



REGIONAL DISTRICT NORTH OKANAGAN

9848 Aberdeen Road
Coldstream, BC V1B 2K9
Tel: (250) 550-3700 /
Fax: (250) 550-3701
info@rdno.ca

Office Use Only :

Permit (Folder) No.:

Reference No.:

Date Received:

Application Fee: ☐ \$55 ☐ \$109 ☐ \$163

Receipt No.:

BUILDING PERMIT APPLICATION FORM

Type of Work:	Type of Building:
<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Moving <input type="checkbox"/> Sign	<input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Single Family Dwelling w/ Suite <input type="checkbox"/> Manufactured Home (CSA Z-240) <input type="checkbox"/> Modular Home (A-277)
<input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Change of Occupancy <input type="checkbox"/> Solid Fuel Burning Appliance	<input type="checkbox"/> Duplex <input type="checkbox"/> Multi-Family <input type="checkbox"/> Accessory <input type="checkbox"/> Park Model RV <input type="checkbox"/> Other:
<input type="checkbox"/> Plumbing <input type="checkbox"/> Pool <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Other:	<input type="checkbox"/> Secondary Suite <input type="checkbox"/> Agricultural <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional

Construction Value : \$ _____

Description of Work: _____

CONSTRUCTION SITE

Legal Description: *Lot*

Plan

District Lot:

PID:

Civic Address:

PROPERTY OWNER

EMAIL:

Owner Name(s):

Address:

Postal Code:

Phone No. (primary):

Phone No. (secondary):

CONTRACTOR

EMAIL:

Contractor Name:

Address:

Postal Code:

Phone No. (primary):

Phone No. (secondary):

PROPERTY OWNER'S ACKNOWLEDGEMENT OF RESPONSIBILITY AND UNDERTAKINGS

- understand that in consideration of being granted a permit, release and agree to indemnify the Regional District, its Board members, employees and agents from and against all liability, demands, claims, causes of action, suits, judgments, losses, damages, costs and expenses of whatever kind which I/we or any other person, partnership or corporation or our respective heirs, successors, administrators or assignees may have or incur in consequence of, or incidental to, the granting of a permit or any representation, advice, inspection, failure to inspect, certification, approval, enforcement or failure to enforce the Building Bylaw or the Building Code and I/we agree that the Regional District owes me/us no duty of care in respect to these matters;
- have checked the Certificate of Title for covenants, building schemes, easements, etc. and I/we understand that these matters are not enforced by the Regional District;
- recognize that there are areas of 'problem soils' within the Regional District which are widely distributed as to location. I/we hereby affirm that it is my/our responsibility as owner of the parcel to identify site conditions generally and 'problem soils' in particular on which the construction cited in my application is to be placed and I/we will take all action required to ensure adequacy of foundation works;
- hereby acknowledge that if granted a permit pursuant to my/our application, that it is my/our responsibility to ensure compliance with the Building Code, Building Bylaw and any other applicable enactment, code, regulation or standard relating to the work in respect of which the permit is issued, whether or not said work is undertaken by me/us or by those whom I/we retain or employ to provide design and/or construction services;
- hereby acknowledge that neither the issuance of a permit; nor the acceptance and review of plans, specifications, drawings or supporting documents; nor inspections made by or on behalf of the Regional District constitute a representation, warranty, assurance or statement that the Building Code, Building Bylaw or any other applicable enactment, code, regulation or standard has been complied with; and,
- acknowledge that I/we have been advised to obtain independent legal advice in respect of the responsibilities I/we am assuming upon the granting of a permit by the Regional District pursuant to my/our application and in respect of the execution of this document.

I have read the above acknowledgement, undertaking, release and indemnity and understand it. I understand that a Building/Moving/Demolition/Sign Permit Application held on file at the Regional District and not completed within six months shall expire and all application documents may be destroyed. This application is made with my full knowledge and consent:

Registered Owner's Signature(s)

Date

BUILDING PERMIT APPLICATION

REQUIRED DOCUMENTS

Documents required for all Permit Applications:

