

CITY OF TRAIL

APPLICATION FOR BUILDING PERMIT

Building Official's Office - Regional District of Kootenay Boundary
202 - 843 Rossland Avenue
Trail, B.C. V1R 4S8

Date: _____

Telephone: (250) 368-9148 / Email: trailbuilding@rdkb.com

This form must be submitted for all new construction, additions, alterations, a change in use or occupancy, demolition, plumbing, reconstruction, renovations, repairs, retaining structures, signs, solid fuel burning appliances and moving a manufactured home or building.

The undersigned hereby applies for a Building Permit under all applicable bylaws, according to the following specifications and accompanying plans:

1. **Name of Owner/s on Title** _____
Mailing Address _____ Postal Code _____
Contact Number _____ Email _____
Street Address of Project _____
Legal Description: Lot _____ Block _____ D.L. _____ Plan _____ PID _____
2. **Name of Contractor** _____ Mailing Address _____ Phone Number _____
3. **Name of Architect/Designer** _____ Mailing Address _____ Phone Number _____
Name of Registered Professional _____ Mailing Address _____ Phone Number _____
- 4a) Purpose of Building _____ If dwelling, how many families _____
- 4b) **TYPE OF BUILDING:**
Single Family Dwelling Duplex Multi-Residential Laneway House Accessory Building Mixed-Use Commercial Industrial Institutional / Public
5. **SCOPE:**
New Construction Addition Alteration/Renovation Deck Secondary Suite
Shed Manufactured Home Accessory Building Change Occupancy Demolition
Exterior Cladding / Finishes Plumbing Garage/Shop Repair Re-Roof
Retaining Structure Sign Solid Fuel Burning Appliance Home Occupation / Home-Based Business Use Temporary Building or Structure Renewal Application
Other: _____
6. Provide Details of Project _____
7. Building Dimensions: Main floor area _____ sq. ft m² Front _____ Depth _____
8. No. of storeys _____ Height from average grade to highest point of building _____
9. Pre 1990 Building: Yes No (If yes, please refer to No. 13 of 'How to Apply for a Building Permit' page)
10. Estimated Cost of Project \$ _____ (total cost of material and labor, exclusive of land)

In consideration of the granting of this permit, the undersigned: (a) releases the City of Trail and those acting on behalf of the City of Trail from all claims and expenses which the undersigned may have or incur as a result of the issue of this permit or the enforcement or non-enforcement of the City of Trail Bylaws or of the British Columbia Building Code; (b) indemnifies the City of Trail from all such claims and expenses which may be made by any other person; (c) acknowledges that the City of Trail owes no duty of care to the undersigned or anyone else in respect of these matters; (d) The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact our Freedom of Information Protection of Privacy Officer at (250) 368-9148 or foi@rdkb.com.

I / We have read the above agreement, release and indemnity and understand it.

Signature of owner or authorized representative:

Address: _____

Phone number: _____

Email: _____

CRP - Coordinating Registered Professional (Architect / Engineer):

Print Name: _____

Signature: _____

REMINDERS

1. It is an offense to commence construction without a Building Permit;
2. Submitting this application does not authorize the Owner to commence construction;
3. Before a Building Permit can be issued, it is necessary for the Owner to obtain the written approval of the Interior Health Officer for the system of sewage disposal where such is required and to obtain a Highway Access Permit where such is required;
5. When requesting an inspection, the owner or contractor must give 72 hours notice as per relevant building bylaw;
6. An Occupancy Permit is required prior to occupancy of a building.

FOR OFFICE USE ONLY

Zoning: _____

Zoning Bylaw Compliance:

• Present Land Use:	OK	NON-CONFORMING
• Intended Land Use	OK	NON-CONFORMING
• Setbacks / Siting	OK	NON-CONFORMING
• Floodplain	OK	NON-CONFORMING
• Height	OK	NON-CONFORMING
• Area	OK	NON-CONFORMING
• Agricultural Land Reserve	OK	NON-CONFORMING

Building Bylaw Compliance:

• Highway Access Permit	YES	NO	NOT REQUIRED
• Health Sewage Permit	YES	NO	NOT REQUIRED
• Development Permit	YES	NO	NOT REQUIRED

APPROVALS	SIGNATURE	DATE	COMMENTS / RECOMMENDATIONS
DRIVEWAY			
OFFICE			
SEWER			
WATER			
OTHER			

BUILDING SITE PLAN

1. Draw proposed location of home or building on space provided below, and show distances to ALL PROPERTY LINES;
2. Show location of street access and names of streets;
3. Show location and distances of any water courses;
4. Please show north arrow.

