response to a request, the Building Official will visit the property and review those stages of construction.

When you receive a Building Permit the Building Official will provide a checklist of required inspections. If the Building Official intends to rely upon inspections carried out by a Registered Professional or a Land Surveyor, it will be noted in the checklist. All inspections to be completed by engineer before SAY Building Inspection

For scheduling reasons it is necessary to provide advance notice of at least one full business day for all inspections.

PLEASE GIVE 24 HRS NOTICE & CALL

SAY Building Inspector Andrew Sheedy 778-731-0776

PLEASE NOTE AM OR PM INSPECTIONS FROM 10AM TO 3PM

Types of Inspections:

The list of inspections required may vary for any particular project and this will be confirmed by the Building Official when a permit is issued. A schedule of inspections is issued with every building permit. The list may include:

<i>Footings</i>	<i>Siting</i>	
<i>Elevation</i>	<i>Rainwater/Draintile & Dampproofing</i>	
<i>Rockpit</i>	<i>Under Slab Plumbing and/or Above</i>	
<i>Water System Tests</i>	<i>Slab Plumbing</i>	
<i>Insulation</i>	<i>Sheathing</i>	<i>Hydronic Heat</i>
<i>Masonry fireplace</i>	<i>Framing</i>	<i>Moisture Barrier\Radon Rough-in</i>
<i>Occupancy and/or Final</i>	<i>Vapour Barrier</i>	
	<i>Woodstove & Chimney</i>	



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Is it that easy?

Not always! The information provided with your Building Permit application is reviewed in an effort to determine the requirements for safe construction on your property and to ensure that the proposed construction meets minimum building standards as detailed in the current B.C. Building Code & SAY Laws. On the SAY LANDS, most sites are unique and unforeseen problems can mean a delay in the building permit process. Sometimes it is obvious that complications are going to arise. Your property may be located in a Development Permit Area and obtaining a Development Permit (a separate process) is a pre-requisite to obtaining a Building Permit. There may be other problems, however, which may not always be apparent when you first submit your application.

Step 2: Planning Review and Site Inspection

When your application is received, any information relevant to your property which the SAY Lands has on file will be reviewed.



A title search and a site inspection will also be carried out within 14 days of application. SAY Lands will only accept completed building permit application. Staff may advise if any other information is needed for the building permit application.

Examples of issues that may have to be resolved include:

- **Building Schemes**—a building scheme registered on the title of your property may require the approval of your proposed design by a third party - you may have to get that approval;
- **Covenants**—a covenant registered on the title may stipulate certain construction requirements or even restrict a use - you may have to amend your proposal;
- **Natural Hazards**—information on file or a site inspection may identify a natural hazard which could adversely affect your property - you may have to provide a report from a suitably qualified engineer which certifies that the land is safe for the use intended;
- **Conditions of Use**—the above report may specify conditions for the safe use of the proposed building - if so, the Community Charter may require you to register a covenant on the title of the land;
- **DVP**—the proposed siting of your building may conflict with zoning bylaw setback requirements - you may have to amend your proposal or apply for a Development Variance Permit (DVP);
- **Easements & Right-of-ways**—the proposed siting of your building may conflict with a registered easement or right of way - you may have to amend your proposal;
- **Floodplain**—your property may be located within a designated floodplain— a flood construction elevation may have to be determined.

Step 3: Plan Checking

Once your application is completed, the Building Official will carry out a detailed plan check. This might reveal Building Code deficiencies or a conflict with any of the development restrictions referred to above. It can be frustrating to discover these conflicts when you think you are about to start construction. *You are encouraged, therefore, to learn as much about your property and any potential development restrictions well in advance of submitting your Building Permit application.* SAY Lands staff are always willing to help in this regard.

What do I need for a building permit application?

Step 1: Making Application

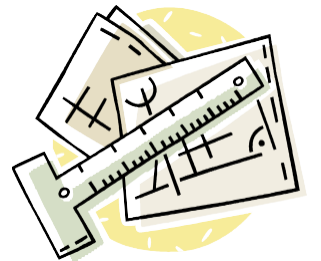
Application Form—1 page form signed by all registered owners of the property (application form available online at www.saylandsoffice.ca)

Site Plan—2 copies of a site plan (see page 4 for a sample), drawn to scale showing the location of all existing and proposed structures and all other site features as well as digital copy.

