



Village of  
Sayward

# **Village of Sayward Building Permit Application Package**

Village of Sayward  
P.O. Box 29, 652 H'Kusam Way  
Sayward B.C. V0P 1R0  
Ph# (250)282-5512 – Fax# (250)282-5511  
email – [village@saywardvalley.ca](mailto:village@saywardvalley.ca)



# Village of Sayward

## **Summary of Building Permit Process**

Prior to starting any stage of your project, including excavation or demolition, you must obtain a building permit. If your project will require rezoning or an Official Community Plan (OCP) amendment of the property, your rezoning and/or Official Community Plan application must be approved before your building permit application will be considered.

When applying for a building permit you will need to provide\*:

1. A completed Building Permit Application (attached).
2. Agent Authorization Form (if required, attached).
3. Owner's Acknowledgment of Responsibility and Undertakings (attached).
4. Assurance of Professional Liability Insurance (attached).
5. Schedule A - Confirmation of Commitment By Owner and Coordinating Registered Professional (attached).
6. Schedule B - Assurance of Profession Design and Commitment for Field Review (attached).
7. Copy of Land Title Search made within 14 days of date of application and copies of all easements, rights of way and covenants registered against the title.
8. Site Plan prepared by BC Land Surveyor showing the following:
  - Drawing scale not less than 1/16" = 1"0" (1:200);
  - Street address and legal description;
  - the location and dimensions of all statutory rights of way, easements and setback requirements;
  - size and location of site including adjoining streets and location of lanes;
  - the location and dimensions of all existing and proposed buildings or structures on the parcel;
  - setbacks to all existing and new buildings, decks, projections and cantilevers measured perpendicular to the property lines;
  - setbacks to the natural boundary of the sea and any lake, swamp, pond or watercourses;
  - the existing and finished grades at all corners of buildings and property corners.;
  - the location, dimension, and gradient of parking and driveway access;
  - north arrow;
  - proposed and existing location of all services including but not limited to onsite surface drains, sewer & storm drain services; water services, hydro services; telephone services.
9. Copies of approvals as may be required from health, safety, including but not limited to sewage disposal permits, highway access permits and Ministry of Health approval.
10. Two sets of drawings prepared by a registered professional showing the following:
  - floor plans showing the dimensions and uses of all areas: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;

- a cross section through the **building** or **structure** illustrating foundations, drainage, ceiling heights and construction systems;
- elevations of all sides of the **building** or **structure** showing finish details, roof slopes, windows, doors, and finished grade;
- cross section details drawn at an appropriate scale and at sufficient locations to illustrate that the **building** or **structure** substantially conforms to the **Building Code**.

11. Supply of Water & Sewer Application (attached).

12. Payment of the appropriate permit processing and permit fees. (According to the Village of Sayward Fees and Charges Bylaw).

13. Payment of \$1,500.00 damage deposit.

14. Evidence of compliance with the Homeowner Protection Act if the building will include residential occupancy unless exempted under sections 20 (1) or 30 (1) of the Homeowner Protection Act.

Contact Home Warranty Program

Homeowner Protection Office

2270-1055 West Georgia Street

PO Box 11132 Royal Centre

Vancouver BC V6E 3P3

Phone: 604-646-7050 Fax: 604-646-7051

Toll Free 1-800-407-7757 Email: [hpo@hpo.bc.ca](mailto:hpo@hpo.bc.ca)

Website: [hpo.bc.ca](http://hpo.bc.ca)

Before an Occupancy Permit is Issued\*:

15. The owner must make application for an Occupancy Permit.

16. Schedule C-A - Assurance of Coordination of Professional Field Review (attached).

17. Schedule C-B - Assurance of Professional Field Review and Compliance (attached).

**ADDITIONAL REQUIREMENTS\***

**1. Moved or Relocated Buildings or Structures:**

a) When an existing **building** or **structure** is moved or relocated, the **building** or **structure** shall be certified, prior to placement on the site, as complying with sections 9.4 and 9.23 of Part 9 or Part 4 of the **Building Code**.

b) When a **building** that includes, or will include, a **residential occupancy**, is moved or relocated, the **building** shall conform to this Bylaw and to sections 9.8, 9.9, 9.10, 9.31, 9.32.4.1 (5) – (7), 9.33.5.2 (1)(b), and 9.34.1.1 of Part 9 of the **Building Code**.

