

Complex Building Permit Package

Please review the following prior to submitting documentation for a Complex Building Permit

Prepared for the purpose of attaining a Building Permit for commercial, industrial, institutional and/or multi-family residential use of 5 or more dwelling units.

If any contradiction between this guide and the relevant municipal bylaws and/or applicable codes is found, such bylaws and/or codes shall be the legal authority.

PLEASE NOTE:

ALL required information and documentation **MUST BE PROVIDED.**

Incomplete information will delay processing and may result in your application being returned.

City of Fort St. John, 10648 – 100th Street, Fort St. John, BC, V1J 3Z6 Phone: (250) 787- 8150

Website: www.fortstjohn.ca

APPLICATION CHECKLIST

(Please mark with ☐ in appropriate column)

- For explanations of the items listed below, please refer to the enclosed guide.
- All items listed in the checklist MUST be submitted when making an application. Each item below MUST be checked as either PROVIDED or NOT PROVIDED or the application will be rejected. If an item is not applicable, please write N/A in the “NOT PROVIDED” column.
- Additional information may be required subject to review of the plan checker.

1.0	GENERAL INFORMATION	PROVIDED	NOT PROVIDED
1.1	Two complete sets of all plans		
1.2	Required Forms		
1.3	Certificate of Title(s)		
1.4	Owner’s Declaration		
1.5	Construction Cost Estimate		
1.6	Restrictive Covenants		
1.7	Letters of Assurance		
1.8	Geotechnical Engineer’s Report		
1.9	Building Code Analysis		
1.10	Public Health Approval		
1.11	Electrical and Gas Permits		
1.12	Business License(s)		
1.13	Development Permit		
1.14	Security Deposits		
1.15	Right-of-Ways		
1.16	Security Fence Permit		

2.0	SITE PLANS	PROVIDED	NOT PROVIDED
2.1	Building Location		
2.2	Parking		
2.3	Garbage Bin Enclosure Location and Details		
2.4	Road Access Location, Driveways, Details and Dimensions		
2.5	Site Services and Details		
2.6	Water Meter		
2.7	On-Site Road/Plan Profiles and Details		
2.8	Fire Hydrant Locations		
2.9	Fire Sprinkler/Standpipe Connection Location		
2.10	Fire Flow Calculations		
2.11	Landscape Plan		
2.12	Drainage Plan		
2.13	General Contractor’s Fire Safety Plan		

3.0	BUILDING PLANS	PROVIDED	NOT PROVIDED
3.1	Professional Seal on All Plans		
3.2	Architectural Plan		
3.3	Structural Plans		
3.4	Mechanical and Plumbing Plans		
3.5	Electrical Plans		
3.6	Fire Suppression Plan		
3.7	Fire Safety Plan		

1.0 GENERAL INFORMATION

1.1 TWO COMPLETE SETS OF ALL PLANS and A DIGITAL COPY OF PLANS (DWG and PDF) The building plans submitted at the time of application are distributed and processed simultaneously by the Development Department and the Fire Department.

These departments may be checking the same information on the plans to satisfy different regulations.

For this reason, it is very important that all three sets of plans are EXACTLY the same. This ensures all reviews are based on the same information.

Two complete sets of drawings are to include the following items:

1. General
 - a. Drawings to be legible
 - b. Drawings shall be drawn to scale in imperial or metric units but not mixed
 - c. Designer name, address, phone number and email must be on each drawing page in addition to the Contact person's name, phone number and email.
 - d. BC Building Code reference (most current British Columbia Building Code including all amendments) and Structural Design Criteria referenced
2. Site Plan – Scale 1/16" or 1/20" (1:200 metric)
 - a. Legal description
 - b. North arrow
 - c. Size of site as per Posting Survey and total lot area (m2/sq.ft)
 - d. Civic address, legal description, street and lanes location and adjoining street names
 - e. Size and location, including required yard setback from all property lines of building, proposed buildings or additions including accessory buildings
 - f. Driveway and crossing including width, distance from property line and percent of slope
 - g. Easement, right-of-ways, water courses, restrictive covenants, hydro poles and guide wires
 - h. Sanitary and storm sewer connections including invert elevations, storm sewer sump, rock-pit, septic tank and field
 - i. Tree locations
 - j. Overall building dimensions of both principal and accessory buildings
 - k. Retaining walls on property – type and length
3. Foundation, Floor and Roof Plans – scale 1/4" = 1' (1:150 metric)
 - a. All rooms and use of each room
 - b. Size of each room
 - c. Size of windows and doors
 - d. Location of smoke alarms
 - e. Floors, balconies, decks, porches, flat roof, and open to below areas
 - f. All plumbing fixtures
 - g. All outside dimensions
 - h. Framing size and direction of all floor, ceiling and roof structural components, including beams and hangers (signed and sealed by P. Eng. if required)
 - i. Total area of building
 - j. Cellar/basement floor slab and roof ridge elevations
4. Elevations – scale 1/8" = 1' or 1:100 metric
 - a. Full views of front, rear and both sides of the building including additions
 - b. Exterior finish details (i.e.: material used)
 - c. Window size and direction of openings
 - d. Existing finished grades of building corners

