



# APPLICATION FORM

## BUILDING & PLUMBING PERMIT

Part One – Type of Application		Office Use Only	
<input type="checkbox"/> Residential (single-detached / two-unit / accessory dwelling unit / accessory building) <input type="checkbox"/> Residential (apartment) <input type="checkbox"/> Residential (row house / townhome) <input type="checkbox"/> Mixed-use <input type="checkbox"/> Other (please describe)	<input type="checkbox"/> Institutional <input type="checkbox"/> Industrial <input type="checkbox"/> Excavation <input type="checkbox"/> Retaining wall <input type="checkbox"/> Commercial	Permit No.: _____ Date of Application: _____ Accepted By: _____ Receipt No.: _____	
Part Two – Subject Property			
<b>Civic Address:</b>		<b>Roll Number:</b>	
<b>Parcel Identification (PID):</b>		<b>Current Zoning:</b>	
<b>Legal Description:</b>			
<b>Is a Development Permit for Form and Character or a Heritage Alteration Permit required?</b> <i>(If answered YES, A Development Permit or Heritage Alteration Permit must be submitted prior to or concurrently with the building permit application)</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is a Development Variance Permit required?</b> <i>(If answered YES, a Development Variance Permit must be submitted prior to or concurrently with the building permit application.)</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Does the property contain any sensitive environmental features?</b> <i>(This includes any bodies of water and sensitive terrestrial ecosystems such as heavily forested areas. If answered YES, a Development Permit for Environmentally Sensitive Lands must be submitted prior to or concurrently with the building permit application.)</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is the Property Affected by the Floodplain?</b> <i>(If answered YES, site plan will be required to show geodetic elevations of site and setback from water body. Note that if the development does not comply with the Floodplain Bylaw, a Floodplain Exemption Permit must be submitted prior to or concurrently with the building permit application.)</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Slopes Greater than 30% on Property included in Development Area?</b> <i>(If answered YES, geotechnical assessment and Development Permit to protect development from Environmentally Hazardous area must be submitted prior to or concurrently with the building permit application.)</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Has the site been used for any industrial or commercial uses described in <a href="#">Schedule 2 of the Contaminated Sites Regulation</a>?</b> <i>(If answered YES, you must complete the <a href="#">Provincial Site Disclosure Form</a> online, save as a PDF, and submit with your application)</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
Part Three – Permit Type <i>(select all that apply):</i>			
<input type="checkbox"/> New Construction	<input type="checkbox"/> Alteration	<input type="checkbox"/> Move a Building	<input type="checkbox"/> Foundation
<input type="checkbox"/> Addition	<input type="checkbox"/> Restoration	<input type="checkbox"/> Site Servicing	<input type="checkbox"/> Other
Part Four – Permit Details			
<b>Description of work(s) proposed:</b>			
<b>Total Building Area (Gross Floor Area):</b>	<b>m<sup>2</sup></b>	<b>ft<sup>2</sup></b>	
<b>Total Number of Residential Dwelling Units <i>(if applicable)</i>:</b>	<b>Principal Units:</b>	<b>Accessory Units:</b>	

<b>Total Number of Plumbing Fixtures:</b>		<b>Value of Work:</b>	
<b>Any retaining walls exceeding 1.5 m?</b>	<input type="checkbox"/> Yes	<b>Valuation Schedule Completed?</b> <i>(For use only with Single-Detached, Two-Unit and Accessory Dwelling Unit application)</i>	<input type="checkbox"/> Yes
	<input type="checkbox"/> No		<input type="checkbox"/> No

**Part Five – Contractor Information**

<b>Name:</b>	<b>Business License #:</b>
<b>Mailing Address:</b>	<b>Postal Code:</b>
<b>Street Address:</b>	<b>City:</b>
<b>Email:</b>	<b>Phone:</b>

**Part Six – Applicant Information** *(complete if different from contractor – applicant serves as the main point of contact)*

<b>Name:</b>	
<b>Mailing Address:</b>	<b>Postal Code:</b>
<b>Street Address:</b>	<b>City:</b>
<b>Email:</b>	<b>Phone:</b>

**Part Seven – Owner(s) Information**

<b>Name:</b>	
<b>Mailing Address:</b>	<b>Postal Code:</b>
<b>Street Address:</b>	<b>City:</b>
<b>Email:</b>	<b>Phone:</b>

*If the owner(s) is not the applicant, the owner(s) must complete an Agent Authorization Form. All property owners must provide signatures authorizing the appointment of the agent.*

**Part Eight – Acknowledgement and Signatures**

Any information provided on this form is collected in accordance with the Freedom of Information and Protection of Privacy Act, for the purpose of administering relevant planning and land use management processes pursuant to provincial legislation. Applicants are advised that all planning and land use management processes are public, and any materials submitted become part of the public record. All information submitted may be used for reports to Council, available to the public upon request and may be distributed on the City’s website. Should you have any questions or concerns about the collection and / or release of your personal information, please contact Corporate Services by emailing [admin@revelstoke.ca](mailto:admin@revelstoke.ca) or calling 250-837-2911.