- ☐ Completed and signed application form (all registered owners must sign the application form)
- ☐ Application Fee (non-refundable) as outlined in Schedule "A" to Building Bylaw No. 2670, 2015
- ☐ Site Plan (and/or Survey Certificate) as outlined in Sections 612 and 613 of Building Bylaw No. 2670, 2015
- ☐ Two sets of Construction plans to a scale of $\frac{1}{4}" = 1.0'$ – foundation, basement, floor, framing, elevations and cross-section as outlined in Section 609 of Building Bylaw No. 2670, 2015
- ☐ Truss and Floor Layout – including all point loads over a factored load of 4,000 lbs
- ☐ Documentation from BC Housing (<http://www.bchousing.org>) is required for **dwelling**s as outlined in the *Homeowner Protection Act* and a building permit cannot be issued until a New Home Registration Form is received
- ☐ Evidence of Potable Water Supply as outlined in Section 607 of Building Bylaw No. 2670, 2015
- ☐ Evidence of Sewage Disposal as outlined in Section 608 of Building Bylaw No. 2670, 2015 –
Either:
 - Written confirmation of connection from a Community Sanitary Sewage System utility;
 - Record of Sewerage stamped by Interior Health from a Registered Onsite Wastewater Practitioner (<http://owrp.asttbc.org>) or a qualified Engineer (<http://www.apeg.bc.ca>); or,
 - an issued Holding Tank Sewage Disposal Permit
- ☐ Evidence of Access approval from the Ministry of Transportation and Infrastructure
- ☐ Affidavit for properties NOT SUBJECT to the Provincial Riparian Areas Regulation signed by the owner and witnessed by a Commissioner, Notary or Lawyer
- ☐ Energy Advisor Compliance Report – **Pre Construction** must be submitted at the time of application and completed by a Certified Energy Advisor.
- ☐ Energy Advisor Compliance Report – **As-Built** must be submitted by a Certified Energy Advisor before Final Occupancy.
- ☐ **If a Professional Engineer or Architect** is involved with any part of the project, Schedule B of the BC Building Code, Report on Professional Insurance and Engineers Certificate of Insurance must be submitted at the time of application
- ☐ Schedule 1: Site Disclosure Statement
- ☐ Other:

Additional Documents for Specific Permit Applications:

For Silver Star Mountain Permit Applications

- ☐ Snow Shed Design Plan as outlined in Section 611 of Building Bylaw No. 2670, 2015
- ☐ Roof and Foundation Drainage Plan as outlined in Section 610 of Building Bylaw No. 2670, 2015

For Complex Building Permit Application

- ☐ Coordinating Registered Professional Letter of Assurance (Schedule A of the BC Building Code)

For Moving Permit Applications

- ☐ Appraisal Report as outlined in Section 1103 of Building Bylaw No. 2670, 2015

For Demolition/Moving/Sign Permit Applications

- ☐ Property Owner Declaration

Affidavit for Properties Not Subject to the Provincial Riparian Areas Regulation

Property Subject to Development: _____

Legal Description: _____

Property Address: _____

Registered Owner(s) of the Above Property:

As the Registered Owner(s) of the above described property, I (we) solemnly affirm that the development proposed for the subject property will not be located within a “**riparian assessment area**” as defined by the *Provincial Riparian Areas Regulations* (“*Regulations*”); and

I (we) understand that under the *Regulations* “development” means any of the following associated with or resulting from the local government regulation or approval of residential, commercial or industrial activities to the extent that they are subject to local government powers under the *Local Government Act*:

- a) removal, alteration, disruption or destruction of vegetation;
- b) disturbance of soils;
- c) construction or erection of buildings and structures;
- d) creation of non-structural impervious semi-impervious surfaces;
- e) flood protection works;
- f) construction of roads, trails, docks, wharves, and bridges;
- g) provision and maintenance of sewer and water services;
- h) development of drainage systems;
- i) development of utility corridors;
- j) subdivision as defined in Section 455 of the *Local Government Act*; and

I (we) understand that a “**riparian assessment area**” is defined under the *Regulations* as follows:

- a) for a stream, the 30 metre strip on both sides of the stream, measured from the high water mark;
- b) for a ravine less than 60 metres wide, a strip on both sides of the stream measured from the high water mark to a point that is 30 metres beyond the top of the ravine bank; and
- c) for a ravine 60 metres wide or greater, a strip on both sides of the stream measured from the high water mark to a point that is 10 metres beyond the top of the ravine bank; and

I (we) understand that a “**stream**” is defined under the *Regulations* as any of the following that provides fish habitat:

- a) a watercourse, whether it usually contains water or not;
- b) a pond, lake, river, creek or brook;
- c) a ditch, spring or wetland that is connected by surface flow to something referred to in paragraph a) or b); and

I (we) understand that a “**ravine**” is defined under the *Regulations* as a narrow, steep sided valley that is commonly eroded by running water and has a slope grade greater than 3:1.

Signature(s): _____

Print Name(s): _____

Mailing Address: _____

Postal Code: _____ Phone: _____

Date: _____

Certified By:

Commissioner for Taking Affidavits in the Province of British Columbia

Dated at _____, British Columbia this _____ day of _____, 20_

Riparian Areas Regulation Transition Policy

Any of the following associated with or resulting from the local government regulation or approval of residential, commercial or industrial uses or ancillary activities to the extent that they are subject to local government powers under Part 26 of the *Local Government Act*:

- a) removal, alteration, disruption or destruction of vegetation;
- b) disturbance of soils;
- c) construction or erection of buildings and structures;
- d) creation of non structural impervious or semi-impervious surfaces;
- e) flood protection works;
- f) construction of roads, trails, docks, wharves and bridges;
- g) provision and maintenance of sewer and water services;
- h) development of drainage systems;
- i) development of utility corridors;
- j) subdivision as defined in section 872 of the *Local Government Act*;

And which are located within a “**riparian assessment area**” which is defined as follows:

- a) for stream, the 30 metre strip on both sides of the stream , measured from the high water mark,
- b) for a ravine less than 60 metres wide, a strip on both sides of the stream measured from the high water mark to a point that is 30 metres beyond the top of the ravine bank, and
- c) for a ravine 60 meters wide or greater, a strip on both sides of the stream measured from the high water mark to a point that is 10 metres beyond the top of the ravine bank.