- e. Elevations at each finished floor, uppermost ceiling and roof peak (and slopes)
 - f. Sundeck addition requires riling details (i.e.: height and type of construction)
5. Cross Section – scale 1/4" = 1" (1:50 metric)
 - a. Showing method of construction
 - b. Showing structural and other pertinent details
 - c. Footing and foundation wall details (signed and sealed by P. Eng if required)
 - d. Floor to ceiling height of all habitable rooms, including crawl/ roof space
 - e. Height between finished upper most ceiling and roof peak
 - f. Cross section through stairs to floor above showing headroom clearance
 - g. Raise footing in crawlspace (signed by P. Eng if required)
 6. Construction Details – scale 1/2" = 1'
 - a. Footing and foundation wall
 - b. Typical bay window/window seat detail (signed and sealed by P. Eng if required)
 - c. Sloped/ vaulted ceiling inner and outer radius (tapered treads), width(s), rise, run, guards and handrails dimensions
 - d. List of construction materials on section (signed and sealed by P. Eng if required)
 - e. Erosion Sediment Control Plan
 7. Erosion and Sediment Control Plan
 - a. Silt Fence/Barrier installation
 - b. Sediment control device in BC
 - c. Inspection Frequency
 - d. Sealed by professional Engineer if lot is greater than 2000 m²

If revisions or modifications are made during the process of the application, two copies must be submitted directly to the City. The plans must be dated and marked as Revision 1, Revision 2, etc. This information should be included in the lower right corner of the plans. The plan checker will distribute the new revisions to the necessary departments.

Building Permits will be issued following approval of plans, location, zoning, water and sewer connection, etc, and upon receipt of all permit fees.

1.2 REQUIRED FORMS

The application forms listed below may or may not be required dependent on the type of development and at the discretion of the Building Inspector. Please also note that any missing information will delay the processing the application.

1. Application for Complex Building Permit;
2. Declaration of On-Site Chemicals and Hazardous Materials;
3. Application for Plumbing Permit;
4. Application for Demolition Permit [if applicable];
5. Application for Security Fence, Deck, or Shed
6. Application for Fire Sprinkler Permit [if applicable];
7. Fire Flow Calculations
8. Water Turn On/Off Application

1.3 CERTIFICATE OF TITLE(S)

A copy of the current Certificate of Title is required for all new construction and additions excluding interior renovations and government owned projects. The Certificate of Title provides the City with proof of ownership of the property as well as listing covenants, easements and right-of-ways.

1.4 OWNER'S DECLARATION

An Owner's Declaration must be completed and submitted at time of application.

1.5 CONSTRUCTION COST ESTIMATE

A cost estimate from a registered professional or a signed copy of the actual contract between the contractor and the Owner must be submitted at time of application for a Building Permit.

1.6 RESTRICTIVE COVENANTS

A copy of all registered restrictive covenants on the Certificate of Title must be provided with the Building Permit application.

1.7 LETTERS OF ASSURANCE

Letters of Assurance form part of the Building Code and are an “Assurance of Professional Design and Commitment for Field Review” must be provided by a registered professional. These letters are not required for all projects. The requirements for submission of Letters of Assurance may be found in Building Code. Further information on Letters of Assurance may be obtained by consulting your registered professional or by contacting a Building Inspector.

1.8 GEOTECHNICAL ENGINEER’S REPORT

A Geotechnical Engineer’s report may be required to be submitted for new commercial, industrial, institutional and multi-family residential developments at the discretion of the Building Inspector. This report is in addition to the standard Letters of Assurance required by the Building Code. The report will provide detailed information on site conditions dealing with soils, corrosivity, drainage requirements, slope stability, contamination, etc.

1.9 BUILDING CODE ANALYSIS

A Building Code Analysis provides the City with an overview of the approach used by the designer to obtain code compliance. The degree to which the analysis is conducted is dependent of the complexity of the construction project.

Basically, the analysis will provide information such as the building area, building height in stories, construction type (combustible or non-combustible), spatial separation requirements, and relevant sections of the code used to establish building size and height limitations.

Minor construction projects may not require a code analysis to be completed, but when provided, will expedite processing of the application. The more thorough the analysis the sooner the permit may be issued.

1.10 PUBLIC HEALTH APPROVAL

If your project involves the installation or renovation of any of the following types of facilities, you will require approval from the Fort St John Health Unit (Public Health Inspector) prior to issuance of the Building Permit.

