



DISTRICT OF COLDSTREAM
 9901 KALAMALKA ROAD, COLDSTREAM, BC V1B 1L6
 Phone 250-550-1510 Fax 250-545-4733
 Email: info@coldstream.ca Website: www.coldstream.ca
 24 Hour Inspection Voicemail: (250)550-1515

BUILDING PERMIT APPLICATION PACKAGE

***MUST BE FILLED OUT or APPLICATION may be rejected ***

Date of Application:		Permit #:		Roll #:	
Project Address:				Zoning:	
Legal Description:				*Area (sq ft):	
*Proposed Use:			*Water Source: Yes I No Municipal / Well / Other		
			*Construction Value: \$		
OWNER	Name:			Phone:	
	Address:			Cell:	
	Postal Code:				
	Email address:				
CONTRACTOR	Name:			Phone:	
	Address:			Cell:	
	Postal Code:				
	Email address:				
					Contact:
* Proposed Use - Description Samples:					
Accessory Building	Detached Garage	Industrial Building	Renovation - Garage	Swimming Pool	
Addition - SFD	Detached shop	Manuf Home Install	Renovation - SFD	Temp Modular Container	
Attached Garage	Duplex	Mobile Home Install	Retaining Wall	Utility Building	
Deck Addition	Foundation Only	Multi-Family Dwelling	Single Family Dwelling	Wood Stove Install	
Demolition / Moving	Interior Renovation	PreFab Building Install	SFD with Suite		
OFFICE USE ONLY					
FEES PAID: Non-refundable Application fee:		Construction Value less than \$5,000:		\$ 50.00 <input type="checkbox"/>	
		Construction Value between \$5,001 -\$250,000:		\$100.00 <input type="checkbox"/>	
		Construction Value over \$250,001:		\$150.00 <input type="checkbox"/>	
				\$	
RECEIPT #			TOTAL FEES PAID: \$ _____		
<small>The Personal Information on this form is collected in accordance with Section 26 of the Freedom of Information and Protection of Privacy Act, RSBC 1996. Any questions regarding this collection should be directed to the Director of Development Services at: 9901 Kalamalka Road, Coldstream, B.C. V1B 1L6, (250)-545-5304</small>					

The following Checklist must be completed and submitted with your Building Permit Application.

Signed by: _____

Date Submitted: _____

BUILDING PERMIT APPLICATION CHECKLIST - FOR A DWELLING

✓	DOCUMENT	DESCRIPTION
<input type="checkbox"/>	Application	Completely filled out (Must include Construction Value, Zoning, Square Footage) dated and signed by the Registered Property Owner [where indicated]
<input type="checkbox"/>	Application fee	\$150.00 cheque, cash or debit (or through District of Coldstream website Option Pay- credit card with third party fees) system
<input type="checkbox"/>	Current Title Search	At application (within 30 days)
<input type="checkbox"/>	Survey / Site Plan	At application - Can be included with Drawings
<input type="checkbox"/>	Drawings x 2 sets	At application & electronic emailed. Minimum size 18" x 24" or larger
<input type="checkbox"/>	Energy Report	At application
<input type="checkbox"/>	HPO (New Home Registration)	At Application if possible (BC Housing can take time)
<input type="checkbox"/>	Schedule B Structural Stamped by Engineer	At Application if available or later as requested by the RBO (Registered Building Official). Must include Report of Professional Insurance form and Insurance.
<input type="checkbox"/>	Schedule B Geotechnical Stamped by Engineer	At Application if available or later as requested by the RBO (Registered Building Official). Must include Report of Professional Insurance form and Insurance.
<input type="checkbox"/>	Truss docs	At application or later in the process as requested by the RBO
<input type="checkbox"/>	Letter of Certificate for Septic	If required for septic systems

*These documents can also be received electronically by email along with the Application fee. Other documents relating to development permits, schedules, field reports, riparian reports, etc. may come in throughout the application and permit issuance process.

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BP APPLICATION INFORMATION GUIDE

This Guide is a brief summary of documentation required to submit under the Building Bylaw No. 1758, 2021 for non-complex building permit applications. It is not intended to replace the detailed requirements in the Bylaw.