Then, for a local government to allow development to proceed in a riparian assessment area, a developer will be required to follow the RAR and, at their expense, hire a QEP to provide an assessment report to the Ministry of Environment and to Fisheries and Oceans Canada and the local government must receive notification from the Ministry that, in respect of the proposed development, an assessment report has been received which meets the requirements of section 4 (2) or of section 4 (3) of the Riparian Areas Regulation. For example, these requirements apply to the issuance of development permits, development variance permits or building permits for development involving a riparian assessment area or in relation to zoning, re-zoning or subdivision servicing bylaws in respect of development in a riparian assessment area.

If a development is proposed in an area that is clearly not in, or in close proximity to, a riparian assessment area, then the normal local approval process will be followed. However, if there is any doubt, local government staff may consider requiring the developer to sign a document, such as an affidavit, confirming that, in respect of the proposed development, there are no changes proposed within a riparian assessment area.. The developer will then be responsible for any consequences of not following the Riparian Areas Regulation or for providing incorrect information.



PLANNING AND BUILDING

OWNERS APPOINTMENT OF REPRESENTATIVE OR AGENT

Property Information: PID: _____

Civic Address: _____

Owner Name(s): _____

Address: _____

City: _____

Postal Code: _____

Phone No.: _____

Email: _____

Date

Registered Owner's Signature

Representative Name(s): _____

Address: _____

City: _____

Postal Code: _____

Phone No.: _____

Email: _____

Date

Representative's Signature

I am the registered owner of the above described property and hereby authorize the above noted representative to receive and submit information in regards to the following application(s) and/or permit(s):

**Owner's
Initials**

Please indicate the requested application(s) or permit(s)

☐

Current Building Permit Application

☐

Building Permit # _____

☐

Any Planning or Building files available for this property

From the date of signature, and until such time as the Owner provides written revocation of the representative's appointment to the Regional District of North Okanagan (RDNO), the Owner:

1. Consents to the Representative accessing information related to this application and the property that may be in the custody or control of the RDNO;
2. Authorizes the Representative to act in accordance with the RDNO Building Bylaw, including to endorse applications, documents, and/or permits related to this application on behalf of the Owner, except for documents that must be registered with the Land Title and Survey Authority (LTSA);
3. Accepts and understands that the Owner is fully responsible for the Representative's acts or omissions related to this application, the RDNO Building Bylaw, the BC Building Code, and all other enactments;
4. Accepts and understands that the Appointment of a Representative in no way alters or diminishes the Owner's responsibilities as expressed in the Building Permit Application Form's "Property Owner's Acknowledgement of Responsibility and Undertakings" nor the RDNO Building Bylaw, the BC Building Code, or any other enactment and in no way modifies any waiver, indemnification, or release provided by the Owner to the RDNO or its authorized contractor.



BUILDING PERMIT APPLICATION

SUPPLEMENTARY CONTRACTOR INFORMATION

PLUMBING INSTALLATION CONTRACTOR: ☐ Not Applicable

I hereby certify that I accept full responsibility for the design and installation of the plumbing system for the new building or structure on the above noted property in compliance with the BC Building Code.

EMAIL:

Contractor Name(s):

Company Name:

TQ No.:

Address:

Postal Code:

Phone No. (primary):

Phone No. (secondary):

HEATING INSTALLATION CONTRACTOR: ☐ Not Applicable

I hereby certify that I have performed heat loss calculations and I accept full responsibility for the design and installation of the heating system for the new building or structure on the above noted property in compliance with the Building Code and other Provincial standards and regulations as may be applicable.

Check all that apply:

☐ HRV

☐ Forced Air

☐ Hydronic

☐ Natural Gas

☐ Electric

☐ Geothermal

☐ Radiant

☐ Propane

☐ Solid Fuel (wood)

☐ Baseboard

☐ Other:

EMAIL:

Contractor Name(s):

Company Name:

TQ No.:

Address:

Postal Code:

Phone No. (primary):

Phone No. (secondary):

VENTILATION SYSTEMS INSTALLATION CONTRACTOR: ☐ Not Applicable

I hereby certify that I accept full responsibility for the design and installation of the ventilation system for the new building or structure on the above noted property in compliance with the BC Building Code.

EMAIL:

Contractor Name(s):

Company Name:

TQ No.:

Address:

Postal Code:

Phone No. (primary):

Phone No. (secondary):



PROOF OF WATER

(requirement of Building Permit Application)

Building File No.: _____

Requirement: Customer must complete and submit prior to a Building Permit being issued, even if the property already has a water service. This form is for information only and **is not** an application for a water service.