- Public food preparation
- Sewage disposal system other than the municipal sanitary sewer
- Public swimming pools

If an extension of a water main is proposed, a Northern Health Construction Permit must be submitted, in order to get the approval from the City to proceed with the water pipe installation.

1.11 ELECTRICAL AND GAS PERMITS

Information for electrical and gas permits can be obtained from the Safety Authority at the local BC government building.

1.12 BUSINESS LICENSE

All general contractors, subcontractors and Owner/contractors are required to maintain a valid business license while conducting a contracting business in the City of Fort St. John. A Business License application form is available at City Hall in addition to the City of Fort St. John website at www.fortstjohn.ca

1.13 DEVELOPMENT PERMIT

A development permit is required for construction of a complex building and for any new construction for works over \$20,000.00 as per the City's Zoning Bylaw. For a listing of other instances when a Development permit is required, please refer to the City's Zoning Bylaw.

Applications for development permits are processed by the approving officer, with the involvement of other City departments, Provincial Ministries and outside agencies as necessary.

If a Development Permit is required, it is mandatory to have the Development Permit *prior* to the issuance of a Building Permit

1.14 SECURITY DEPOSITS

Securities are required to be posted with the City in the form of a certified cheque or irrevocable and unconditional automatically renewing standby letter of credit for each of the following:

1. Damage Deposit (See Schedule E)
2. Paving and Landscaping Deposit (See Schedule F)

1.15 RIGHT-OF-WAYS

All Right of Ways must be shown with the site plan and/or drainage plan (including, but not limited to: drainage, sewer and water).

1.16 SECURITY FENCE

A Security Fence Permit must be obtained and the security fence installed prior to all construction of a complex building. The Owner is responsible to ensure the security fence is properly maintained throughout the construction period.

2.0 SITE PLANS

2.1 BUILDING LOCATION

The location and size of the building must be identified on the Site Plan (drawn to a standard scale). This is to ensure that the proposed development conforms to the setback requirements of the Zoning Bylaw and spatial separation requirements of the Building Code.

The Site plan should also indicate the following information:

- Lot coverage
- Floor area ratio
- Density
- Setback distances from lot lines
- Building height
- Parking provided in accordance with current Zoning Bylaw
- Landscaping provided
- Garbage bin location
- Road access location (driveways)
- Building area
- Lot area

2.2 PARKING

The location, size and materials used for parking stalls (including all driveways and maneuvering aisles) must be identified on the site plan and drawn to a standard scale. This is to ensure that the proposed development has adequate on-site parking. Parking requirements can be found in the City's current Zoning Bylaw.

2.3 GARBAGE BIN ENCLOSURE LOCATION AND DETAILS

The site plan must show the location of a garbage bin enclosure having minimum inside dimensions of 3.3m wide by 2.0m deep (per bin). The location must allow for direct and convenient access for collection vehicles, and must be approved by the Building Inspector.

2.4 ROAD ACCESS LOCATION, DRIVEWAYS, DETAILS AND DIMENSIONS

The site plan must show the location(s) for access. It must indicate distances from property lines and access widths, and any off-site items that may affect access to the construction area (i.e. utility poles, manholes, trees, etc.) and must be approved by the City. Any approved curb/ gutter/ sidewalk modifications shall be undertaken at the Owner's expense.

2.5 SITE SERVICES AND DETAILS (WATER AND SEWER)

The site plan must show all site servicing including size and location of service connections required for the proposed development. The connection points or tie-ins to the existing services (water/ storm/ sanitary sewer) must be identified on the site plan, indicating the invert elevations for those tie-ins. All on-site drainage must be collected and piped to the City storm sewer system. Where a storm sewer system is not available for connection, an alternate method of disposal must be identified and design details provided, and meet the approval of the City's Development Department. Any required off-site work will be performed by the City at the Owner's expense.

2.6 WATER METER

Water meters are required for all buildings. The City will provide a water meter according to the size of the water line required to be installed by qualified personnel. The City will attach the meter transmission unit (MTU) at the time of water turn on.

2.7 ON-SITE ROAD PLAN / PROFILE AND DETAILS

On-site roadways require complete plan/profile drawings including the following information:

- Road widths
- Horizontal curve radii
- Vertical curve data
- Road grades
- Typical cross sections, showing materials
- Right-of-ways (dimensions)

2.8 FIRE HYDRANT LOCATIONS

The site plan must indicate the locations of all existing and proposed fire hydrants. Prior to proceeding with construction of any new water system or expansion of an existing system, the Owner shall submit plans of the proposed fire hydrant locations and all components of the water distribution system to the City for review.

The installation of the fire hydrant system shall be designed and supervised by a registered professional. Upon completion of all work the project engineer shall submit a sealed letter certifying all work was done in conformance with City specifications and that the fire hydrant and water system function as designed.