**2. Modular Homes, Mobile Homes and Park Model Trailers:**

a) Factory built housing and components shall be certified, prior to placement on the site, as complying with *Canadian Standards Association Standard*;

CAN/CSA-A277 "Procedures for Certification of Factory Built Housing;"

CAN/CSA-Z240 MH "Mobile Homes;"

CAN/CSA-Z241 "Park Model Trailer."

b) Factory built housing and components that are not certified, prior to placement on the site, shall conform to this Bylaw and to sections 9.8, 9.9, 9.10.18, 9.31, 9.32.4.1 (5) – (7), 9.33.5.2 (1)(b), and 9.34.1.1 of Part 9 of the **Building Code**.

c) Foundation and anchorage design with respect to modular homes, mobile homes and park model trailers shall be prepared by a **registered professional** in accordance with section 4.2 of Part 4 of the **Building Code** or *Canadian Standards Association Standard, CSA Z240.10.1, "Site Preparation, Foundation, and Anchorage of Mobile Home"*, accompanied by letters of assurance in the form of Schedule B as referred to in section 2.6 of Part 2 of the **Building Code**, signed by the **registered professional**.

\* Every project is unique and will have its own requirements in the Building Permit approval process and therefore may require modifications in the generic approval process outlined above.



# Village of Sayward

## BUILDING PERMIT APPLICATION

I hereby apply under the provisions of the Village of Sayward Bylaws to construct or modify the following building or structure:

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

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

Current Zoning: \_\_\_\_\_

Current Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Type of Construction: Demolition ☐ Addition ☐ Alteration ☐ New Construction ☐ Other \_\_\_\_\_

No. of Stories \_\_\_\_\_ Total Floor Area \_\_\_\_\_ Building Footprint Area \_\_\_\_\_

### Description of Proposed Work:

Total Construction Value (includes value of all materials and services) \$ \_\_\_\_\_

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

Phone \_\_\_\_\_

Coordinating Registered Professional \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Sayward Village Office, 652 H'Kusam Way, PO Box 29, Sayward, BC, V0P 1R0  
Phone: 250-282-5512 Fax: 250-282-5511 e-mail: [village@saywardvalley.ca](mailto:village@saywardvalley.ca)

I agree to conform to all applicable requirements of the Village of Sayward bylaws and all other applicable statutes in force in the Village of Sayward. I further agree to indemnify and keep harmless the Village of Sayward against all claims, liabilities, judgements, costs and expenses of whatsoever kind which may accrue against the Village in consequence of, and incidental to, the granting of this permit, if issued.

Furthermore, I agree to submit all documentation requested by the Village of Sayward in support of this application.

Furthermore, I being the owner ☐ or duly authorize agent ☐ for the above property, hereby consent to this application.

Applicant: \_\_\_\_\_ Address \_\_\_\_\_  
(Please Print)

City \_\_\_\_\_ Postal Code \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_

Coordinating Registered Professional \_\_\_\_\_  
(Please Print)

Signature \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**OFFICE USE ONLY:**

Permit No. \_\_\_\_\_ Permit Processing Fee \_\_\_\_\_

Construction Value \_\_\_\_\_ Permit Fee \_\_\_\_\_

FOLIO NUMBER \_\_\_\_\_ TOTAL \_\_\_\_\_

PAID: RECEIPT No. \_\_\_\_\_

DATE: \_\_\_\_\_

PAYMENT OF DAMAGE DEPOSIT (\$1500.00) RECEIPT NO. \_\_\_\_\_

DATE \_\_\_\_\_



## Village of Sayward

### AGENT AUTHORIZATION FORM

I/We, \_\_\_\_\_ (List of ALL Owners) Address  
(owner): \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

Own the land described below and confirm the appointment of:

Agent's Name: \_\_\_\_\_ Address:  
\_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

As agent with respect to the \_\_\_\_\_ (permit application type)  
regarding:

Civic Address: \_\_\_\_\_ PID: \_\_\_\_\_ Folio: \_\_\_\_\_

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

It is understood that:

1. The Village of Sayward shall deal with exclusively with the above noted agent with respect to all matters pertaining to the application mentioned above and is under no obligation to communicate with the owner(s) or any other person;
2. The above-noted agent has authority to make all necessary arrangements with the Village of Sayward to perform all matters and to take all necessary proceedings with respect to the application mentioned above; and
3. A written letter is required from the Owner to cancel this appointment.