If applicable, a \$35.00 fee is payable at time of Building Permit issuance per the current Greater Vernon Water / Small Utilities Rates Bylaw.

Select water utility (map on reverse)

☐ Greater Vernon Water* ☐ Grindrod* ☐ Gunter Ellison ☐ Mabel Lake ☐ Silver Star* ☐ Whitevale

*water meters required

☐ Outside RDNO water service area (no fee required)

Requested water meter size (standard is 3/4"): _____

Is there an alternate source of water available (ie. irrigation, lake frontage, creek, well, private utility, etc.)

☐ Yes ☐ No - If yes, provide details:

Property address:

Legal description:

Name of property owner(s):

Phone number:

Email:

Proposed development (check all that apply):

☐ Single ☐ Multi ☐ Suite ☐ Institutional ☐ Commercial ☐ Industrial

Adding new dwelling units?

☐ Yes, how many? _____ ☐ No

Note for all customers: It is the responsibility of the owner's engineer to determine the required fire flows.

Greater Vernon Water customers: You may have the opportunity to transfer some of the allocation on your property to reduce the Development Cost Charge(s) or Connection Fee(s), if applicable. To do this, a Water Allocation Adjustment Form must be signed by the property owners and processed at the Regional District of North Okanagan office.

Will you be completing a Water Allocation Adjustment form? ☐ Yes ☐ No

Signature:

Date:

OFFICE USE ONLY

Water meter required? ☐ Yes ☐ No

Is there allocation on the property? ☐ Yes ☐ No

Existing Water Service

Location: _____ metres N/S/E/W from N/S/E/W iron post/property line

Diameter: _____ mm

Fees (Included in Building Permit Fees)

☐ Proof of Water Fee ☐ Additional Fees – see attached Water/Sewer fees form

No Fee: ☐ Outside water service area ☐ Alternate Source ☐ Other:

Outstanding Fees

☐ Water Service Application required ☐ Other:

Provide to customer (as applicable):

☐ Water/Sewer Fees on BP form

☐ Water Meter Purchase Information form

☐ Greater Vernon Water- Water Meter Installation guide **or**

☐ Drawing - Water Meter Installation in Building **or**

☐ Water Service Application form

☐ Water Allocation Adjustment form

☐ Silver Star Water - Water Meter Installation guide

☐ Drawing - Outdoor Water Meter Pit

Proposed development (check all that apply):

☐ Single ☐ Multi ☐ Suite ☐ Institutional ☐ Commercial

☐ Industrial

Adding new dwelling units?

☐ Yes, how many? _____ ☐ No

Completed by:

Date:

☐ Entered in Tempest

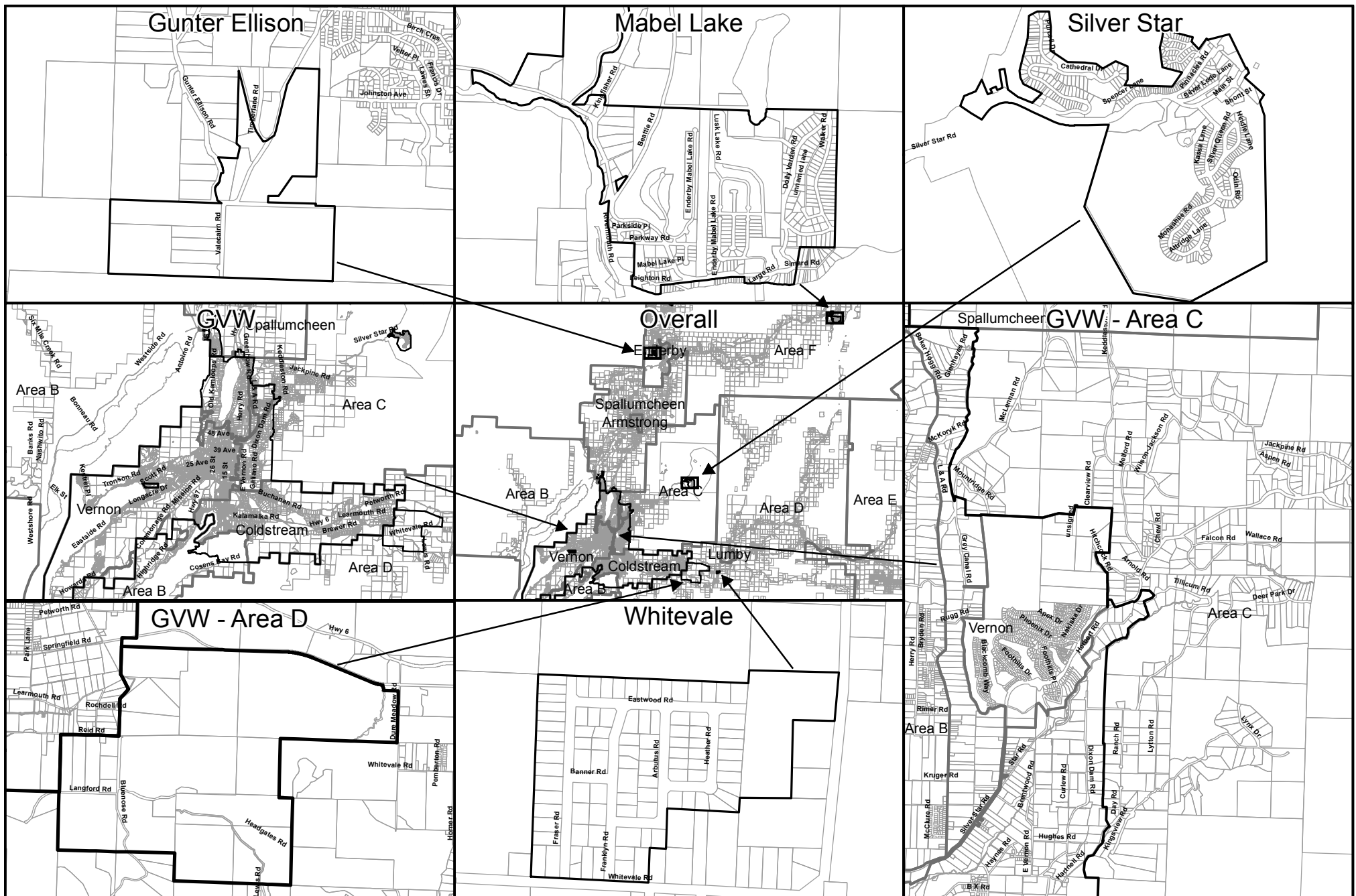
Revised: January 24, 2023

REGIONAL DISTRICT OF NORTH OKANAGAN

9848 Aberdeen Road

Coldstream, BC V1B 2K9

Phone: 250-550-3700 Fax: 250-550-3701 www.rdno.ca



This map was compiled by RDNO, using data believed to be accurate; however, a margin of error is inherent in all maps. This product is distributed without warranties of any kind, either express or implied, including but not limited to warranties of sustainability or particular purpose or use.

Plot Date: Apr 30, 2018

RDNO Water Utilities





BUILDING PERMIT APPLICATION REPORT ON PROFESSIONAL INSURANCE

TO BE COMPLETED BY REGISTERED PROFESSIONAL ENGINEER OR ARCHITECT ONLY:

PROJECT:

Described as:

Legal Description:

and located at (civic address):

Pursuant to the "*Regional District of North Okanagan Building Bylaw No. 2670, 2015*" the undersigned hereby gives assurance that:

1. I have fulfilled my obligation to obtain professional liability or errors and omissions insurance as outlined in Bylaw No. 2670, 2015.
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 2.2.7.3 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:

Company Name:

Address:

Postal Code:

Phone:

Email:

Date

Signature

SCHEDULE "A" TO BYLAW NO. 2670, 2015 – FEES AND CHARGES

1.	Building Permit Application Fees – Non-Refundable	
	a. Construction Value \$1,000 or less.....	55.00
	b. Construction Value over \$1,000 up to \$250,000.....	109.00
	c. Construction Value \$250,000 and more	163.00
2.	Building Permit Fees	
	(Note: A surcharge on fees may apply in remote areas)	
	a. For the first \$1,000 of Construction Value	60.00
	b. For each \$1,000 of Construction Value or part thereof over \$1,000 and less than \$500,000	13.00
	c. For each \$1,000 of Construction Value or part thereof over \$500,000 and less than \$1,000,000	12.00
	d. For each \$1,000 of Construction Value or part thereof over \$1,000, 000....	11.00
	e. For the first five Plumbing Fixtures	60.00
	f. For each Plumbing Fixture over the first five	12.00
	g. For installing a Manufactured Home (mobile home) or park model recreational unit	265.00
3.	Building Permit Fees for Agricultural Buildings over 600 square metres	
	(Note: A surcharge on fees may apply in remote areas)	
	a. For the first \$1,000 of Construction Value	52.50
	b. For each \$1,000 of Construction Value or part thereof over \$1,000 and \$250,000	11.00
	c. For each \$1,000 of Construction Value or part thereof over \$250,000.....	8.25
4.	Sign Permit Fees	
	a. Application for a Sign Permit (non-refundable)	60.00
	b. Permit for a Sign:	
	- For the first \$100 of Construction Value	60.00
	- For each \$1,000 of Construction Value or part there of over \$100.....	13.00
5.	Demolition / Moving Permit Fees	
	a. Application for a Demolition / Moving Permit (non-refundable)	55.00
	b. Demolition / Moving Permit	242.00
	c. Demolition / Moving Deposit.....	2,100.00
6.	Other Fees and Charges	
	a. Special Inspection or Re-Inspection	109.00
	b. Provisional Occupancy Permit with Re-Inspection.....	109.00
	c. Administrative Charge to remove a 'Notice on Title'	850.00
	d. New products, systems or methods Evaluation Fee	2,415.00
	e. Administrative Charge for refund of Building Permit Fees	230.00

