



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 will be rejected ***

Date of Application:		Permit #:		Roll #:	
Property Address:				Zoning:	
Legal Description:				*Bldg Sq Ft:	
*Proposed Use:			*WATER – Muni ☐ Private/Well ☐ *SEWER – Muni ☐ On Septic ☐		
Includes a SUITE? Yes / No		Suite Sq Ft: [Must be under 968 Sq Ft or 90m2]		*Construction Value: \$	
OWNER	Name:			Phone:	
	Address:			Cell:	
	Postal Code:				
	Email address:				
CONTRACTOR	Name:			Phone:	
	Address:			Cell:	
	Postal Code:				
	Email address:			Contact:	
	Business Licence Yes / No				
	* Proposed Use - Description Samples:				
Accessory Building	Demolition / Moving	Garden Suite	Multi-Family Dwelling	Single Family Dwelling	
Addition - SFD	Detached Garage	Interior Renovation	PreFab Building Install	SFD with Suite	
Attached Garage	Detached Shop	Industrial Building	Renovation - Garage	Swimming Pool	
Carriage House	Duplex	Manuf Home Install	Renovation - SFD	Utility Building	
Deck Addition	Semi Detached Duplex	Mobile Home Install	Retaining Wall	Wood Stove Install	
OFFICE USE ONLY					
APPLICATION FEES PAID: Non-refundable		Construction Value less than \$5,000:		\$ 50.00 ☐	
		Construction Value between \$5,001 -\$250,000:		\$100.00 ☐	
		Construction Value over \$250,001:		\$150.00 ☐	
				\$	
RECEIPT #			TOTAL FEES PAID: \$ _____		



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DECLARATION (If no Agent has been authorized as the applicant, all registered owners must sign this declaration. If more than two individual owners, attach a separate page with additional signatures.)

☐ Additional pages attached.

I confirm that I have applied for a building permit pursuant to *Building Bylaw No. 1758, 2021* (the "bylaw") and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and, in particular, understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation, and the limited extent of the scope of the Bylaw and inspections thereunder.

Print name of Owner/Agent	Signature of Owner/Agent	Date (mm/dd/yyyy)
Print name of Owner/Agent	Signature of Owner/Agent	Date (mm/dd/yyyy)

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APPLICATION DISCLAIMER

Property Address: _____

Legal Description: _____

☒ Checkmark that I have read this Disclaimer

- ☐ This undertaking is given by the undersigned, as the owner of the property described above, with the intention that it be binding on the owner(s) and that the District of Coldstream will rely on same.
- ☐ I acknowledge fully that it is my responsibility whether or not any work to be performed pursuant to the permit applied for is done by me, a contractor, or a registered professional, to ensure compliance with the *BC Building Code* and the Bylaw.
- ☐ I am not in any way relying on the District of Coldstream or its building officials, as defined under the Bylaw, to protect the owner and I will not make any claim alleging any such responsibility or liability on the part of the District of Coldstream or its building officials.
- ☐ I hereby agree to indemnify and save harmless the District of Coldstream and its employees or contractors from all claims, liability, judgments, costs, and expenses of every kind which may result from negligence or from the failure to comply fully with all bylaws, statutes, and regulations relating to any work or undertaking in respect of which this application is made.
- ☐ I acknowledge and confirm that, in addition to the Bylaw and the *BC Building Code*, there may be other applicable municipal, provincial, and federal legislation, regulations, development permit requirements, and approvals that apply to the proposed development or construction within the District of Coldstream, and that it is my sole responsibility to determine and comply with all such requirements.
- ☐ I acknowledge that additional requirements may include, but are not limited to, the *Heritage Conservation Act*, the *Water Sustainability Act*, the *Environmental Management Act*, the *Riparian Areas Protection Act*, applicable provisions of the District of Coldstream Official Community Plan, Zoning Bylaw, and Development Permit Area guidelines, and any approvals or authorizations required by provincial or federal authorities, including those respecting archaeological, environmental, or water-related matters.
- ☐ I acknowledge that the property or proposed work may be subject to the *Heritage Conservation Act*, including requirements related to archaeological sites, heritage sites, or culturally significant features. I understand that it is my responsibility to check whether these requirements apply to my project. This may include contacting the Provincial Archaeology Branch (Archaeology Branch, Ministry of Forests) to confirm whether an Archaeology Permit or other authorization is needed, and to obtain any required permit or approval before and during construction.



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- ☐ I understand and agree that the issuance of a building permit by the District of Coldstream does not constitute confirmation that the proposed work complies with any legislation, regulation, bylaw, development permit requirement, or approval other than the Bylaw and the Building Code, and does not relieve me of my obligation to obtain all other required permits, approvals, or authorizations.
- ☐ I am authorized to give these representations, warranties, assurances, and indemnities to the District.

Owner or Owner's Authorization Information		
Owner / Agent	Print Name:	Cell:
	Signature:	
	Mailing Address:	Postal Code:
Owner / Agent	Print Name:	Cell:
	Signature:	
	Mailing Address:	Postal Code:

This document is executed by the owner(s) this _____, _____, _____.
Day Month Year



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BP APPLICATION INFORMATION GUIDE

This Guide is a brief summary of documentation required to submit under 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 and any charges in the name of District of Coldstream or Regional District of North Okanagan (RDNO). Please contact www.ltsa.ca or call 1.877.577.5872 to obtain title documents.
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 that 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.