Further, I hereby agree that all information, including personal information, contained on this document and on the application mention above may be made available to the public.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Print Name of Owner

\_\_\_\_\_  
Print Name of Witness

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



## Village of Sayward

### **OWNER'S ACKNOWLEDGMENT OF RESPONSIBILITY AND UNDERTAKINGS**

- Notes: 1. This letter must be submitted along with the application for permit under the Village of Sayward Building Bylaw No. 334.
2. In this letter the words in italics have the same meaning as in the British Columbia Building Code.

To: Chief Administrative Officer  
Village of Sayward  
Box 29  
Sayward, BC V0P 1R0

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

Dear Sir or Madam:

Re: \_\_\_\_\_  
Name of Project (Print)

\_\_\_\_\_  
Address of Project (Print)

\_\_\_\_\_  
Legal Description of Project (Print)

The undersigned hereby acknowledges that:

- a) Neither the issuance of a permit under the Building Bylaw, the review and acceptance of the design, drawings, plans or specifications, nor inspections made by or on behalf of the Village, shall constitute a representation or warranty that the Building Code or the Building Bylaw have been complied with or the *building* or *structure* meets any standard of materials or workmanship, and no person shall rely on any of those acts as establishing compliance with the Building Code, the Building Bylaw or other applicable enactments respecting safety or any standard of construction.
- b) The *owner* (and where the *owner* is acting through a representative, the representative) has the full and sole responsibility to carry out the work in respect of which the permit was issued in full compliance with the Building Code, the Building Bylaw, and or other applicable enactments respecting safety.
- c) The Village will rely solely on *field reviews* undertaken by the *registered professionals* and the letters of assurance submitted pursuant to section 20 of the Building Bylaw as assurance that the construction substantially conforms to the design and that the construction substantially complies with the Building Code, the Building Bylaw, and other applicable enactments respecting safety in circumstances where letters of assurance have been required in accordance with sections 9.1.10, 9.1.11, 10.1, 18.1, 18.2 and 20.1 of the Building Bylaw.

- d) I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a permit by the Village and in respect of the execution of this acknowledgement.

I certify that I am the *owner* as defined in the British Columbia Building Code.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address (Print)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Phone

(If the *owner* is a firm or corporation, complete the following.)

I am a member of the corporation

\_\_\_\_\_  
Name of Firm or Corporation (Print)

\_\_\_\_\_  
Title of Signing Officer (Print)  
and I sign this letter on behalf of the firm or corporation.

(Affix CORPORATE SEAL here)

Note: The above letter must be signed by the *owner*. The British Columbia Building Code defines *owner* to mean

- a) any person, firm or corporation controlling the property under consideration during that period of application of section 1.1.2.1 of the British Columbia Building Code.



## Village of Sayward

### ASSURANCE OF PROFESSIONAL LIABILITY INSURANCE

- Notes: 1. This letter must be submitted along with the application for permit in circumstances where letters of assurance have been required in accordance with Village of Sayward Building Bylaw No. 334 .
2. In this letter the words in italics have the same meaning as in the British Columbia Building Code.

To: Village of Sayward  
Box 29  
Sayward, BC V0P 1R0

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

Dear Sir or Madam:

Re: \_\_\_\_\_  
Name of Project (Print)

\_\_\_\_\_  
Address of Project (Print)

\_\_\_\_\_  
Legal Description of Project (Print)

The undersigned hereby certifies that::

- a) I have fulfilled my obligation to obtain a subsisting policy of professional liability or errors and omissions insurance as prescribed in the Village of Sayward Building Bylaw No. 334.
- b) I have enclosed a copy of my certificate of insurance indicating the particulars of such coverage.
- c) I am a *registered professional* as defined by section 1.1.3.2 of the British Columbia Building Code.
- d) I will notify the Village immediately if this insurance coverage is reduced or terminated at any time during construction of the above project.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address (Print)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Phone

(Affix PROFESSIONAL SEAL here)

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

I am a member of the firm

\_\_\_\_\_  
Name of Firm (Print)

and I sign this letter on behalf of the firm.