2.9 FIRE SPRINKLER/ STANDPIPE CONNECTION LOCATION

Fire & Rescue Services connections for sprinkler and standpipe systems are to be situated at the principal entrance to the building and approved by the City.

2.10 FIRE FLOW CALCULATIONS

Water supply systems shall conform with City specifications and be installed to be capable of providing fire flows as determined by the latest issue of "Water Supply for Public Fire Protection" published by the Public Fire Protection Survey Services and the Insurance Bureau of Canada. Required fire flow calculations, based on Fire Underwriters Survey, must be provided in the form of the attached template. A sketch illustrating the hydrant coverage for the proposed building must also be provided.

2.11 LANDSCAPE PLAN

A detailed landscape plan must be submitted with the application for a development permit or if no development permit is required, the application for a complex building. The landscape plan must be completed and approved by the City.

Any boulevard areas adjacent to the proposed development site must be landscaped. The detailed landscape plan must address the following items:

- Type of planting material (including ground cover)
- Quantity of planting material
- Size of individual plants
- Location of individual plants
- Type of edging to separate planter beds from asphalt and sod areas
- Note if underground irrigation will be provided

2.12 DRAINAGE PLANS (SHOWING GEODETIC ELEVATIONS)

It's a site plan showing scattered geodetic elevations and indicating drainage patterns and slope percentage (corners are mandatory). Threshold building elevations must be shown and top of curb elevation (if applicable) in accordance with the City's Subdivision and Development Servicing Bylaw.

2.13 FIRE SAFETY PLAN

Submit a copy of the general contractor's fire safety plan

3.0 BUILDING PLANS

3.1 PROFESSIONAL SEAL ON PLANS

The seal of a registered professional shall be provided on the plans for commercial, industrial, institutional and multiple family residential projects if schedules are required.

3.2 ARCHITECTURAL PLANS

Architectural plans, prepared by an Architect include all aspects of the building not specifically covered by structural, mechanical or electrical designs. Items found on architectural plans may include but are not limited to the following:

- Landscape plans
- Floor plans
- Building elevations
- Non-structural construction details
- Glazing and door schedules
- Interior and exterior finishes

3.3 STRUCTURAL PLANS

Structural plans are usually prepared by a Structural Engineer and specifically include the structural components of the building. Examples of these include but are not limited to:

- Footing/foundation plans and details
- Structural details of load bearing members (columns, beams, trusses, etc.)
- Structural fasteners and connectors
- Concrete reinforcing

3.4 MECHANICAL PLANS

Mechanical plans may include drawings prepared by several different consultants and include the following types of information. Examples of these include but are not limited to:

- Heating, ventilating and air conditioning (appliances, ducts, etc.)
- Plumbing
- Site servicing (sewer, water, and drainage outside the building envelope)
- Fire suppression systems (sprinklers)
- Roof drainage systems

3.5 ELECTRICAL PLANS

Electrical plans are prepared by the Electrical Engineer and include all electrical systems of the building as well as fire alarm system



City of Fort St. John
 10631 100 Street | Fort St. John, BC | V1J 3Z5
 (250) 787 8150 City Hall
 (250) 787 8181 Facsimile

THE CITY OF FORT ST. JOHN
 BUILDING BYLAW NO. 2589, 2024

FORM B

Application for Complex Building Permit

Plan Processing Fee:

- New Construction - \$300.00 **OR**
- Addition/Renovation up to 100m² - \$120.00
- Addition/Renovation 101m² or larger- \$180.00

<p>For Office Use Only:</p> <p>Receipt No.:</p>
--

Owner's Information:

Name: (please print)	Address:
Contact Number:	Fax:
Email Address:	

Applicant's Information:

Name: (please print)	Address:
Contact Number:	Fax:
Email Address:	

Required Information:

1. Civic Address of Property: _____
2. Authorized Agent (if applicable): _____
3. Type of Building: Commercial Industrial Multi-Family (# of units ___) Institutional
4. Work will be: New Addition Renovation
5. Are there any buildings occupying any portion of said land: Yes No
6. Type of construction: Wood Frame Concrete Steel Masonry Timber
7. Major occupancy classification: A_____ B_____ C_____ D_____ E_____ F_____
8. The value of construction \$ _____

9. Fire sprinkler system to be installed: Yes No

10. Registered Professionals:

Schedules		Letters of Assurance Required			
A	B	Registered Professional	Name	Phone Number	Email
<input type="checkbox"/>	<input type="checkbox"/>	Architect			
<input type="checkbox"/>	<input type="checkbox"/>	Structural			
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical			
<input type="checkbox"/>	<input type="checkbox"/>	Plumbing			
<input type="checkbox"/>	<input type="checkbox"/>	Electrical			
<input type="checkbox"/>	<input type="checkbox"/>	Fire Suppression			
<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical			

11. Licensing and Consumer Services (if applicable): _____

Declaration:

I HEREBY AGREE to indemnify and keep harmless the City of Fort St. John and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of the Building Bylaw and all other statutes and bylaws in force in the City of Fort St. John.

