



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.: _____

SIGN PERMIT APPLICATION FORM

| | |
|--|---|
| Type of Work: <input type="checkbox"/> New <input type="checkbox"/> Alteration | Type of Building: <input type="checkbox"/> Sign |
|--|---|

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 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



SIGN PERMIT APPLICATION REQUIRED DOCUMENTS

Documents required for all Permit Applications:

- Completed and signed application form (signed by **all** registered owners).
- Appointment of Representative form if the permit is to be applied for, picked up, or revised by anyone other than the registered owner.
- Land Title Search – Title to be dated within 30 days of application.
- 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 plans.
- Site Disclosure Statement.
- Affidavit for properties **NOT SUBJECT** to the Provincial Riparian Areas Protection Regulation signed by the owner and witnessed by a Commissioner (available at no charge at the RDNO Main Office), Notary or Lawyer.