Note: The above letter must be signed by a *registered professional*. The British Columbia Building Code defines a *registered professional* to mean

- (a) a person who is registered or licensed to practice as an architect under the Architects Act, or
- (b) a person who is registered or licensed to practice as a professional engineer under the Engineers and Geoscientists Act.

# BRITISH COLUMBIA BUILDING CODE 2018

## SCHEDULE A

Forming Part of Sentence 2.2.7.2.(1), Division C of the  
British Columbia Building Code

Building Permit Number  
(for authority having jurisdiction's use)

### CONFIRMATION OF COMMITMENT BY OWNER AND COORDINATING REGISTERED PROFESSIONAL

- Notes: (i) This letter must be submitted before issuance of a *building* permit.  
(ii) This letter is endorsed by: Architectural Institute of BC, Association of Professional Engineers and Geoscientists of the Province of BC, Building Officials' Association of BC, and Union of BC Municipalities.  
(iii) In this letter the words in italics have the same meaning as in the British Columbia Building Code.

Re: Design and *Field Review* of Construction  
by a *Coordinating Registered Professional*

To: The *authority having jurisdiction*

\_\_\_\_\_  
Name of Jurisdiction (Print)

Re: \_\_\_\_\_  
Name of Project (Print)

\_\_\_\_\_  
Address of Project (Print)

\_\_\_\_\_  
(Professional's Seal and Signature)

\_\_\_\_\_  
Date

The undersigned has retained \_\_\_\_\_ as a *coordinating registered professional* to coordinate the design work and *field reviews* of the *registered professionals of record*<sup>1</sup> for this project. The *coordinating registered professional* shall coordinate the design work and *field reviews* of the *registered professionals of record* required for the project in order to ascertain that the design will substantially comply with the British Columbia Building Code and other applicable enactments respecting safety and that the construction of the project will substantially comply with the British Columbia Building Code and other applicable enactments respecting safety, not including the construction safety aspects.

"*field reviews*" are defined in the British Columbia Building Code to mean those reviews of the work

- (a) at a project site of a development to which a *building* permit relates, and
- (b) where applicable, at fabrication locations where *building* components are fabricated for use at the project site

that a *registered professional of record* in his or her professional discretion considers necessary to ascertain whether the work substantially complies in all material respects with the plans and supporting documents prepared by the *registered professional of record* for which the *building* permit is issued.

The owner and the *coordinating registered professional* have read Subsection 2.2.7., Division C of the British Columbia Building Code. The owner and the *coordinating registered professional* each acknowledge their responsibility to notify the addressee of this letter of the date the *coordinating registered professional* ceases to be retained by the owner before the date the *coordinating registered professional* ceases to be retained or, if that is not possible, then as soon as possible. The *coordinating registered professional* acknowledges the responsibility to notify the addressee of this letter of the date a *registered professional of record* ceases to be retained before the date the *registered professional of record* ceases to be retained or, if that is not possible, then as soon as possible.

<sup>1</sup>It is the responsibility of the *coordinating registered professional* to ascertain which *registered professionals of record* are required, and to initial each Schedule B.

# BRITISH COLUMBIA BUILDING CODE 2018

## Schedule A - Continued

Building Permit Number  
(for authority having jurisdiction's use)

Project Address

The owner and the *coordinating registered professional* understand that where the *coordinating registered professional* or a *registered professional of record* ceases to be retained at any time during construction, work on the above project will cease until such time as

- (a) a new *coordinating registered professional* or *registered professional of record*, as the case may be, is retained, and
- (b) a new letter in the form set out in Schedule A or in the form set out in Schedule B, as the case may be, is filed with the authority having jurisdiction.