By signing this application form:

- Issuance of a permit pursuant to this application will not relieve me from my primary responsibility for complying with the federal, provincial and City regulations governing the work authorized by the permit, including the BC Building Code and the City’s building bylaw, not from the responsibility for obtaining information about such regulations, whether the work is undertaken by me or by those whom I may retain or employ to provide design or construction services.
- Construction must be carried out in accordance with the permit and all applicable laws, and in accordance with good construction practices.
- It is my responsibility to establish the legal boundaries of the building lot and, unless the building official deems it unnecessary, to provide to the City a building survey certificate prepared by a BC Land Surveyor after the building foundations have been constructed.
- I declare that the documents submitted in support of this applications are, to the best of my knowledge true and correct. Any material, falsehood, or any omission of a material fact made by the applicant and / or owner with respect to this application may result in an issued permit becoming null and void.
- I acknowledge that the processing of this application does not start until payment has been received in full by the City.

- I acknowledge that the individual listed as the 'Applicant' is the sole point of contact for this application and will be responsible for all communication with City representatives.
- Issuance of a permit does not entitle me to construct anything on the building lot in contravention of any covenant, easement, right of way, statutory building scheme, or other restriction or charge registered against the title to the land, responsibility for the identification and interpretation of which rests wholly on me.
- I am responsible for requesting inspections by the City's building official as identified in the "Required Inspections" form provided at permit issuance
- I will be liable to the City for the cost of repairing any damage to public works or highways that results from the construction authorized by this permit.
- Neither the issuance of a permit pursuant to this application, nor the review or acceptance of plans, specifications, or drawings or the conduct of inspections by the City of Revelstoke constitutes a representation, warranty, or assurance that the work authorized by the permit complies with the BC Building Code, the City's building bylaw, or any other applicable enactment, code or standard, or meets any standard of materials or construction.
- In consideration of the granting of a permit pursuant to this application, I **release and indemnify** the City of Revelstoke, its Councilors, Officers and employees from and against any liability, demands, claims, causes of action, suits, judgments, losses, damages, costs and expenses of whatever kind which I or any other person, partnership, corporation or our respective heirs, successors, administrators or assignees may have or incur, in consequence of or incidental to the granting of the permit or any representation, advice, certification, inspection, approval, enforcement or failure to enforce the BC Building Code of the City's building bylaw in respect of the work authorized by the permit, and agree that the City owes me no duty of care in respect of these matters.
- As owner or owner's agent, I have verified that the information contained within this document and associated applications and plans is correct, and describes a use, a building or a work which complies with all relevant bylaws and statutes. I understand that personal information contained in this form will not be released to the public except as required by law; however, all associated applications and plans will be made publicly available during the development or building application process. I acknowledge that responsibility for by-law compliance rests with the owner and the owner's employees, agents and contractors. I will indemnify and save harmless the City of Revelstoke, its officials, employees and agents against all claims, liabilities and expenses of every kind, in respect to anything done or not done pursuant to this application or ensuing permit, including negligence and/or the failure to observe all by-laws, acts or regulations.
- I confirm that I have reviewed all applicable City bylaws and that any corresponding Development Permit, Heritage Alteration Permit, Development Variance Permit, and / or Floodplain Exemption Permit application(s) have been submitted prior to or concurrently with this Building Permit application. I acknowledge that failure to submit the required permit application(s) prior to or concurrently with this Building Permit application may result in delays to the processing of this Building Permit application. I acknowledge that failure to apply for the required permit application(s) prior to or concurrently with this Building Permit application may result in the rejection and return of this application, as well as the forfeit of any applicable application fees that have been paid in relation to this Building Permit application.

