



# Building Permit Application

Please Print

FOLDER #: \_\_\_\_\_

DATE: \_\_\_\_\_

Site Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Value of Construction: \_\_\_\_\_

## Permit Information

### 1. Permit Type

- Single Family Dwelling
- Manufactured/Mobile Home
- Two Family Dwelling
- Accessory Building
- Multi-Residential
- Commercial
- Industrial
- Public

### 2. Description

- New Construction
- Addition
- Alteration/Reno\*
- Leasehold Improvements
- Demolition
- Garage/Carport
- Occupant Load
- Other:
- Secondary Suite
- Locate
- Services
- Services Disconnection
- Sign
- Special Inspection
- Bldg Envelope Repair

*\*All Alteration/Reno applications must be accompanied by a City of Nanaimo Hazardous Materials form*

Description of Project: \_\_\_\_\_  
PLEASE BE AS SPECIFIC AS POSSIBLE

Description of Business: \_\_\_\_\_  
APPLIES TO NON-RESIDENTIAL APPLICATIONS (IE, RESTAURANT, ACCOUNTING OFFICES, ETC.)

## Owner Information

### Property Owner(s)

Please list all owners on title. If more space is required, please submit a second application.

Name: \_\_\_\_\_  
NAME OR BUSINESS NAME (IF APPLICABLE, INCLUDING CONTACT PERSON)

Address: \_\_\_\_\_  
HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Name: \_\_\_\_\_  
NAME OR BUSINESS NAME (IF APPLICABLE, INCLUDING CONTACT PERSON)

Address: \_\_\_\_\_  
HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Name: \_\_\_\_\_  
NAME OR BUSINESS NAME (IF APPLICABLE, INCLUDING CONTACT PERSON)

Address: \_\_\_\_\_  
HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

# Building Permit Application

<b>Contact Information – Applicant, Builder, CRP</b>			
<b>Applicant</b>	<b>Name:</b>	<small>NAME OR BUSINESS NAME (IF APPLICABLE, INCLUDING CONTACT PERSON)</small>	
(If Applicant is other than Owner, attach a completed Appointment of Agent form)	<b>Address:</b>	<small>HOUSE/STREET</small>	<small>CITY</small>
		<small>PROVINCE</small>	<small>POSTAL CODE</small>
	<b>Email:</b>	<b>Phone:</b>	<b>Cell:</b>
<b>Builder</b>	<b>Name:</b>	<small>NAME OR BUSINESS NAME (IF APPLICABLE, INCLUDING CONTACT PERSON)</small>	
(The builder must hold a valid City of Nanaimo Business Licence)	<b>Address:</b>	<small>HOUSE/STREET</small>	<small>CITY</small>
		<small>PROVINCE</small>	<small>POSTAL CODE</small>
	<b>Email:</b>	<b>Phone:</b>	<b>Cell:</b>
<b>CRP</b>	<b>Name:</b>	<small>NAME OR BUSINESS NAME (IF APPLICABLE, INCLUDING CONTACT PERSON)</small>	
(Coordinating Registered Professional – when applicable)	<b>Address:</b>	<small>HOUSE/STREET</small>	<small>CITY</small>
		<small>PROVINCE</small>	<small>POSTAL CODE</small>
	<b>Email:</b>	<b>Phone:</b>	<b>Cell:</b>

<b>AUTHORIZATION</b>		
To be signed by all property owners or their appointed agent(s)		
<b>I hereby confirm that the information supplied in support of this application is true and correct:</b>		
<b>Owner or Agent Name:</b>	<b>Signature:</b>	<b>Date:</b>
<i>(if more signature space is required, please submit a second application)</i>		

*Please note that application submissions, including applicant's name, contact information and plans/documents submitted, will become part of the public record. Freedom of Information and Protection of Privacy Act (FOIPPA) information collected on this form is done so under the general authority of the Community Charter and FOIPPA, and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose.*

<b>Office Use Only Comments:</b>