The undersigned *coordinating registered professional* certifies that he or she is a *registered professional* as defined in the British Columbia Building Code, and agrees to coordinate the design work and *field reviews* of the *registered professionals of record* required for the project as outlined in each attached Schedule B including coordination and integration of functional testing of fire protection and life safety systems. (See A-2.2.7.3. in Appendix A of Division C.)

### Coordinating Registered Professional

### Owner

Coordinating Registered Professional's Name (Print)

Owner's Name (Print)

Address (Print)

Address (Print)

Address (Print) (continued)

Address (Print) (continued)

Phone Number

Name of Agent of Signing Officer if Applicable (Print)

Date

(Professional's Seal and Signature)

Owner's or Owner's appointed agent's Signature. (If owner is a corporation the signature of a signing officer must be given here. If the signature is that of the agent, a copy of the document that appoints the agent must be attached.)

Date

(If the *Coordinating Registered Professional* is a member of a firm, complete the following.)

I am a member of the firm \_\_\_\_\_  
and I sign this letter on behalf of the firm. (Print name of firm)

This letter must be signed by the owner or the owner's appointed agent and by the *coordinating registered professional*. An agent's letter of appointment must be attached. If the owner is a corporation, the letter must be signed by a signing officer of the corporation and the signing officer must set forth his or her position in the corporation.

The British Columbia Building Code defines a *registered professional* to mean

- (a) a person who is registered or licensed to practise as an architect under the Architects Act, or
- (b) a person who is registered or licensed to practise as a professional engineer under the Engineers and Geoscientists Act.

# BRITISH COLUMBIA BUILDING CODE 2018

## SCHEDULE B

Forming Part of Subsection 2.2.7., Division C of the  
British Columbia Building Code

Building Permit Number  
(for authority having jurisdiction's use)

### ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW

- Notes: (i) This letter must be submitted prior to the commencement of construction activities of the components identified below. A separate letter must be submitted by each *registered professional of record*.  
(ii) This letter is endorsed by: Architectural Institute of BC, Association of Professional Engineers and Geoscientists of the Province of BC, Building Officials' Association of BC, and Union of BC Municipalities.  
(iii) In this letter the words in italics have the same meaning as in the British Columbia Building Code.

To: The *authority having jurisdiction*

\_\_\_\_\_  
Name of Jurisdiction (Print)

Re: \_\_\_\_\_  
Name of Project (Print)

\_\_\_\_\_  
Address of Project (Print)

The undersigned hereby gives assurance that the design of the  
(Initial those of the items listed below that apply to this *registered professional of record*. All the disciplines will not necessarily be employed on every project.)

\_\_\_\_\_ **ARCHITECTURAL**  
\_\_\_\_\_ **STRUCTURAL**  
\_\_\_\_\_ **MECHANICAL**  
\_\_\_\_\_ **PLUMBING**  
\_\_\_\_\_ **FIRE SUPPRESSION SYSTEMS**  
\_\_\_\_\_ **ELECTRICAL**  
\_\_\_\_\_ **GEOTECHNICAL — temporary**  
\_\_\_\_\_ **GEOTECHNICAL — permanent**

\_\_\_\_\_  
(Professional's Seal and Signature)

\_\_\_\_\_  
Date

components of the plans and supporting documents prepared by this *registered professional of record* in support of the application for the *building* permit as outlined below substantially comply with the British Columbia Building Code and other applicable enactments respecting safety except for construction safety aspects.

The undersigned hereby undertakes to be responsible for *field reviews* of the above referenced components during construction, as indicated on the "SUMMARY OF DESIGN AND FIELD REVIEW REQUIREMENTS" below.

\_\_\_\_\_  
CRP's Initials

# BRITISH COLUMBIA BUILDING CODE 2018

## Schedule B - Continued

\_\_\_\_\_  
Building Permit Number  
(for authority having jurisdiction's use)

\_\_\_\_\_  
Project Address

\_\_\_\_\_  
Discipline

The undersigned also undertakes to notify the *authority having jurisdiction* in writing as soon as possible if the undersigned's contract for *field review* is terminated at any time during construction.