Construction Drawings—Two copies of construction drawings (see pages 4-5 for samples), drawn to scale, showing sufficient detail so that compliance with the B.C. Building Code and all other relevant laws and regulations may be assessed prior to commencement of work. In some cases the drawings will have to be signed and sealed by a Registered Professional. However, for most single family residential and some commercial construction, an architect or engineer is not required. Please include digital copy.

A typical set of construction drawings shall include:

- A foundation or basement plan;
- A floor plan for each level or story;
- Elevation drawings (all sides);-including spatial separation for openings all windows/doors
- Detailed cross sections;
- Details of specific construction i.e. truss layout, structural connections, etc.; and
- General specifications, including use of the proposed structure



Manufactured Homes—and other factory built structures, two copies of foundation and manufactured plans will be required, showing details of the anchoring system and service connections; the manufacturer's name, date of manufacture, model and size of the unit, B.C. Mobile Home Registry Number and CSA/Z240 certification number. For site built additions (e.g. decks and carports) see the requirements listed above for drawings.

Sewage Disposal System—For any project which involves new construction or alteration of a sewage disposal system, a copy of a Record of Sewerage System Filing Form which has been accepted and date stamped by the First Nations Health Authority. To find an authorized registered professional see 1st page.

Highways Access —Where required by Provincial regulations, a copy of an Access Permit issued by the Ministry of Transportation and Infrastructure in the name of the registered owner.

Hazards —When constructing in a known floodplain or other hazard area, details of how specific construction requirements will be met. In some cases, the services of a Registered Professional may be required. Please ask at the SAY office for further information.

BC Housing -For new home construction, documentation from the Provincial Home Owner Protection Office is required. BC housing office may be contacted at 1-800-407-7757.

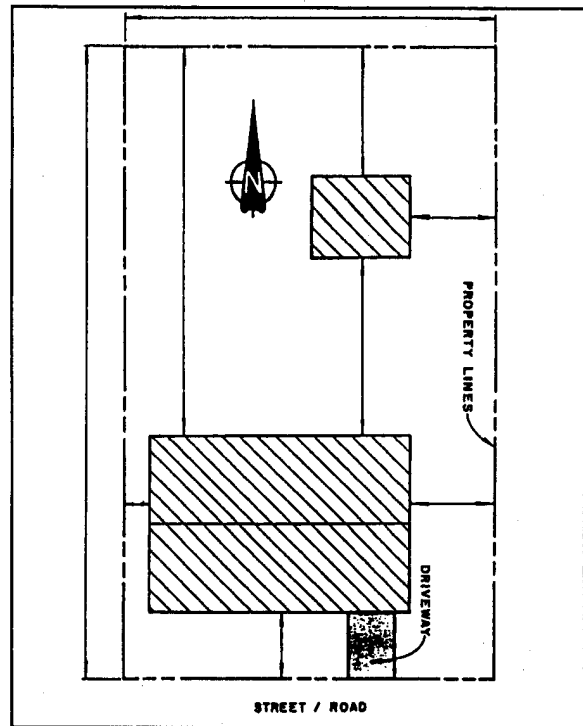
What does a building permit cost?



Building Permit fees and value of construction are calculated by the Building Official when issuing the permit in accordance with the Subdivision, Development and Servicing Law fee schedule. A copy of this schedule is available on request. The schedule forms part of the Subdivision, Development and Servicing Law which can be accessed online at www.saylandsoffice.ca

