



# Sun Peaks Mountain Resort Municipality

#106-3270 Village Way  
 Sun Peaks BC, V0E 5N0  
 Phone: (250) 578-2020 ext. 210 Cell: (250) 319-4558  
 Website: [www.sunpeaks municipality.ca](http://www.sunpeaks municipality.ca)  
 Email: [inspector@sunpeaks municipality.ca](mailto:inspector@sunpeaks municipality.ca)

## BUILDING PERMIT APPLICATION

Please refer to the brochure "A Guide to Building Permits" for information on documentation required to accompany this application.

Address of Construction:					
Legal Description:					
Registered Owner:					
Mailing Address:					
City:		Postal Code:		Contact Phone:	
E-mail address:					
Contractor:			Primary Contact:		
Contractor's Address:					
City:		Postal Code:		Contact Phone:	
E-mail address:					
Type of Building:	<input type="checkbox"/> SFD	<input type="checkbox"/> SFD w/suite	<input type="checkbox"/> Duplex	<input type="checkbox"/> MURB	<input type="checkbox"/> Bed Units: _____
	<input type="checkbox"/> Commercial	<input type="checkbox"/> Institutional	<input type="checkbox"/> Resort Use	<input type="checkbox"/> Municipal	
Type of Work:	<input type="checkbox"/> New	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Demolition	<input type="checkbox"/> Relocation
Type of Construction:	<input type="checkbox"/> Wooden Framed	<input type="checkbox"/> Concrete / steel	<input type="checkbox"/> Manufactured A-277		
Total combined area of all floors (ft <sup>2</sup> ):			Building Area (area of the largest floor ft <sup>2</sup> ):		
<b>Description of Work:</b>					
Note: Total Permit Fees will include: Water Connection fee, Wastewater Connection fees Development Cost Charges (Water, Sewer, Roads & Parks), Building Permit fee & Surcharge fee (Surcharge fee refundable if construction completed prior to expiry date of the Building Permit)					
Construction Value: \$					
Building Use/Occupancy:					

I, the owner of the property which is the subject of this Application, or the agent of the owner of the property which is the subject of this Application, understand and agree that the owner of the property is fully responsible for carrying out, or causing to be carried out, all work which is contemplated under this Permit, if issued, to ensure compliance with the Building Code, all applicable Bylaws of the Sun Peaks Mountain Resort Municipality and other applicable enactments. In consideration of the granting of this Permit, if issued, I, the owner of the property which is the subject of this Application, or the agent of the owner of the property which is the subject of this Application, agree to indemnify and save the SPMRM harmless from any action or cost whatsoever arising out of or incidental to the granting of this Permit.

**I have read and understand all requirements of this application.**

<b>Applicant's Name (please print):</b>	
<b>Applicant's Signature:</b>	
<b>Date:</b>	
<b>Contact Phone:</b>	
<b>Application Accepted by:</b>	
<b>Permit Application Fee: \$200</b>	<b>App. Fee Receipt Number:</b>



# OWNER(S) UNDERTAKING LETTER

**Notes:**

1. *This Appendix "B" document must be:*
  - a. *signed by the **owner(s)** of the property for which a building **permit** is sought in the presence of a witness; and*
  - b. *submitted to the **Municipality** prior to issuance of a building **permit**.*
2. ***This document will have legal consequences for the owner(s).*** *As such, the **owner(s)** is strongly encouraged by the **Municipality** to obtain independent advice from a lawyer prior to signing and submitting this Appendix B document.*

**ATTENTION: BUILDING INSPECTION SERVICES**

RE: \_\_\_\_\_ (the "Property")  
(Legal Description of Property)

In consideration of the Sun Peaks Mountain Resort Municipality (SPMRM) accepting and processing an application for a building **permit** in respect of the Project, and as required by the **Municipality** Building Regulations Bylaw, the following representations, warranties and indemnities are given to the **Municipality**.

1. I am:
  - ( ) the/an **owner** of the Property; or
  - ( ) where the Property is owned by a company, I am authorized by the **owner**-company to sign this undertaking letter on behalf of the company.