<b>Applicant Name (Print):</b>	<b>Applicant Signature:</b>	<b>Date:</b>
<b>Owner(s) Name (Print):</b>	<b>Owner(s) Signature:</b>	<b>Date:</b>

***Please note that this application form is not intended to supersede any applicable bylaws, policies, or legislation. Any contradiction, dispute or difference between the contents of this application form and applicable bylaws, plans, policies, guidelines, or legislation, will be resolved by reference to the bylaws or other official documents.***



**CITY OF REVELSTOKE**

**VALUATION SCHEDULE AS PER FEES AND CHARGES BYLAW 2256**

**OWNER NAME:**

**DESCRIPTION:**

**CIVIC ADDRESS:**

**EVALUATION (PER SQUARE FOOT):** *(See Schedule "C" of City of Fees & Charges Bylaw 2256)*

**RESIDENTIAL**

<input type="text"/>	Construction above ground	@ \$210	<input type="text"/>
<input type="text"/>	Construction below ground	@ \$100	<input type="text"/>

**IN ADDITION TO THE ABOVE, ADD THE FOLLOWING:**

<input type="text"/>	Decks and accessory buildings	@ \$32.50	<input type="text"/>
<input type="text"/>	Carports	@ \$45.50	<input type="text"/>
<input type="text"/>	Garages	@ \$52.00	<input type="text"/>
<input type="text"/>	Manufactured Home additions	@ \$52.00	<input type="text"/>

**TOTAL VALUATION** *(for building permit purposes only)*

For building permit applications for multi-family dwellings (three or more units), mixed-use, commercial, industrial, institutional, and all other categories not addressed above, at the discretion of the City, the value of construction shall be based on the contract price together with a reasonable allowance for extras or, where there is no contract price, the cost estimated by a Building Official of construction of the building according to the plans submitted in support of the permit application. The City reserves the right to use the Marshall Swift or other industry databases such as Altus or Butterfield Consultants to calculate the total construction cost, at its discretion.



Part One – Property Information		
Civic Address:		
Legal Description:		
Parcel Identification (PID):		
Project Description:		
Part Two – Agent Information		
Name:		
Address:		
City:	Postal Code:	Phone:
Email:		
Part Three – Type of Application		
Type of Application:		
Description of Proposal:		
Part Four – Acknowledgement and Signatures <i>(All property owners must sign the Agent Authorization Form)</i>		
<p><input type="checkbox"/> I am the owner of the above referenced property and hereby authorize the above noted agent to represent me in the application(s) noted above. I acknowledge that it is my responsibility as the property owner to ensure full compliance with all relevant City bylaws and policy including but not limited to the Official Community Plan, Zoning Bylaw and Building Bylaw, Subdivision Development and Servicing Bylaw, as well as any other applicable bylaws, policies, and / or legislation.</p> <p><input type="checkbox"/> I hereby authorize the above noted agent to act on our behalf in all manners related to the above noted application(s). Any and all acts carried out by the agent on our behalf shall have the same effect as acts of our own.</p> <p><input type="checkbox"/> I acknowledge that the individual listed as the 'Applicant' is the sole point of contact for the noted application and will be responsible for all communication with City representatives.</p>		
Owner(s) Name (Print):	Owner(s) Signature:	Date:

***Please note that this application form is not intended to supersede any applicable bylaws, policies, or legislation. Any contradiction, dispute or difference between the contents of this application form and applicable bylaws, plans, policies, guidelines, or legislation, will be resolved by reference to the bylaws or other official documents.***



**City of Revelstoke**  
**Development Services**  
216 Mackenzie Ave, Revelstoke, BC  
250-837-3637 | [building@revelstoke.ca](mailto:building@revelstoke.ca)

# APPLICATION FORM

## EXISTING DAMAGE TO MUNICIPAL WORKS DECLARATION

### Part One – Property Information

**Civic Address:**

### Part Two – Declared Damage

Upon completion of the work and prior to occupancy, the City will inspect the municipal works and assign value to damage resulting from the work. This cost must be paid before an occupancy permit will be issued and will be used towards the future replacement cost. Please fill out this section with clear details on any existing damage to municipal works.

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.

**Owner or Agent Signature:**

**Date:**



**CITY OF REVELSTOKE  
2024 BCBC PLUMBING FIXTURE UNIT LOAD  
CALCULATIONS**

**OWNER:**

**ADDRESS:**

Complete this form and submit this with your plumbing permit application. If adding new fixtures to an existing dwelling, please complete both tables. If the plumbing permit application is for a new dwelling, please complete Table 1 only. Refer to the page over for general information.