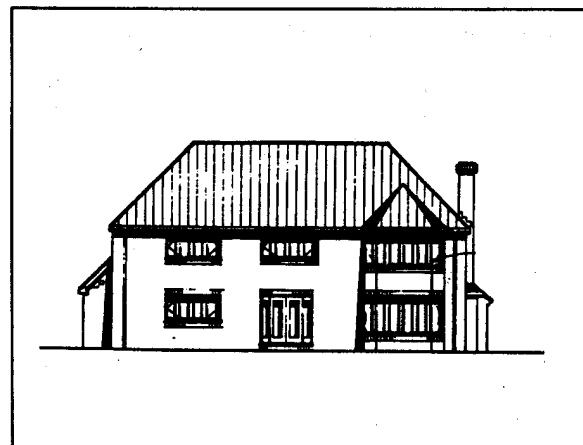
*** NOTE ALL PLANS NEED TO INCLUDE ADDRESS & CURRENT CODE CYCLE OF BC ON ALL PAGES OF PLANS***

Site Plans

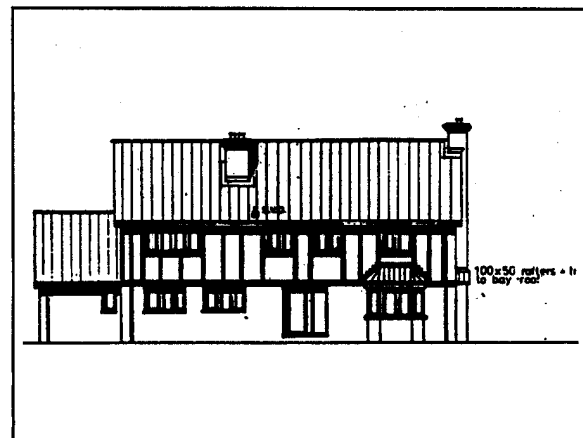


- These should be drawn to Scale (e.g. 1:200 or 1/16" = 1'0") and should include the following information:
- All property lines and a symbol indicating the "North" direction, legal description and civic address;
- Location and use of all proposed and existing structures; distance to building and all property lines;
- Location of watercourses, wells, sewage and storm water disposal systems; with distance from building;
- Distance from proposed structure to wells, watercourses, sewage disposal system, existing structures and property boundaries;
- Name and location of adjacent streets or roads. The location of any road allowances, right-of- ways and easements affecting the property. Driveway location.

Elevations

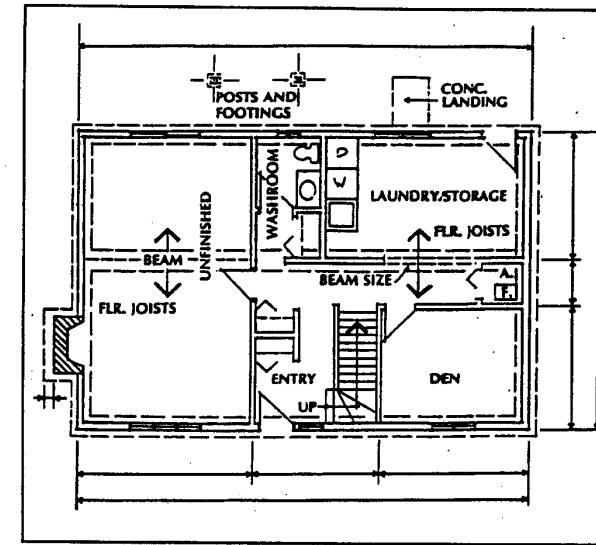


- These should be drawn to 1:50 or 1/4" = 1'0" scale and should include the following information:
- Front, side and rear faces of the building;
- Location of doors, windows, decks, finished grade, etc.;
- Location and size of building projections (i.e. overhangs, cantilevered floor sections, etc.)
- All exterior finishes; and
- Roof slope, chimney height, height of finished floors and ceilings, etc.
- Provide all dimensions of openings, windows/doors on all elevations for spacial separation 9.10.14 and 9.10.15 current BC building



Foundation/Basement Plans

- These should be drawn to 1:50 or 1/4" = 1'0" scale and should include the following information:
- Layout of foundation walls, piers and footings;
- Proposed use for each room or space; Label each room
- Location of stairs, windows, equipment, plumbing fixtures, etc.;
- Size and location of load bearing walls and beams;
- Size and direction of floor joists; and
- All room and building dimensions.