DOCUMENTS REQUIRED AT APPLICATION:

1. **Title Search of the Property-** A current title search is required (within 30 days of Application submission date). Any covenants, easements, or other charges on the title that may impact the proposed construction are to be investigated by the applicant, and copies of such documents are to be submitted to the District. The homeowner is solely responsible to investigate and bring to the District's attention any charges on the title to the lands that in any way restricts construction on or use of the lands. Please contact www.ltsa.ca or call 1.877.577.5872.
2. **Design/Plan Drawings – Two (2) sets** of scale drawings (no smaller than 11" x 17") that provide all information necessary to perform the work in compliance with the Bylaw. Drawings of the proposed building, renovations, alterations, additions, etc. must show all aspects of the works, including floor plans of all floors, cross-sections, elevations, large-scale details, etc. **DIGITAL PLANS** (if available) may be submitted to building@coldstream.ca.
3. **A site plan with measurements or alternatively, a Survey Certificate prepared by a BC Land Surveyor** showing the location of all existing and proposed improvements on the land as well as boundaries of adjacent water bodies, the elevation of the ground levels, proposed floor elevations in relation to adjoining streets and sewers, septic system location (if not connected to community sewer).
4. **Manufactured structural components** such as wood roof trusses, proprietary wood-joint systems, beams and columns, etc.
 - a. Any works fall outside the prescriptive requirements of Part 9 of the *BC Building Code*, must be designed and the work supervised by a registered professional. Sealed design drawings and **Schedules B-1 and B-2** of the *BC Building Code* are to be submitted. The Building Official may request these at any time.
5. **Property owners are responsible for any damage to public works** that occurs as a result of the building permit. The owner is to inspect the public works adjoining the property and submit a completed form entitled "**Damage to Municipal Works Agreement**", which is included in this Building Permit Application Package.
6. **CONSTRUCTION OF DWELLINGS FOR OCCUPANCY:**
 - a. Must include Proof of registration with **Homeowner Protection Officer** (either Warranty provided by Registered Builder or Owner/Builder registration). Please contact: BC Housing Licensing & Consumer Services Tel: 1.604.646.7050, www.bchousing.org/licensing-consumer-services.
 - b. **Design of both on-site and off-site municipal works** as required by Subdivision and Development Servicing Bylaw No. 1535. [To be determined by Planning/Engineering i.e. drainage deficiencies, development cost charges, etc.]
 - c. **Schedule B** for Structural and/or **Schedule B** for Geotechnical if any works fall outside the prescriptive requirements of Part 9 of the *BC Building Code*. The Building Official may request these at any time.



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OWNERS APPOINTMENT OF AN AGENT

PLEASE PRINT CLEARLY

SUBJECT PROPERTY ADDRESS:
Legal Description:

REGISTERED PROPERTY OWNER	NAME:	Phone:
	ADDRESS:	Email:
	POSTAL CODE:	
OWNER'S AGENT	CONTACT NAME:	Phone:
	COMPANY:	Email:
	ADDRESS:	
	POSTAL CODE:	

I am the registered owner of the above-described property and hereby authorize the above noted agent to act on my behalf and to receive information regarding the following property:

Civic Address: _____

Building Permit No. 2024- _____ Roll No. _____
[building clerk to assign permit no]

Date Signed

Print: _____
Registered Owner's Name

Signature: _____
Registered Owner's Name

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Updated Dec 2023



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CONSTRUCTION DEPOSIT RETURN AUTHORIZATION

Building Permit # _____ Roll # _____

Civic Address _____ Permit Type _____

Upon final inspection, I authorize the \$1,200 Permit Deposit Charge (or portion thereof) to be **refunded to**:

Name: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Email: _____

Property Owner Signature or Contractor Signature

Date Signed

Final Occupancy Inspection was completed on: _____
Date

OFFICE USE ONLY

I authorize release of the following charges:

Building Official or
Director of Infrastructure Services

Date

☐ Full \$1,200 Permit Deposit Charge

☐ or Partial Amount \$ _____

Comments:

T5 Yes / No

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DAMAGE TO MUNICIPAL WORKS AGREEMENT

This Agreement between the District of Coldstream Public Works Department and the
Property Owner

Property Owner's Name

Please print

Project Address

Legal Description

"Municipal Works" includes but is not limited to sidewalks, curb and gutter, curb stops, streetlights, pavement, public stairs, easements, and rights-of-way.

In accordance with Public Works Policy PW027, every property owner to whom a Building Permit is issued shall be responsible for the cost of repair of any damage to Municipal Works that occurs in the course of work authorized by the Permit and shall commit to this prior to issuance of the Permit by signing this form prescribed by the District of Coldstream. Unpaid costs that have been assessed against an owner to repair damage to Municipal Works shall be applied to property taxes if such works are not repaired or costs not paid upon expiration of this Building Permit.