**FOR NEW FIXTURES IN NEW DWELLINGS or NEW FIXTURES IN EXISTING DWELLINGS**

1. In the space provided in Column 1, write the number of the new fixtures for each type of fixture being installed.
2. Calculate the total load for each fixture by multiplying the number in Column 1 by the sub load in Column 3.
3. Record Total Load in Column 4.
4. Add all figures in Column 4. Record this total in "Total Fixture Unit Load - TABLE 1".
5. Existing dwellings move on to Table 2. New dwellings, complete steps 6 and 7.
6. Refer to Table A on the next page for size of water service required.
7. Record in "Size of Water Service Required" - NEW DWELLING.

**TABLE 1.**

(1) Number of Fixtures	(2) Type of Fixture	(3) Sub Load FU	(4) Total Load
	Bathroom group	3.6 (hot & cold combined)	
	Bidet	2.0 (hot & cold combined)	
	Toilet	2.2 (hot & cold combined)	
	Lav	0.7 (hot & cold combined)	
	Shower	1.4 (hot & cold combined)	
	Kitchen Sink	1.4 (hot & cold combined)	
	Other Sink	1.0 (hot & cold combined)	
	Dishwasher	1.4 (hot & cold combined)	
	Clothes Washer	1.4 (hot & cold combined)	
	Outside Hose Bib	2.5 (hot or cold)	
<b>Total # of Fixtures =</b>		Total Fixture Unit Load	
		Size of Water Service Required - Table A	

**FOR ALL EXISTING FIXTURES IN EXISTING DWELLINGS**

1. In the space provided in Column 1, write the number of the existing fixtures for each type of fixture being installed.
2. Follow Steps 2 and 3 above.
3. Record the Fixture Unit Load from Table 1 in "Total Fixture Unit Load" - TABLE 1.
4. Add all figures in Column 4. Record this total in "Total Fixture Unit Load - TABLE 1".
5. Add the 2 totals and record result in "Fixture Unit Load - GRAND TOTAL".
6. Refer to Table A on the next page for the size of service required.
7. Record in "Size of Water Service Required" - EXISTING DWELLING.
8. If you know the size of existing water service, please enter in space provided.

**TABLE 2. TOTAL LOAD ON WATER SERVICE - EXISTING FIXTURES**

(1) Number of Fixtures	(2) Type of Fixture	(3) Sub Load FU	(4) Total Load
	Bathroom Group	3.6 (hot & cold combined)	
	Bidet	2.0 (hot & cold combined)	
	Toilet	2.2 (hot & cold combined)	
	Bathtub	1.4 (hot & cold combined)	
	Shower	1.4 (hot & cold combined)	
	Kitchen Sink	1.4 (hot & cold combined)	
	Bar Sink	1.0 (hot & cold combined)	
	Dishwasher	1.4 (hot & cold combined)	
	Clothes Washer	1.4 (hot & cold combined)	
	Outside Hose Bib	2.5 (hot or cold)	
<b>Total # of Fixtures =</b>		Total Fixture Unit Load - TABLE 1	
		Total Fixture Unit Load - TABLE 2	
		Fixture Unit Load - GRAND TOTAL	
		Size of Water Service Required - NEW DWELLING	
		If you know the size of the EXISTING water service, please enter here	



**CITY OF REVELSTOKE  
WATER SERVICE LOAD CALCULATION INFO SHEET**

**OWNER:**

**ADDRESS:**

**Water Service Pipe:** conveys water from a public main or private water source to inside of the building.

**Fixture Unit:** the unit of measure based on the rate of supply, time of operation and frequency of use of a plumbing fixture or outlet that expresses the hydraulic load.

**(A) WATER SERVICE SIZE REQUIREMENTS**

Fixture Unit Table for determining water pipe sizes for 1-2-3 Family Dwellings with separate services	
Normal Pipe Size (in.)	Max. Hydraulic Load Fixture Units (Total Fixture Unit Load)
1/2" (12.5mm)	0-8
3/4" (19mm)	8.1-21
1" (25mm)	21.1-43
1 1/4" (32mm)	43.1-83

**(B) FIXTURE UNIT VALUES**

Type of Fixture	Fixture Unit (FU) Load
Bathroom Group	3.6 FU (hot and cold combined)
Kitchen Sink	1.4 FU (hot and cold combined)
Bar Sink	1.0 FU (hot and cold combined)
Dish Washer	1.4 FU (hot and cold combined)
Clothes Washer	1.4 FU (hot and cold combined)
Outside Hose Bib	2.5 FU (hot or cold)

A calculation of all plumbing fixtures and fixture loads as shown below must accompany every plumbing permit application.