Update: Jan 2026



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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. _____ 2026- _____ 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: Jan 2026



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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

Updated: Jan 2026



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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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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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Updated Jan 2026

PROVINCE OF BC – INFORMATION - SITE DISCLOSURE STATEMENT

A Site Disclosure Statement (SDS) in BC is a mandatory form required for rezoning, subdivision, or building permit applications when a property has a history of specific commercial or industrial uses (Schedule 2) that may have caused contamination. Owners must submit this form to local government to identify potential contamination, which is then reviewed by the Ministry of Environment, with some exemptions.

*See Page 2 - Part III INDUSTRIAL OR COMMERCIAL PURPOSES OR ACTIVITIES

For additional information about this Statement, please go to:

<https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/guidance-resources/forms>



SCHEDULE 1 SITE DISCLOSURE STATEMENT

I. CONTACT INFORMATION

A: SITE OWNER(s) or OPERATOR(s)			
LAST NAME		FIRST NAME(s)	
COMPANY (if applicable)			
ADDRESS - STREET		CITY	
PROVINCE/STATE	COUNTRY		POSTAL CODE
PHONE		E-MAIL	

B: PERSON COMPLETING SITE DISCLOSURE STATEMENT (Leave blank if same as above)	
☐ Agent authorized to complete form on behalf of the owner or operator	
LAST NAME	FIRST NAME(s)
COMPANY (if applicable)	

C: PERSON TO CONTACT REGARDING THE SITE DISCLOSURE STATEMENT			
LAST NAME		FIRST NAME(s)	
COMPANY (if applicable)			
ADDRESS - STREET		CITY	
PROVINCE/STATE	COUNTRY		POSTAL CODE
PHONE		E-MAIL	

II. SITE INFORMATION

Coordinates (using the North American Datum 1983 convention) for the centre of the site:

Latitude			Longitude		
DEGREES	MINUTES	SECONDS	DEGREES	MINUTES	SECONDS

Attach a map of appropriate scale showing the location and boundaries of the site.

For Legally Titled, Registered Property

SITE ADDRESS (or nearest street name/intersection if no address assigned)	
CITY	POSTAL CODE

PID	Land Description	Add	Delete
		+	-
		+	-

For Untitled Crown Land

PIN numbers and associated Land Description (if applicable)

PIN	Land Description	Add	Delete
		+	-
		+	-

And if available

Crown Land File Numbers	Add	Delete
	+	-
	+	-

III. INDUSTRIAL OR COMMERCIAL PURPOSES OR ACTIVITIES

Has the site been used for any industrial or commercial purposes or activities described in [SCHEDULE 2](#) of the Contaminated Sites Regulation?

☐ Yes☐ No

If you answered YES to the question above, please indicate below, in the format of the example provided, which of the industrial or commercial purposes or activities have occurred or are occurring on this site.

EXAMPLE

Schedule 2 Reference	Description
E1	appliance, equipment or engine maintenance, repair, reconditioning, cleaning or salvage
F10	solvent manufacturing, bulk storage, shipping or handling

Schedule 2 Reference	Description	Add	Delete
		+	-
		+	-

IV. ADDITIONAL INFORMATION

1. Provide a brief summary of the planned activity and proposed land use at the site.

2. Indicate the information used to complete this site disclosure statement including a list of record searches completed.

3. List any past or present government orders, permits, approvals, certificates or notifications pertaining to the environmental condition of the site. *(Attach extra pages, if necessary):*

V. DECLARATIONS

1. Exemptions (See the Contaminated Sites Regulation, Division 3 of Part 2):

Does the application qualify for an exemption from submitting a site disclosure statement?

☐ Yes ☐ No

If yes, indicate which exemption applies _____

2. Where a municipal approval is not required, please indicate the reason for submission directly to the registrar:

☐ Under Order ☐ Foreclosure ☐ CCAA Proceedings ☐ BIA Proceedings

☐ Decommissioning ☐ Ceasing Operations

By signing below, I confirm that the information in this form is complete and accurate to the best of my knowledge:

SIGNATURE

DATE SIGNED (YYYY-MM-DD)

APPROVING AUTHORITY CONTACT INFORMATION

NAME	AGENCY
ADDRESS	
PHONE	E-MAIL

Reason for submission (Please check one or more of the following):

☐ Building Permit ☐ Subdivision ☐ Zoning ☐ Development Permit

DATE RECEIVED (YYYY-MM-DD)

DATE SUBMITTED TO REGISTRAR (YYYY-MM-DD)



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BUILDING PERMIT APPLICATION TRADES/SUB-TRADES

With reference to the attached Building Permit application to construct: _____ (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*, amended from time to time) or an **Intermunicipal Business Licence** (as per *Inter-municipal Business Licence Agreement Authorization Bylaw No. 1396*, amended from time to time), and advise that the following businesses 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	
		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			