Signature of Owner/ Agent: _____

Printed name of Owner/ Agent: _____ Date: _____

For Office Use Only:

Legal Description: Lot Bk Plan	Roll Number	Zoning
Building Area: Total Building Footprint: _____ ft ²	Building Permit Fee: (\$6 per \$1000 value of construction) \$ _____	
Development Permit Area: <input type="checkbox"/> Yes <input type="checkbox"/> No	Development Variance Permit: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Approved: <input type="checkbox"/> Yes	Approved: <input type="checkbox"/> Yes	
Number of Parking Stalls Required:	Number of Parking Stalls Provided:	
Number of Accessible Stalls Required:	Number of Accessible Stalls Provided:	
Damage Deposit: \$ _____	Landscaping and Paving Deposit: \$ _____	
Fire Department Approval by:	Planning and Engineering Dept. Approval by:	
Complex Building Permit Approved by:	Date Approved:	Building Permit No.:

FORM C
OWNER'S DECLARATION

BUILDING PERMIT No. _____

DATE: _____

Owner's* Information:

Owner Name: (Please print)	Owner's Address:
Owner Phone Number:	Civic Address of Property to Which Permit(s) is Sought:
Owner Email Address:	Legal Description: Lot Block: Plan:

Owner's Appointment of an Agent (if applicable):

I declare that I am the Owner to the above referenced property and in accordance with PART ONE to the City's Building Bylaw, I hereby authorize:

Agent Name: (Please print)	Agent's Mailing Address
Agent's Contact Phone Number:	Agent's Contact Email Address:

* If there is more than one Owner for the subject property described above, the Owner named above acts on behalf of all other Owners.

Duties and Responsibilities:

As Owner, I HEREBY AGREE to the following duties and responsibilities as set out below, as directed by the City of Fort St. John that include, but are not limited to;

1. Every Owner shall ensure that all construction compiles with the Building Code, the City's Building Bylaw and all other applicable enactments as amended from time to time.
2. Every Owner to whom a permit is issued is responsible for the cost of repair(s) to damage to any municipal property that occurs during construction as authorized by that permit. Upon receipt of written notice from the City of damage or deficiencies to municipal property, the City shall undertake the repair(s) of the said property. The City will then deduct the cost incurred from the damage deposit in accordance with PART FOUR - 88 of the City's Building Bylaw. If the cost of repairs to municipal property is greater than the damage deposit provided, the Owner shall pay the amount of the insufficiency to the City forthwith upon receipt of the City's invoice for that amount as per PART FOUR - 88 of the City's Building Bylaw.
3. Deliver to the Building Inspector, records of the results of any tests of materials, if the tests are made to ensure conformity with the requirements of the Building Code or of the City's Building Bylaw.
4. The Owner shall give at least 24 hours notice to the City when requesting or scheduling an inspection. Requests may be made by calling City Hall at 250-787-8150 between 8:30am to 4:30pm Monday to Friday.

5. The following inspections are required:

	Footings (prior to pouring concrete)
	Foundation (prior to pouring concrete and survey required before inspection)
	Services
	Pilings
	Grade Beam
	Weeping Tile/ Damp Proofing/ Drain Rock
	Underslab Plumbing (with air or water test)
	Slab Seal
	Rough In Plumbing (with air or water test)
	Framing (prior to insulation/ siding and all plumbing/ mechanical and electrical work completed)
	Insulation and Vapour Barrier (prior to all wall finishes)
	Final Inspection for Occupancy Permit

6. When required, a Building Inspector may request the uncovering of previously covered work, at the Owner's expense, to ensure a proper inspection is performed and approval is attained.
7. Shall post the civic address on a property in a visible location at all times.
8. All material and equipment must be stored on your own property at all times.
9. Sidewalks and roadways must be kept clear of all mud and debris, and be cleaned daily.
10. All applicable City of Fort St. John bylaws must be followed and adhered to.

Declaration:

I HEREBY AGREE that neither the granting of a permit, nor the approval of the drawings and specifications, nor inspections made by the Building Inspector, shall in any way relieve the Owner from full responsibility for carrying out or having the work carried out in accordance with the Building Code, the City of Fort St. John Building Bylaw or any bylaws or statutes and regulations relating to any work or undertaking in respect of which this application is made.