Prior to the issuance of the Building Permit, the District of Coldstream requires that Permit applicants conduct a detailed inspection of the Municipal Works immediately adjacent to their property. Any deficiencies noted must be reported to the District of Coldstream prior to issuing the Permit. This information can be provided in the form of detailed drawings showing location and extent of damage, digital representation, etc.

The \$1,200 deposit remains attached to the property and will be held until all landscaping and construction have been completed.

If the property changes ownership prior to the landscaping and construction being completed, I, the owner, agree to advise the purchaser that the District of Coldstream is holding a security on the property for damage to Municipal Works until all landscaping and construction are completed and all deficiencies have been rectified.

I hereby acknowledge that I personally inspected the Municipal Works immediately adjacent to the above-noted property and have accurately stated the damage to Municipal Works.

Dated at _____, this _____ day of _____, 20____.

City, Province

Signature of Property Owner



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INFORMATION FOR THE OWNER AND THE CONTRACTOR (RESIDENTIAL/COMMERCIAL CONSTRUCTION)

1. UTILITY LOCATES:

The District will provide utility locates upon request from the Contractor. Locates will be provided within 48 hours of receiving the request during a regular work week and regular working hours, subject to emergencies arising.

2. RESIDENTIAL / COMMERCIAL WATER TURN-ON / TURN-OFF REQUESTS:

NOTE Such requests will be conducted by District staff within 48 hours of receiving the request during a regular work week AND subject to emergencies arising. Requests received on Friday shall be processed the following Monday, subject to any emergencies.

3. UNDERGROUND UTILITIES (CURB STOPS):

All curb stops and other utilities have been inspected by the District during new subdivision approval stage. The Owner will be responsible for all damages and subsequent repairs of the utilities located at the property line.

4. CONSTRUCTION DEPOSIT:

Upon completion of the landscaping and construction, the Building Official will conduct an inspection to determine the extent of damage to municipal works. The Construction Deposit may be refundable after the following have been completed:

- Concrete (curbing and sidewalks):** All concrete, such as curbing and sidewalks fronting the construction lot and adjoining properties, has been inspected by the Owner/Contractor for cracks or other damage during the building permit application stage. It is the responsibility of the Contractor to protect the concrete from damage. If there is any damaged curb or cracked sidewalk, the entire sidewalk panel must be replaced by the Owner/Contractor prior to the Construction Deposit being returned.
- Construction debris:** The Contractor is responsible for removal of all construction debris. Placing construction debris and spoil piles on adjacent properties is not permitted.
- Stockpiling of materials:** The Contractor is responsible for any material left or stockpiled on District rights-of-way and must receive approval in advance from the District. The Contractor is responsible for properly signing and delineating the area and accepts all liability resulting from this placement. The Contractor is responsible for properly cleaning the area once the stockpile is removed. The District does not encourage stockpiling on District rights-of-ways and, if required, will remove materials at the Contractor's expense. The Contractor will ensure that no piles of materials are placed closer than 15 meters to a creek or other water course or 7.5 meters on lake-fronting properties or within 10 meters of a regulatory sign. Please contact other agencies, such as the Ministry of Water, Land and Air Protection, for other regulations.

5. CONSTRUCTION DEPOSIT DEDUCTIONS:

All repairs and/or replacements must be rectified within two (2) months of receipt of a Construction Deposit Return letter outlining all deficiencies. After this time period, the District of Coldstream will initiate repairs. Expenses incurred by the District of Coldstream will be conveyed to the Owner, in writing, and deducted from the deposit.

6. ACCESS:

Only one 7.5 meter wide access is allowed per property. The Director of Infrastructure Services will determine if a culvert is required. If a culvert is deemed necessary, it will be supplied and installed by the Contractor at the Contractor's expense.

7. INSPECTIONS:

All building inspections, including storm, sanitary and water connections, are performed by the Building Official.