I certify that I am a *registered professional* as defined in the British Columbia Building Code.

\_\_\_\_\_  
Registered Professional of Record's Name (Print)

\_\_\_\_\_  
Address (Print)

\_\_\_\_\_  
Address (Print) (continued)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
(Professional's Seal and Signature)

\_\_\_\_\_  
Date

(If the *Registered Professional of Record* is a member of a firm, complete the following.)

I am a member of the firm \_\_\_\_\_  
and I sign this letter on behalf of the firm. (Print name of firm)

Note: The above letter must be signed by a *registered professional of record*, who is a *registered professional*. The British Columbia Building Code defines a *registered professional* to mean

- (a) a person who is registered or licensed to practise as an architect under the Architects Act, or
- (b) a person who is registered or licensed to practise as a professional engineer under the Engineers and Geoscientists Act.

\_\_\_\_\_  
CRP's Initials

# BRITISH COLUMBIA BUILDING CODE 2018

Schedule B - *Continued*

Building Permit Number  
(for authority having jurisdiction's use)

Project Address

Discipline

## SUMMARY OF DESIGN AND FIELD REVIEW REQUIREMENTS

(Initial applicable discipline below and cross out and initial only those items not applicable to the project.)

### ARCHITECTURAL

- 1.1 Fire resisting assemblies
- 1.2 *Fire separations* and their continuity
- 1.3 *Closures*, including tightness and operation
- 1.4 Egress systems, including *access to exit* within *suites* and *floor areas*
- 1.5 Performance and physical safety features (guardrails, handrails, etc.)
- 1.6 Structural capacity of architectural components, including anchorage and seismic restraint
- 1.7 Sound control
- 1.8 Landscaping, screening and site grading
- 1.9 Provisions for firefighting access
- 1.10 Access requirements for *persons with disabilities*
- 1.11 Elevating devices
- 1.12 Functional testing of architecturally related fire emergency systems and devices
- 1.13 Development Permit and conditions therein
- 1.14 Interior signage, including acceptable materials, dimensions and locations
- 1.15 Review of all applicable shop drawings
- 1.16 Interior and exterior finishes
- 1.17 Dampproofing and/or waterproofing of walls and slabs below *grade*
- 1.18 Roofing and flashings
- 1.19 Wall cladding systems
- 1.20 Condensation control and cavity ventilation
- 1.21 Exterior glazing
- 1.22 Integration of building envelope components
- 1.23 Environmental separation requirements (Part 5)
- 1.24 Building envelope, Part 10 – ASHRAE, NECB or Energy Step Code requirements
- 1.25 Building envelope, testing, confirmation or both as per Part 10 requirements

(Professional's Seal and Signature)

Date

### STRUCTURAL

- 2.1 Structural capacity of structural components of the *building*, including anchorage and seismic restraint
- 2.2 Structural aspects of *deep foundations*
- 2.3 Review of all applicable shop drawings
- 2.4 Structural aspects of unbonded post-tensioned concrete design and construction

### MECHANICAL

- 3.1 HVAC systems and devices, including high *building* requirements where applicable
- 3.2 *Fire dampers* at required *fire separations*
- 3.3 Continuity of *fire separations* at HVAC penetrations
- 3.4 Functional testing of mechanically related fire emergency systems and devices
- 3.5 Maintenance manuals for mechanical systems
- 3.6 Structural capacity of mechanical components, including anchorage and seismic restraint
- 3.7 Review of all applicable shop drawings
- 3.8 Mechanical systems, Part 10 – ASHRAE, NECB or Energy Step Code requirements
- 3.9 Mechanical systems, testing, confirmation or both as per Part 10 requirements

CRP's Initials

# BRITISH COLUMBIA BUILDING CODE 2018

## Schedule B - Continued

Building Permit Number  
(for authority having jurisdiction's use)