I have read and understand the above:

Owner's Declaration is executed by the Owner this _____ day of _____, 20_____.
 (day) (month) (year)

Owner's Signature:	Witness's Signature:
Owner's Name (print):	Witness's Name (print):
Authorized Agent Signature: (if applicable)	Witness Signature:
Authorized Agent Name (print):	Witness Name (print):

The City of Fort St. John is committed to protecting your privacy. Any personal information you provide to us is collected pursuant to 26(c) and 26(e) of the *Freedom of Information and Protection of Privacy Act* for the purpose of administering City services. If you have any questions about the collection of this personal information, please contact the Corporate Officer at 250-787-8150.

FORM I
Declaration of On-Site Chemicals and Hazardous Materials

Owner/Agent's Name: _____ E-mail: _____

Mailing Address: _____

Telephone: _____ Fax: _____

To be submitted as part of the Building Permit process (for properties in C3, C4, C5, M1 and M2 zones) for review by the Fire Department. Approval in writing from the Fire Department will be required before the Building Permit is issued. A material safety data sheet (MSDS) must be attached for all products listed below.

The materials declared on this form must be properly **contained** in a manner acceptable to the Fire Department and must be in full compliance with **ALL** applicable legislation.

Product Name	Quantity	Hazardous Class (as per MSDS)

Declaration:

I HEREBY AGREE to make application for a Building Permit in accordance with the particulars as above stated and declare the information is true and correct and I undertake that if I am granted the permit applied for I will comply with each and every obligation contained in all laws and Bylaws now in force or which may come into force in the City of Fort St. John. I further understand that if this application involves the use of the premises for business purposes that they may not be occupied until they have been inspected by the Department concerned and a license has been issued. By signing this application, I agree to these terms.

Owner/ Agent Signature: _____ Date: _____

Owner/ Agent Printed Name: _____ Phone: (____) _____

Civic Address of Property: _____

For Office Use Only:

Fire Department Approval: _____	
Signature	Printed Name
Comments: _____	Date: _____



City of Fort St. John
 10631 100 Street | Fort St. John, BC | V1J 3Z5
 (250) 787 8150 City Hall
 (250) 787 8181 Facsimile

THE CITY OF FORT ST. JOHN
 BUILDING BYLAW NO. 2589, 2024

FORM D
 Application for Plumbing Permit

Owner's Information:

Owner Name: (please print)	Owner's Address:
Owner Phone Number:	Fax:
Owner's Email Address:	

Applicant's Information:

Owner Name: (please print)	Owner's Address:
Owner Phone Number:	Fax:
Owner's Email Address:	

Required Information:

- Civic Address of Property: _____
- Name of Contractor: _____ Contractor TQ# _____
- Contractor Phone: (_____) _____ Contractor E-mail: _____
- Class of Work: New Renovation
- Plumbing Fixtures to be Installed or Repaired:

1	Toilets		6	Floor Drains		11	G. Traps
2	Bath or Showers		7	Hot Water Tanks		12	Other
3	Lavatories		8	Auto Washers			
4	Sinks		9	Urinals			
5	Laundry Trays		10	Sumps			

Total Number of Fixtures: _____

Declaration:

I HEREBY AGREE to indemnify and keep harmless the City of Fort St. John and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of the building Bylaw and all other statutes and Bylaws in force in the City of Fort St. John.

Signature of Owner/ Authorized Agent: _____

Printed Name: _____ Date: _____

For Office Use Only:

Legal Description:			Roll Number:		
Lot	Bk	Plan			
Plumbing Permit Fee:					
Total Number of Fixtures _____ x \$6.00 + \$60.00 = \$ _____					
Plumbing Permit Approved by:			Date Approved:		Plumbing Permit No.:

FORM E
Application for Demolition Permit

Owner's Information:

Owner Name: (please print)	Owner's Address:
Owner Phone Number:	Fax:
Owner's Email Address:	

Applicant's Information:

Name: (please print)	Email Address:
Contact Number:	Fax:
Address:	

Property Information:

Civic Address of Property for Demolition: _____
 Name of Contractor: _____ Phone: _____

Responsibilities of the Owner:

1. No demolition is to commence until all services have been disconnected. The *Owner* must coordinate disconnection of all utility services as per the specific utility corporation standards as well as coordinate the capping of all underground services and installation of stakes at the end of those services if applicable. Contact numbers are: For Hydro: BC Hydro 1-877-520-1355 and for Gas: Pacific Northern Gas (PNG) 1-800-667-2297. This contact information for the service companies has been provided for your convenience and is not in any way guaranteed and may change without notice.
2. A "Water Turn On/Off Application" is required as all water must be turned off by the City prior to demolition of a building. Services must be capped underground and stakes provided at the end of services.
3. A security fence may be required. Please include an Application for a Security Fence if required. Please check with a Building Inspector prior to application for a Demolition Permit.
4. The Owner demolishing a building agrees to assume all responsibility and is liable for any damage caused by accident or otherwise.
5. All cellars, foundations and excavations of demolished buildings shall be removed and backfilled to grade level with native backfill or other granular material upon completion.
6. All demolitions applied for shall include a Hazardous Materials Assessment Report, completed by an Environmental Assessment Agency or similar and submitted at time of application.
7. Prior to commencing work, a Notice of Project form may be required by Worksafe BC as per the Occupational Health and Safety Regulation. Please visit www.worksafebc.com to inquire.