7. Building Permit File Closing Fee (Refundable)

In addition to other fees and charges payable in accordance with this Schedule at the time of permit issuance, a file closing fee will apply for all building permits as follows:

- a. Where construction value is less than \$10,000 100.00
- b. Where construction value is between \$10,000 and \$50,000..... 150.00
- c. Where construction value is between \$50,001 and \$100,000..... 300.00
- d. Where construction value is in excess of \$100,000 500.00

8. When all works associated with a building permit are completed and a final inspection has been approved within twenty-four (24) months of the date of permit issuance, the Regional District of North Okanagan will refund the Building Permit File Closing Fee as follows:

- a. Where construction value is less than \$10,000 100.00
- b. Where construction value is between \$10,000 and \$50,000..... 150.00
- c. Where construction value is between \$50,001 and \$100,000..... 300.00
- d. Where construction value is in excess of \$100,000 500.00

Where the works associated with a permit are not completed within twenty-four (24) months of the date of permit issuance, there will be no refund of the Building Permit File Closing Fee.

Any re-inspection fees or fines assessed against the owner/permit holder during the period of construction will also be deducted from the Building Permit File Closing Fee. In addition, if Notice on Title is required, there will be no refund of the file closing fee.

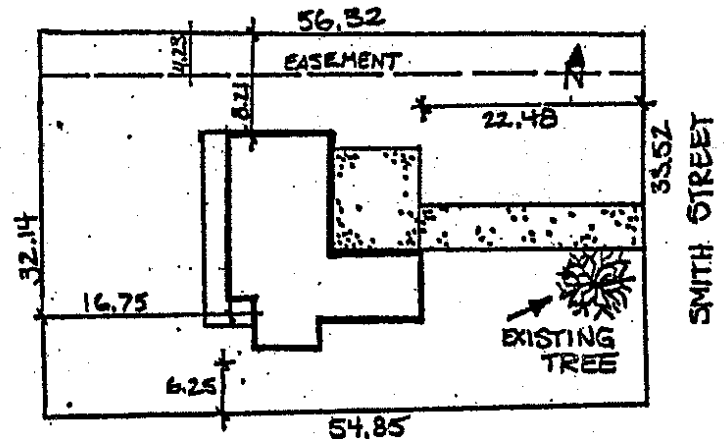


BUILDING PERMIT APPLICATION DRAWING EXAMPLES

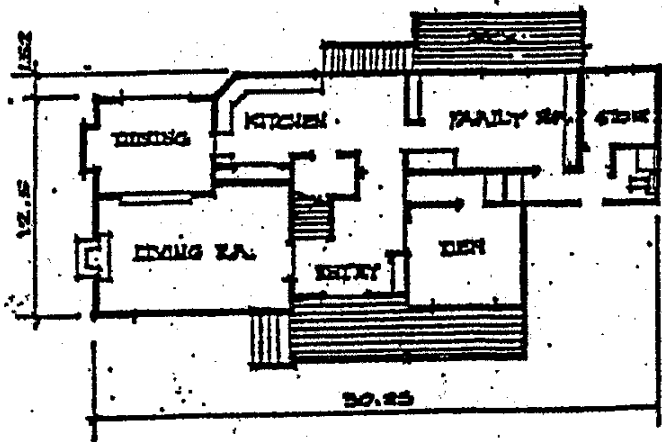
Being a new applicant, we find that we are asked what is meant by certain drawings that we require for submission with your Building Permit Application form. In some cases, the drawings must be signed and sealed by a professional engineer or architect licensed to practice in the Province of BC. In most cases, professional assurance is not needed for small residential buildings. The typical drawings required are:

Site Plan

This scalable Site Plan should show the location and distances to property lines, adjacent street(s) and all existing and proposed buildings on the property (setbacks). It should also show the location of the driveway(s), septic tank and field (if applicable), wells, creeks, ravines, ponds, rights-of-way, easements, and a sign indicating which direction is north should also be shown.



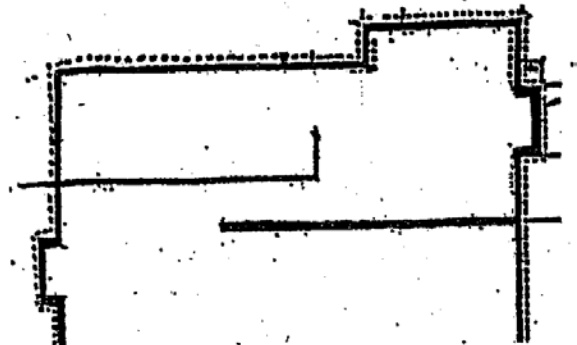
Floor Plan



These should detail the size, shape and use of each room and space in the building, and should show the location and size of each door and window. The dimensions of each room, and the total area for each floor should also be noted on the drawings.