The table below shows the total number of fixtures in Column 1; type of fixture in Column 2; Fixture Unit Load per plumbing fixture in

**TABLE 3. EXAMPLE OF TYPICAL ANALYSIS (NEW DWELLING)**

(1) Number of Fixtures	(2) Type of Fixture	(3) Sub Load FU	(4) Total Load
	Bathgroup	3.6 (hot & cold combined)	
	Bidet	2 (hot & cold combined)	
	Kitchen Sink	1.4 (hot & cold combined)	
	Bar Sink	1 (hot & cold combined)	
	Dishwasher	1.4 (hot & cold combined)	
	Clothes Washer	1.4 (hot & cold combined)	
	Outside Hose Bib	2.5 (hot or cold)	
		Total Fixture Unit Load - TABLE 1	
		Size of Water Service Required	

The FU load in the above example is 29.4. The maximum load permitted on a 3/4" service is 16FU. Therefore, a 1" service is required.

**Please contact the City of Revelstoke Development Services Department at (250) 837-3637 with any questions.**



**City of Revelstoke**  
**Development Services**  
 216 Mackenzie Ave, Revelstoke, BC  
 250-837-3637 | [building@revelstoke.ca](mailto:building@revelstoke.ca)

# APPLICATION FORM

## Internal Servicing Request

Part One – Owner Information				For Office Use Only	
Civic Address:				Date of Application	
Owner Name:				Application Accepted By:	
Mailing Address:				Roll Number	
Phone:				Building Permit Number:	
Part Two – Applicant Information <i>(Applicant contact information required to arrange water shut on/off)</i>					
Applicant Name:					
Phone:			Email:		
Part Three – Permit Type					
<input type="checkbox"/> Plumbing Only			<input type="checkbox"/> Building		
Part Four – Reason for Permit					
<input type="checkbox"/> Inquiry	<input type="checkbox"/> Repair	<input type="checkbox"/> New Build	<input type="checkbox"/> Locate Existing	<input type="checkbox"/> Renovation	<input type="checkbox"/> Sub-Division
Part Five – Size of Existing Service to Structure					
Water	mm	Sewer	mm		
<p><b>PLEASE NOTE: Estimates are valid for 60 days. Services will not be installed after October 15th due to cold weather and availability of asphalt.</b></p> <p>Water and Sewer connections require an inspection. Please call 250-837-3637 to arrange for an inspection PRIOR to backfilling, give 3 days advance notice.</p>					
Part Six – Office Use Only					
Services Required	<input type="checkbox"/> Water	<input type="checkbox"/> Water Meter	<input type="checkbox"/> Sewer	<input type="checkbox"/> Storm	
Inside diameter					
Fixture Load					
Estimated Cost:	\$	\$	\$	\$	
Summary of Required Work:					
Completed By:					
Fees:	Water:		Sewer:		
DCC	\$		\$		
Sanitary Trunk O/S	\$		\$		
Connection Fee	\$		\$		
Subtotal:	\$		\$		
Estimated Total			\$		

**SCHEDULE 1  
SITE DISCLOSURE STATEMENT**

**I. CONTACT INFORMATION**

**A. Site Owner (s) or operator (s), as applicable (add extra pages, if necessary)**

Last Name

First Name (s)

Company (if applicable)

Owner/Operator Address

City

Province/State

Country

Postal/Zip Code

Telephone ###-###-####

Email

**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

Company (if applicable)

**C. Person to Contact Regarding the Site Disclosure Statement:**

Last Name

First Name (s)

Company (if applicable)

Mailing Address

City

Province/State

Country

Postal/Zip Code

Telephone ###-###-####

Email

## II. SITE INFORMATION

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

<b>Latitude</b>	Degrees	Minutes	Seconds
-----------------	---------	---------	---------

<b>Longitude</b>	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** numbers and associated legal descriptions.

PID	Land Description

### For Untitled Crown Land

**PIN** numbers and associated Land Description (if applicable).

PIN	Land Description

(and, if available)

Crown Land File Numbers

### 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

Schedule2 Reference	Description
E1	appliance, equipment or engine maintenance, repair, reconditioning, cleaning or salvage
F10	solvent manufacturing, bulk storage, shipping or handling

Schedule2 Reference	Description

### 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  If yes, indicate which exemption applies

No

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)

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

Building permit

Subdivision

Zoning

Development permit

### Approving Authority Contact Information

Name

Agency

Address

Telephone ###-###-####

E-mail

Date Received (YYYY-MM-DD)

Date Submitted to registrar (YYYY-MM-DD)