Project Address

Discipline

### PLUMBING

- 4.1 Roof *drainage systems*
- 4.2 Site and foundation *drainage systems*
- 4.3 *Plumbing systems* and devices
- 4.4 Continuity of *fire separations* at plumbing penetrations
- 4.5 Functional testing of plumbing related fire emergency systems and devices
- 4.6 Maintenance manuals for *plumbing systems*
- 4.7 Structural capacity of plumbing components, including anchorage and seismic restraint
- 4.8 Review of all applicable shop drawings
- 4.9 Plumbing systems, Part 10 – ASHRAE, NECB or Energy Step Code requirements
- 4.10 Plumbing systems, testing, confirmation or both as per Part 10 requirements

### FIRE SUPPRESSION SYSTEMS

- 5.1 Suppression system classification for type of *occupancy*
- 5.2 Design coverage, including concealed or special areas
- 5.3 Compatibility and location of electrical supervision, ancillary alarm and control devices
- 5.4 Evaluation of the capacity of city (municipal) water supply versus system demands and domestic demand, including pumping devices where necessary
- 5.5 Qualification of welder, quality of welds and material
- 5.6 Review of all applicable shop drawings
- 5.7 Acceptance testing for "Contractor's Material and Test Certificate" as per NFPA Standards
- 5.8 Maintenance program and manual for suppression systems
- 5.9 Structural capacity of sprinkler components, including anchorage and seismic restraint
- 5.10 For partial systems — confirm sprinklers are installed in all areas where required
- 5.11 Fire Department connections and hydrant locations
- 5.12 Fire hose standpipes
- 5.13 Freeze protection measures for fire suppression systems
- 5.14 Functional testing of fire suppression systems and devices

### ELECTRICAL

- 6.1 Electrical systems and devices, including high building requirements where applicable
- 6.2 Continuity of *fire separations* at electrical penetrations
- 6.3 Functional testing of electrical related fire emergency systems and devices
- 6.4 Electrical systems and devices maintenance manuals
- 6.5 Structural capacity of electrical components, including anchorage and seismic restraint
- 6.6 Clearances from *buildings* of all electrical utility equipment
- 6.7 Fire protection of wiring for emergency systems
- 6.8 Review of all applicable shop drawings
- 6.9 Electrical systems, Part 10 – ASHRAE, NECB or Energy Step Code requirements
- 6.10 Electrical systems, testing, confirmation or both as per Part 10 requirements

### GEOTECHNICAL — Temporary

- 7.1 *Excavation*
- 7.2 Shoring
- 7.3 Underpinning
- 7.4 Temporary construction dewatering

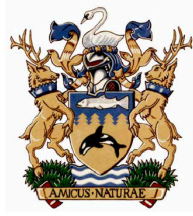
### GEOTECHNICAL — Permanent

- 8.1 Bearing capacity of the *soil*
- 8.2 Geotechnical aspects of deep *foundations*
- 8.3 Compaction of engineered fill
- 8.4 Structural considerations of *soil*, including slope stability and seismic loading
- 8.5 Backfill
- 8.6 Permanent dewatering
- 8.7 Permanent underpinning

(Professional's Seal and Signature)

Date

CRP's Initials



## Village of Sayward

### APPLICATION FOR THE SUPPLY OF WATER & SEWER

I/we \_\_\_\_\_

owner/agent of owner, hereby make application for the supply of water and sewer to:

FOLIO # \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and agree to abide by the terms and conditions as established by Water Regulation Bylaw No. 391, 2011, Sanitary Sewer System Bylaw No. 351, 2005 and Fees and Charges Bylaw No. 445, 2019 and amendments thereto, regulating the supply and use of the water and sewer utilities of the municipality.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_, at Sayward, B. C.

\_\_\_\_\_  
Signature of owner or agent

#### ITEM

#### CONNECTION CHARGES

SEWER	\$300.00
WATER	\$700.00

# BRITISH COLUMBIA BUILDING CODE 2018

## SCHEDULE C-A

Forming Part of Subsection 2.2.7., Division C of the  
British Columbia Building Code

Building Permit Number  
(for authority having jurisdiction's use)

### ASSURANCE OF COORDINATION OF PROFESSIONAL FIELD REVIEW

- Notes: (i) This letter must be submitted after completion of the project but before the *occupancy* permit is issued, or a final inspection is made, by the *authority having jurisdiction*.
- (ii) This letter is endorsed by: Architectural Institute of BC, Association of Professional Engineers and Geoscientists of the Province of BC, Building Officials' Association of BC, and Union of BC Municipalities.
- (iii) In this letter the words in italics have the same meaning as in the British Columbia Building Code.