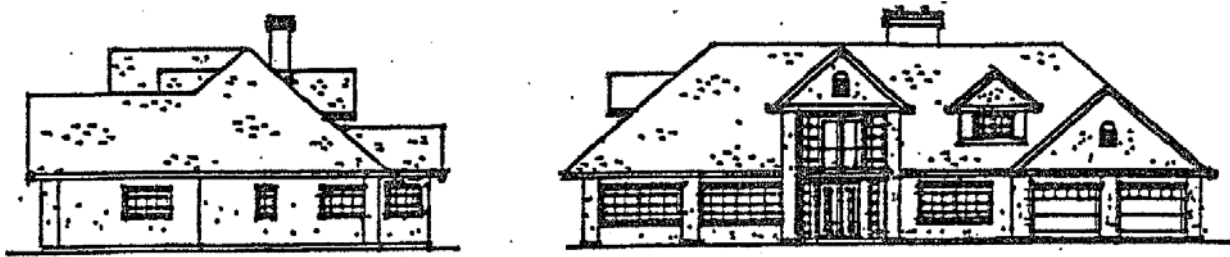
Foundation Plan

This drawing should show the size and location of all portions of the foundation.



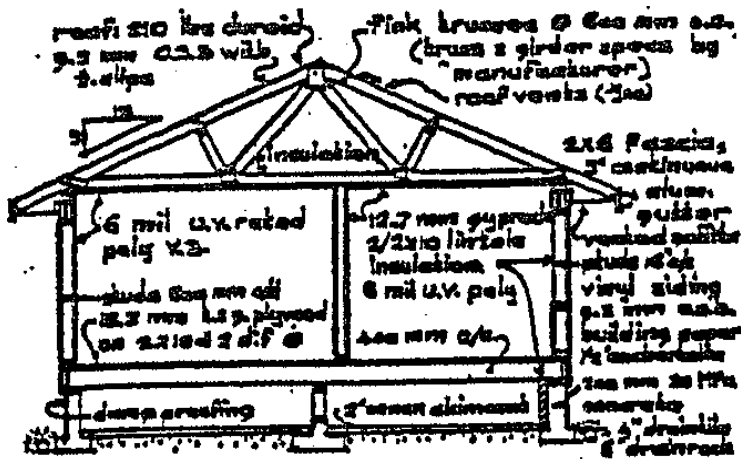
Elevations

These should show the front, side and rear faces of the building. They should detail the finished ground level adjacent to the face of the building, all doors, windows, and any projections from the face of the building such as roof overhangs.



* Two elevations are shown, but you are required to submit (4) four.

Typical Cross-Sections



These should show the structure of the building in sufficient detail to assess the type of materials used and the structural adequacy. For a simple building only one cross-section is usually required. In some cases, two or more will be necessary to adequately show the nature of proposed construction.

You may not need to provide all of the above drawings in every case. For example, it may not be necessary to provide a site plan for interior renovations. Check with the Building Inspection Department or the Planning Department to ensure you have prepared sufficient drawings for our requirements.

* One Cross-Section shown, but you may be required to submit two.

PLEASE NOTE

CONSTRUCTION PLANS SHOULD BE SUBMITTED IN DUPLICATES (2) AT A MINIMUM SCALE OF 1:50 (1/4" – 1'0")



SCHEDULE 1 SITE DISCLOSURE STATEMENT

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

☐ Yes ☐ No

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 _____

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)	
<input type="checkbox"/> 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

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

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)

SCHEDULE 2

[am. B.C. Regs. 17/2002, s. 16; 239/2007, s. 5; 343/2008, s. 12; 62/2013, s. 1; 253/2016, s. 16.]