Declaration:

I/We HEREBY AGREE to indemnify and save harmless the City of Fort St. John and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of the applicable bylaw and all other statutes and bylaws in force in the City of Fort St. John.

Signature of Owner/ Authorized Agent: _____

Printed Name: _____ Date: _____

For Office Use Only:

Legal Description: Lot Bk Plan	Roll Number	Permit Fee: \$60.00
Demolition Permit Approved by:	Date Approved:	Demo Permit No.:

FORM K
Application for Fire Sprinkler Permit

Owner's Information:

Owner Name: (please print)	Owner's Address:
Owner Phone Number:	Fax:
Owner's Email Address:	

Authorized Agent's Information:

Name: (please print)	Address:
Phone Number:	Fax:
Email Address:	

Required Information:

Civic Address of Property: _____

Name of Contractor: _____

Contractor Phone: _____ Contractor Email: _____

Class of Work: New Alteration/ Renovation

Total Number of Sprinkler Heads: _____

Declaration:

I HEREBY AGREE to indemnify and keep harmless the City of Fort St. John and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of the building Bylaw and all other statutes and Bylaws in force in the City of Fort St. John.

Signature of Owner or Authorized Agent: _____

Printed name: _____ Date: _____

Two (2) copies of the plan of the proposed work and the Schedules required from the registered professional shall accompany this application.

For Office Use Only:

Present Legal Description:	Roll Number	
# of Sprinkler Heads x \$0.60 = \$	Sprinkler Permit Fee Total: \$60.00 + = \$	
Fire Sprinkler Permit Approved by:	Date Approved:	Permit No.:



Water Turn On/Off Application

Request 72 hours in advance for service Monday to Friday 8am- 5pm

Date: _____

Owner Information

Owner(s)		Address:			
First and Last Name		Street Address	City	Prov	Postal Code
Home Phone	Cellular	Fax	Email		

Property Information

Civic Address of Subject Property	Legal Description of Subject Property		
Street Address	Lot:	Block:	Plan:
	Roll Number:		

Services Requested

Service Type	"X"		New Service	Existing Service	Number of Units	Mainline Isolation Required? *24 hr notice to all residences*
Turn On		Residential				
Turn Off		Commercial				
Off & On		Industrial				
Emergency		Institutional				

Reason for Application: _____

Note: Turn On/Off Requests require a 72 hour notice (excluding weekends and holidays) and Emergency Requests are subject to additional charges.

Declaration

I hereby agree to abide by the Water Regulation Bylaw and to pay the fees set out in Schedule E of the said Bylaw.

Signature of Owner/ Applicant	Printed Name of Owner/ Applicant	Phone:
		Date:

Picked Up By:

Phone #:

Signature:

Email:

Office Use Only

Connection Approval: _____ / ____ / ____ <small>Day Month Year</small>	<table border="1"> <thead> <tr> <th>Fees</th> <th>Circle</th> <th rowspan="5">Payment Details/ Stamp</th> </tr> </thead> <tbody> <tr> <td>Turn On</td> <td>\$45</td> </tr> <tr> <td>Turn Off</td> <td>\$45</td> </tr> <tr> <td>Emergency</td> <td>\$250</td> </tr> <tr> <td>On Demand</td> <td>\$250</td> </tr> </tbody> </table>	Fees	Circle	Payment Details/ Stamp	Turn On	\$45	Turn Off	\$45	Emergency	\$250	On Demand	\$250
Fees		Circle	Payment Details/ Stamp									
Turn On		\$45										
Turn Off		\$45										
Emergency		\$250										
On Demand	\$250											
Meter Installation Approval: _____												
Date On: _____ / ____ / ____ Date Off: _____ / ____ / ____ <small>Day Month Year Day Month Year</small>												
Completed by: _____												
Utility Account No. _____												
Receipt No. _____		Fees pursuant to Schedule E of the Water Regulation Bylaw and its amendments										

FORM J
FIRE FLOW CALCULATIONS SHEET

Calculations based on "Water Supply for Public Fire Protection: A Guide to Recommended Practice in Canada" prepared by Fire Underwriter's Survey.