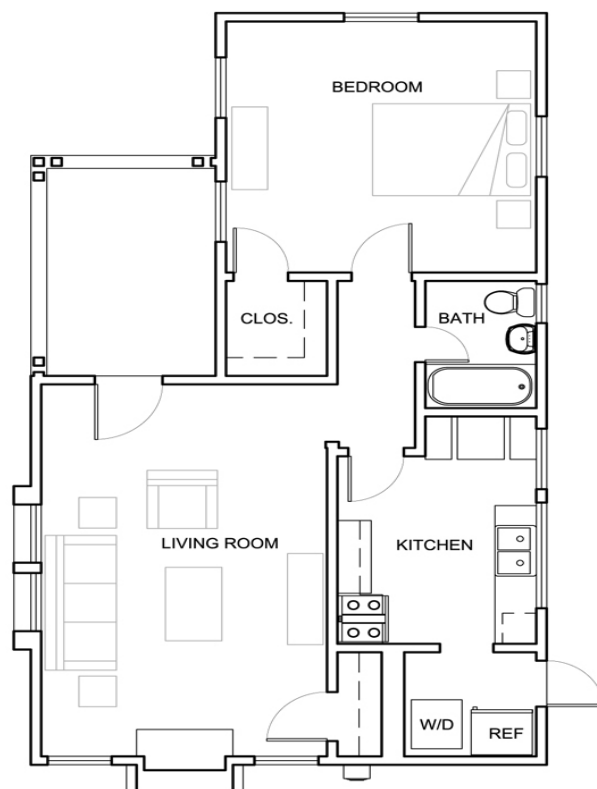
This image shows a full page of blank graph paper. The grid consists of small, equal-sized squares formed by thin black lines. There are no margins, text, or other markings on the page.

(as applicable)

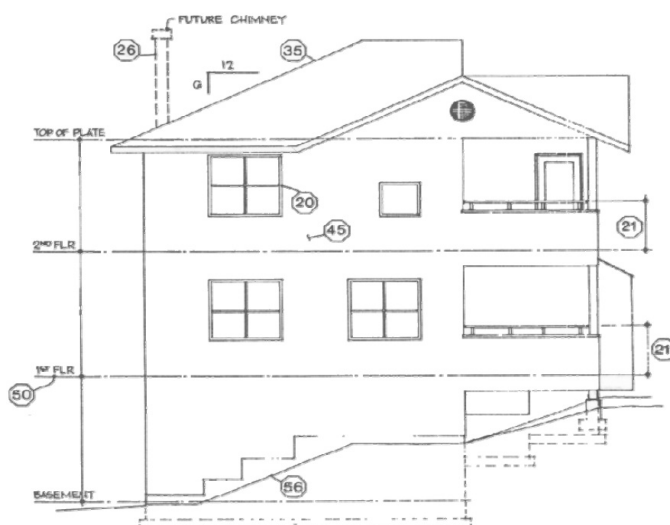
Floor Plan - drawn to scale, indicating each room, doors / plumbing / windows etc. Include BEFORE and AFTER drawn plans of construction details, finished and unfinished

Elevation / Grade Plan - drawn to scale, finished grade - average elevation of finished ground taken at the midpoint of the exterior walls, and exterior finish

FLOOR PLAN



ELEVATION / GRADE PLAN



RIGHT ELEVATION (ALL ELEVATIONS REQUIRED)
SCALE: $\frac{1}{4}" = 1'-0"$

CITY OF TRAIL

HOW TO APPLY FOR A BUILDING PERMIT Complete / Include the following items (as applicable)

1. Completion of the building permit application form;
2. Submit a current Title Search (within last 30 days) with any Covenants, Easements or Right of Ways pertaining to property - if not provided, a fee will be charged;
3. A site plan drawn to scale, showing the proposed construction, indicating all distances to the property lines, lot dimensions, including all other buildings and water courses on the property;
4. Locate and stake out all property lines (if unable to locate the property pins, you may be required to have the property re-posted or surveyed for a "Certificate of Location");
5. Two sets of construction plans are required, drawn to scale and indicating all measurements. Plans include: foundation plan, basement plan, floor plan, 4-elevation views, cross sectional view, plumbing schematic showing drain, waste and vent piping (sizes and length) and water distribution system (including pipe sizes and valves);
6. Board of Variance / Development Permit / Development Variance Permit documentation as approved by the City of Trail. Contact by Telephone: (250) 364-1262;
7. Engineering may be required for geotechnical, structural etc. (footings, foundations, framing etc.) as per 2024 B.C Building Code and City of Trail Bylaws;
8. Engineered truss design layout, floor joist and beam specifications;
9. A "Highway Access Permit" is required if any building is accessed directly off of a highway. Contact Ministry of Transportation and Infrastructure in Grand Forks by Telephone: 1 (250) 442-4384 or Nelson by Telephone: 1 (250) 354-6400;
10. A New Home Registration form is required for all new dwellings through BC Housing Licensing and Consumer Services. Web: www.bchousing.org/licensing-consumer-services
Contact by Telephone: 1 (800) 407-7757 or 1 (604) 646-7050 & Email: licensinginfo@bchousing.org ;
11. A "Record of Sewerage System" is required for new construction not connected to a community water system. Interior Health Authority information by
Web: <https://www.interiorhealth.ca/health-and-wellness/environmental-health-and-hazards/sewerage-subdivisions-and-healthier-industries>. When adding bedrooms to existing building with sewerage system in place, the current design must be adequate as approved by an authorized person;
12. Electrical and Gas Permits can be obtained from Technical Safety B.C. Web: www.technicalsaftybc.ca Contact by Telephone: 1 (866) 566-7233 & Email: contact@technicalsaftybc.ca;
13. WorkSafeBC OHS recommends an owner, prime contractor or agents acting on behalf of the owner, to inspect the site to determine if there is any asbestos or other hazardous materials on site in buildings built prior to 1990. Further information available by Web: www.worksafebc.com & Telephone: 1 (250) 352-2824;
14. Other information may be required upon review of the application and documentation.