INDUSTRIAL AND COMMERCIAL PURPOSES AND ACTIVITIES

COLUMN 1 Item	COLUMN 2 Purpose or Activity
A	Chemical industries and activities <ol style="list-style-type: none"> adhesives manufacturing or wholesale bulk storage chemical manufacturing or wholesale bulk storage explosives or ammunition manufacturing or wholesale bulk storage fire retardant manufacturing or wholesale bulk storage fertilizer manufacturing or wholesale bulk storage ink or dye manufacturing or wholesale bulk storage leather or hides tanning paint, lacquer or varnish manufacturing, formulation, recycling or wholesale bulk storage pharmaceutical products, or controlled substances as defined in the <i>Controlled Drugs and Substances Act</i> (Canada), manufacturing or operations plastic products (foam or expanded plastic products) manufacturing textile dyeing pesticide manufacturing, formulation or wholesale bulk storage resin or plastic monomer manufacturing, formulation or wholesale bulk storage
B	Electrical equipment and activities <ol style="list-style-type: none"> battery (lead acid or other) manufacturing or wholesale bulk storage communications stations using or storing equipment that contains PCBs electrical equipment manufacturing, refurbishing or wholesale bulk storage electrical transmission or distribution substations electronic equipment manufacturing transformer oil manufacture, processing or wholesale bulk storage electrical power generating operations fuelled by coal or petroleum hydrocarbons and supplying electricity to a community or commercial or industrial operation
C	Metal smelting, processing or finishing industries and activities <ol style="list-style-type: none"> foundries or scrap metal smelting galvanizing metal plating or finishing metal salvage operations nonferrous metal smelting or refining welding or machine shops (repair or fabrication)
D	Mining, milling or related industries and activities <ol style="list-style-type: none"> asbestos mining, milling, wholesale bulk storage or shipping coal coke manufacture, wholesale bulk storage or shipping coal or lignite mining, milling, wholesale bulk storage or shipping milling reagent manufacture, wholesale bulk storage or shipping nonferrous metal concentrate wholesale bulk storage or shipping nonferrous metal mining or milling

COLUMN 1 Item	COLUMN 2 Purpose or Activity
E	Miscellaneous industries, operations or activities <ol style="list-style-type: none"> 1. appliance, equipment or engine repair, reconditioning, cleaning or salvage 2. ash deposit from boilers, incinerators, or other thermal facilities 3. asphalt tar manufacture, wholesale storage and distribution 4. coal gasification (manufactured gas production) 5. medical, chemical, radiological or biological laboratories 6. rifle or pistol firing ranges 7. road salt storage facilities 8. measuring instruments (containing mercury) manufacture, repair or wholesale bulk storage 9. dry cleaning facilities or operations and dry cleaning chemical storage 10. sites which have been or likely have been contaminated by substances migrating from other properties 11. controlled substances, as defined in the <i>Controlled Drugs and Substances Act</i> (Canada), manufacturing or operations
F	Petroleum and natural gas drilling, production, processing, retailing, distribution and storage other than the storage of residential heating fuel in tanks <ol style="list-style-type: none"> 1. petroleum or natural gas drilling 2. petroleum or natural gas production facilities 3. natural gas processing 4. petroleum coke manufacture, wholesale bulk storage or shipping 5. petroleum product, other than compressed gas, dispensing facilities, including service stations and card locks 6. petroleum, natural gas or sulphur pipeline rights of way excluding rights of way for pipelines used to distribute natural gas to consumers in a community 7. petroleum product, other than compressed gas, or produced water storage in above ground or underground tanks 8. petroleum product, other than compressed gas, wholesale bulk storage or distribution 9. petroleum refining wholesale bulk storage or shipping 10. solvent manufacturing or wholesale bulk storage 11. sulphur handling, processing or wholesale bulk storage and distribution
G	Transportation industries, operations and related activities <ol style="list-style-type: none"> 1. aircraft maintenance, cleaning or salvage 2. automotive, truck, bus, subway or other motor vehicle repair, salvage or wrecking 3. bulk commodity storage or shipping (e.g. coal) 4. dry docks, ship building or boat repair and maintenance, including paint removal from hulls 5. marine equipment salvage 6. rail car or locomotive maintenance, cleaning, salvage or related uses, including railyards 7. truck, rail or marine bulk freight handling

CONTAMINATED SITES REGULATION

Schedule 2

COLUMN 1 Item	COLUMN 2 Purpose or Activity
H	Waste disposal and recycling operations and activities <ol style="list-style-type: none"> 1. antifreeze bulk storage or recycling 2. barrel, drum or tank reconditioning or salvage 3. battery (lead acid or other) recycling 4. biomedical waste disposal 5. bulk manure stockpiling and high rate land application or disposal (nonfarm applications only) 6. construction demolition material, including without limitation asphalt and concrete, landfilling 7. contaminated soil storage, treatment or disposal 8. dredged waste disposal 9. drycleaning waste disposal 10. electrical equipment recycling 11. industrial waste lagoons or impoundments 12. industrial waste storage, recycling or landfilling 13. industrial woodwaste (log yard waste, hogfuel) disposal 14. mine tailings waste disposal 15. municipal waste storage, recycling, composting or landfilling 16. organic or petroleum material landspreading (landfarming) 17. sandblasting waste disposal 18. septic tank pumpage storage or disposal 19. sewage lagoons or impoundments 20. hazardous waste storage, treatment or disposal 21. sludge drying or composting 22. street or yard snow removal dumping 23. waste oil reprocessing, recycling or bulk storage 24. wire reclaiming operations
I	Wood, pulp and paper products and related industries and activities <ol style="list-style-type: none"> 1. particle board manufacturing 2. pulp mill operations 3. pulp and paper manufacturing 4. treated wood storage at the site of treatment 5. veneer or plywood manufacturing 6. wafer board manufacturing 7. wood treatment (antisapstain or preservation) 8. wood treatment chemical manufacturing, wholesale bulk storage 9. sawmills