Civic Address of Property: _____

1. Type(s) of Construction: _____
 Co-efficient (c) based on type of construction: _____
 Ground Floor Area: _____ m² Number of Stories: _____
 Total Floor Areas(A): _____ m²
Fire Flow from Formula (F = 220 CV A): _____ L/min **(B)**

2. Type of Occupancy: _____ Hazard: Low ____ High ____ Other ____
Hazard Allowance: Add or Subtract: _____ % x **(B)** = _____ L/min **(C)**

3. Automatic Sprinklers: Yes ____ No ____
Sprinkler Allowance: Subtract: _____ % x **(B)** = _____ L/min **(D)**

4. Exposures: Distance / Hazard

1. North	mAdd _____	%	
2. East	_____ m		Add _____ %
3. South	mAdd _____	%	
4. West	_____ m		Add _____ %

Exposure Allowance: **(B)** X _____ % = _____ L/min **(E)**

TOTAL FIRE FLOW REQUIRED (B+C+D+E): _____ L/min

SPRINKLER SYSTEM INFORMATION

(a) If building has automatic sprinklers:
 Distance from sprinkler fire connections at building to
 nearest available fire hydrant on an unobstructed route: _____ m.
 Will sprinkler system be wet or dry: Wet ____ Dry ____
 If wet, will system contain anti-freeze or any other chemical additive? Yes ____ No ____
 Backflow protection (describe): _____

Professional Seal

(b) If building has no automatic sprinklers:
 Distance from main building entrance to nearest available fire hydrant on an unobstructed route _____ m.

Calculations by: _____ Date: _____

Form L

DAMAGE DEPOSIT

_____ **Civic Address of Property:**

_____ **Building Permit No.**

Before issuance of a Building Permit, which proposes construction on lands adjacent to municipal property, the Owner shall provide to the City of Fort St. John, this form as a signed acknowledgement and shall deposit with the City, a security in the amount **\$5,000.00** (five thousand dollars) in the form of cash, certified cheque, or an irrevocable and unconditional automatically renewing standby letter of credit, against costs of repairs for all municipal roads, works, or property damaged in any way through the construction described in the said Building Permit.

The security shall be returned, less any repair costs incurred, upon issuance of an Occupancy Permit for the related Building Permit or where the Building Permit has been cancelled, and upon confirmation that municipal property has not been damaged or, if damage has occurred, that it has been fully and satisfactorily repaired. **The Damage Deposit will be refunded to the Owner or Agent that submitted the deposit. The Damage Deposit will not be refunded when there is snow on the ground.**

As per Section 26 of the City of Fort St. John's Building Bylaw, every Owner to whom a permit is issued is responsible for the cost of repair(s) to damage to any municipal property that occurs during construction as authorized by that permit. Upon receipt of written notice from the City of damage or deficiencies to municipal property, the City shall undertake the repair(s) of the said property. The City will then deduct the cost incurred from the Damage Deposit. If the cost of repairs to municipal property is greater than the Damage Deposit provided, the Owner shall pay the amount of the insufficiency to the City forthwith upon receipt of the City's invoice for that amount.

The Damage Deposit in the sum of \$5,000.00 (five thousand dollars) was submitted to the City on the _____ day of _____, 20_____ by: (please check one of the boxes below)

the Owner

the Authorized Agent

_____ **Owner / Agent Signature**

_____ **Owner / Agent Name (Please Print)**

_____ **Owner/ Agent Mailing Address**

_____ **Owner/ Agent Email Address**

(_____) _____ **Owner/ Agent Phone Number**

For Office Use Only:

Damage Deposit Received by: _____ **Date:** _____



THE CITY OF FORT ST. JOHN
DEVELOPMENT COST CHARGES
BYLAW NO.2402, 2017

Development Cost Charges

Date: _____

Civic Address of Property

Building Permit No.

Deposit of Breakdown:

\$ _____ \$ _____ \$ _____ \$ _____ \$ _____
Water DCCs Sewer DCCs Transportation DCCs Drainage DCCs Parks DCCs

\$ _____

Deposit Total

Development Cost Charges:

The following development cost charges apply to development throughout the entire City.

Land Use	Water	Sewer	Transportation	Drainage	Parks	Total	Applicable Charge
Single Family Residential (per parcel)	\$3010	\$2470	\$1250	\$768	\$2395	\$9893	
Duplex Residential (per dwelling unit)	\$3010	\$2470	\$1250	\$768	\$2395	\$9893	
Multi-Family Residential (per dwelling unit)	\$2150	\$1764	\$809	\$415	\$1711	\$6849	
Commercial (per m ² gross floor area)	\$10.75	\$8.82	\$17.15	\$2.46	\$0.00	\$39.18	
Industrial (per m ² gross floor area)	\$13.97	\$11.47	\$8.58	\$2.46	\$0.00	\$36.48	
Institutional (per m ² gross floor area)	\$9.67	\$7.94	\$20.05	\$2.30	\$0.00	\$41.96	

For Office Use Only:

Legal Description:	Roll Number:
Lot BK Plan	
Deposit Received By: _____	Date: _____
Work Completion Date Approved By: _____	