To: The *authority having jurisdiction*

Name of Jurisdiction (Print)

Re:

Name of Project (Print)

Address of Project (Print)

(The *coordinating registered professional* shall complete the following:)

Name (Print)

Address (Print)

Address (Print) (continued)

Phone Number

(Professional's Seal and Signature)

Date

I hereby give assurance that

- (a) I have fulfilled my obligations for coordination of *field reviews* of the *registered professionals of record* required for the project as outlined in Subsection 2.2.7., Division C of the British Columbia Building Code and in the previously submitted Schedule A, "CONFIRMATION OF COMMITMENT BY OWNER AND BY COORDINATING REGISTERED PROFESSIONAL,"
- (b) I have coordinated the functional testing of the fire protection and life safety systems to ascertain that they substantially comply in all material respects with
- (i) the applicable requirements of the British Columbia Building Code and other applicable enactments respecting safety, not including construction safety aspects, and
- (ii) the plans and supporting documents submitted in support of the application for the *building* permit,
- (c) I have coordinated the *field reviews* to ascertain that the project substantially complies in all material respects with
- (i) the applicable requirements of Part 10, and
- (ii) the plans and supporting documents submitted in support of the application for the *building* permit,
- (d) I am a *registered professional* as defined in the British Columbia Building Code.

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

I am a member of the firm

and I sign this letter on behalf of the firm.

(Print name of firm)

Note: The above letter must be signed by a *coordinating registered professional*, who is also a *registered professional*. The British Columbia Building Code defines a *registered professional* to mean

- (a) a person who is registered or licensed to practise as an architect under the Architects Act, or
- (b) a person who is registered or licensed to practise as a professional engineer under the Engineers and Geoscientists Act.

# BRITISH COLUMBIA BUILDING CODE 2018

## SCHEDULE C-B

Forming Part of Subsection 2.2.7., Division C of the  
British Columbia Building Code

Building Permit Number  
(for authority having jurisdiction's use)

### ASSURANCE OF PROFESSIONAL FIELD REVIEW AND COMPLIANCE

- Notes: (i) This letter must be submitted after completion of the project but prior to final inspection by the *authority having jurisdiction*. A separate letter must be submitted by each *registered professional of record*.  
(ii) This letter is endorsed by: Architectural Institute of BC, Association of Professional Engineers and Geoscientists of the Province of BC, Building Officials' Association of BC, and Union of BC. Municipalities.  
(iii) In this letter the words in italics have the same meaning as in the British Columbia Building Code.

To: The *authority having jurisdiction*

Name of Jurisdiction (Print)

Re:

Discipline (e.g. Architectural, etc.) (Print)

Name of Project (Print)

Address of Project (Print)

(Each *registered professional of record* shall complete the following:)

Name (Print)

Address (Print)

Address (Print) (continued)

Phone Number

(Professional's Seal and Signature)

Date

I hereby give assurance that

- (a) I have fulfilled my obligations for *field review* as outlined in Subsection 2.2.7., Division C of the British Columbia Building Code and in the previously submitted Schedule B, "ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW," and  
(b) those components of the project opposite my initials in Schedule B substantially comply in all material respects with  
(i) the applicable requirements of the British Columbia Building Code and other applicable enactments respecting safety, not including construction safety aspects, and  
(ii) the plans and supporting documents submitted in support of the application for the *building permit*,  
(c) I am a *registered professional of record* as defined in the British Columbia Building Code.

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

I am a member of the firm \_\_\_\_\_  
and I sign this letter on behalf of the firm.

(Print name of firm)

Note: The above letter must be signed by a *registered professional of record*, who is a *registered professional*. The British Columbia Building Code defines a *registered professional* to mean

- (a) a person who is registered or licensed to practise as an architect under the Architects Act, or  
(b) a person who is registered or licensed to practise as a professional engineer under the Engineers and Geoscientists Act.

CRP's Initials