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FEES AND CHARGES – BUILDING

EXCERPT

Miscellaneous Fees and Charges Bylaw No. 1760, 2021

DEVELOPMENT AND INFRASTRUCTURE

FEES AND CHARGES

Building

1.1	Building permit application fee (non-refundable)	
	(a) Value of the work \$5,000 or less	\$50.00
	(b) Value of the work over \$5,000 up to \$250,000	\$100.00
	(c) Value of the work \$250,000 and more	\$150.00
1.2	Security Deposit at building permit issuance	\$1,200.00
	(Amendment Bylaw No. 1824, 2023)	
1.3	Building permit fees*	
	(a) The first \$1,000 of value of the work	\$55.00
	(b) Each \$1,000 value of the work or part thereof	
	(i) up to \$500,000	\$12.00
	(ii) from \$500,001 to \$1,000,000	\$11.00
	(iii) exceeding \$1,000,000	\$10.00
	(c) First five (5) plumbing fixtures	\$55.00
	(d) Each additional plumbing fixture	\$12.00
	(e) Building Permits issued in accordance with Section 10.5 of the District of Coldstream Building Bylaw are eligible for a fee reduction as indicated. (Amendment Bylaw No. 1824, 2023)	5% Permit Fee Reduction to a maximum of \$500
1.4	Install a manufactured home	
	(a) on surface foundation	\$230.00
	(b) on a permanent crawlspace or basement foundation	\$230.00 plus value of the foundation work
1.5	Factory-built chimney and fireplace and solid-fuel burning appliance (new or replacement)	\$150.00
1.6	Demolition / moving permit fees	
	(a) Application (non-refundable)	\$50.00
	(b) Demolition / moving permit	\$210.00
1.7	Additional inspections	
	(a) Reinspection fee (non-refundable) where more than one site visit is required for any required inspection	\$100.00
	(b) Special inspection fee (non-refundable) where an inspection is requested to establish the fitness of a building, or structure or plumbing	\$100.00
	(c) After-hours inspection fee (non-refundable)	\$200.00
1.8	Partial refund of refundable fees: where the owner requests a refund, construction has not started, and the permit has not expired	50%
1.9	Remove a "Notice on Title"	\$160.00
1.10	Property status request confirming bylaw compliance or non-compliance with respect to existing buildings	\$75.00

*The building permit fee is doubled, to a maximum of \$10,000.00, if construction commences before a permit is issued.

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REPORT OF PROFESSIONAL INSURANCE

Building Permit No. _____

Roll No. _____

**To be completed by a
REGISTERED PROFESSIONAL ENGINEER or ARCHITECT ONLY.**

PROJECT Described as:
Civic Address:
Legal Description:

Pursuant to the "*District of Coldstream Building Bylaw No. 1758, 2021*" the undersigned hereby gives assurance that:

1. I have fulfilled my obligation to obtain professional liability or errors and omissions insurance as outlined in Section 10.2 of Building Bylaw No. 1758, 2021.
2. I have attached a copy of my Certificate of Insurance indicating the particulars of such coverage.
3. I am a registered professional as defined by Section 1.4.1.2 of the BC Building Code.
4. I will notify the Building Official immediately if this insurance coverage is reduced or terminated at any time during the construction of the above noted project.

NAME OF PROFESSIONAL:	Phone/cell:
COMPANY NAME:	Email:
Address:	Postal Code

Date Signed

Signature



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BUILDING PERMIT APPLICATION TRADES/SUB-TRADES

With reference to the attached Building Permit application to construct a _____ (project)
at _____ (civic address).

I/We understand that all contractors (general/trades/sub-trades) carrying out work within the District of Coldstream are required to hold a valid District of Coldstream Business Licence (as per *Business Licence Bylaw No. 1021*, as amended from time to time) or an Intermunicipal Business Licence (as per *Inter-municipal Business Licence Agreement Authorization Bylaw No. 1396*, as amended from time to time), and advise that the following firms will be contracted to carry out the mentioned trades/sub-trades.

Further, I/we understand that the District may take action against persons who conduct business within the District of Coldstream contrary to the provisions of the *Business Licence Bylaw* and the *Inter-Municipal Business Licence Agreement Authorization Bylaw* (for example, operating without a valid Business Licence). Such action may include, but is not limited to, withholding the issuance of a Building Permit, and/or issuing a Stop Work Order during construction, and/or initiating legal action.

I, _____ PLEASE PRINT NAME declare that the above statement is complete, true and correct, to the best of my knowledge.

Applicant Signature

Date

FOR OFFICE USE

BP # _____

Owner _____

Contractor _____

Paid	Active # Inactive # Not on record
------	---

OWNER BUILDER: yes _____ no _____ or CONTRACTOR BUILDER: yes _____ no _____

General Contractor			
Survey			
Excavation			
Concrete			
Framing			
Roofing			
Windows installer			
Plumbing			
Heating			
Electrical			
Insulation			
Drywall			
Siding/stucco			
Flooring			
Painting			