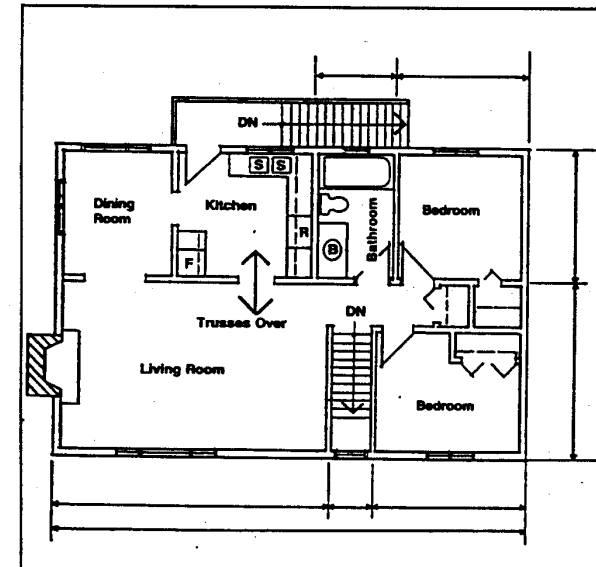


Floor Plans

These should be drawn to 1:50 or 1/4" = 1'0" scale and should include the following information

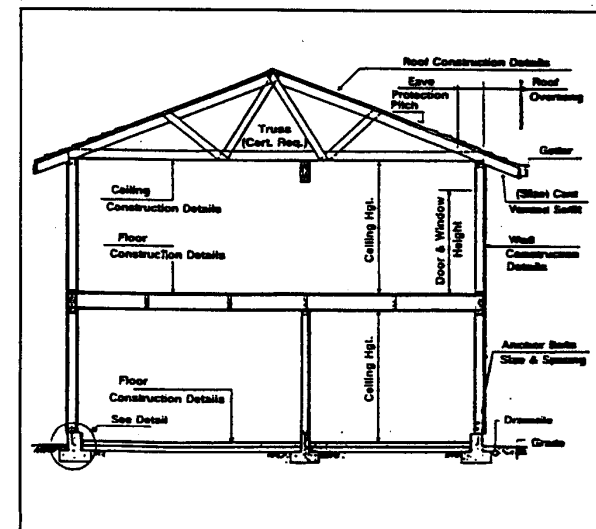
- Location of all walls and partitions;
- Proposed uses of all rooms and spaces;
- Location and sizes of all doors and windows;
- Location of stairs, equipment, fixtures, cabinets, fireplaces, attic access, smoke alarms, etc.
- Size and direction of floor joists, ceiling joists or roof trusses;

and



Cross Sections

- These should be drawn to 1:50 or 1/4" = 1'0" scale and should include the following information:
- All building components (i.e. siding, roofing, insulation, interior finish, flooring, framing, foundation, size and location of load bearing walls and beams, etc.)
- All required dimensions (i.e. height of finished grade, height of ceiling, material sizes, etc.) and height of roof to grade
- All lumber grades and specifications, etc.



Note: Depending on the complexity of the building, more than one cross section may be required to adequately show the nature of the proposed construction.

SAY LANDS
SKOWKALE BUILDING AND SERVICING REGULATION

Owner's Undertaking

Property Address: _____

Legal Description: _____

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 SAY LANDS will rely on same.
2. I confirm that I have applied for a building permit pursuant to Skowkale First Nation Building and Servicing Regulation June 2021 and that I have carefully reviewed and fully understand all of the provisions of the Regulations and in particular, understand, acknowledge and accept the provisions describing the purpose of the regulation, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Regulation and inspections there under.
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 Regulation 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 SAY Lands or its building officials, as defined under the Building and Servicing Regulation, to protect the owner or any other persons as set out in the Building and Servicing regulation and I will not make any claim alleging any such responsibility or liability on the part of SAY Lands or its building officials.
5. I hereby agree to indemnify and save harmless SAY Lands 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 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 SAY Lands.

Owner's Information:

Name: _____ Owners Signature: _____ Date: _____