Name: \_\_\_\_\_

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

2. I understand and acknowledge that the **owner** of the Property is fully responsible for carrying out the work, or having the work carried out by a contractor or a registered professional, to ensure compliance with the current version of the **Building Code**, the **Municipality** Building Regulations Bylaw, other applicable **Municipality** Bylaws or any other applicable enactments.
3. I understand and acknowledge that neither:
  - a) the issuance of a building **permit** by the **Municipality**,
  - b) the acceptance or review of plans and supporting documents in respect of the Project, nor
  - c) any **monitoring** visits made by **Sun Peaks Mountain Resort Municipality Building Officials**,

shall in any way constitute a representation, warranty or statement by or on behalf of the **Municipality** that the Project complies with current version of the **Building Code**, the **Municipality's** Building Regulations Bylaw, other applicable **Municipality** Bylaws or any other applicable enactments nor relieve the **owner** and/or his or her **agent** from full and complete responsibility to perform the work in strict accordance with **Building Code**, the **Municipality's** Building Regulations Bylaw, other applicable **Municipality** Bylaws or any other applicable enactments respecting safety.

4. I am not in any way relying on the **Municipality** or any of the **Sun Peaks Mountain Resort Municipality Building Officials** to protect:
- a) the **owner(s)** or any future **owner(s)** of the Property,
  - b) any use or occupier of the Property, or
  - c) any other **person(s)** as contemplated in Division 1 of the current version of the **Municipality's** Building Regulations Bylaw,

from injury or physical harm, property loss or damage, economic loss or any other form of claim or cause of action and I will not make any claim, counterclaim, or initiate Third Party proceedings, alleging responsibility or liability on the part of the **Municipality** or any of its **Building Officials** in connection with the Project.

5. Where "Letters of Assurance of Professional Design and Commitment for Field Review" are required, I have authorized, and am relying upon the following registered professionals to prepare and submit adequate plans and supporting documents and conduct all appropriate and necessary field reviews in respect of the Project:

(Print Name of each registered professional)

Coordinating: \_\_\_\_\_

Architectural: \_\_\_\_\_

Building Envelope: \_\_\_\_\_

Structural: \_\_\_\_\_

Mechanical: \_\_\_\_\_

Plumbing: \_\_\_\_\_

Fire Suppression Systems: \_\_\_\_\_

Electrical: \_\_\_\_\_

Geotechnical – temporary: \_\_\_\_\_

Geotechnical – permanent: \_\_\_\_\_

(the "Registered Professionals").

6. I understand and acknowledge that the **Municipality** will rely solely upon the "Letters of Assurance of Professional Design and Commitment for Field Review" prepared by the Registered Professionals in respect of the Project to ensure compliance with the current version of the **Building Code**.
7. I understand that the word "work" in this document includes all work necessary to complete the Project such that it is in compliance with the current version of the **Building Code**, the **Municipality's** Building Regulations Bylaw, other applicable **Municipality's** Bylaws and any other applicable enactments.
8. In the case where the Property is owned by a company, I have been authorized by the **owner**-company to make the representations, warranties and assurances to the **Municipality** as are contained in this Appendix "B" document.
9. I have been advised by the **Municipality** that I should obtain independent advice from a lawyer prior to signing and submitting this Appendix "B" document to the **Municipality**.

<p><b>Where owner is an individual:</b></p> <hr/> <p>Signature of Witness</p> <hr/> <p>Witness (print name)</p> <hr/> <p>Address of Witness</p> <hr/> <p>Signature of Witness</p> <hr/> <p>Witness (print name)</p> <hr/> <p>Address of Witness</p>	<hr/> <p>Signature of <b>Owner</b></p> <hr/> <p><b>Owner</b> (print name)</p> <hr/> <p><i>(additional owner):</i></p> <hr/> <p>Signature of <b>Owner</b></p> <hr/> <p><b>Owner</b> (print name)</p> <hr/> <p>(if required, reproduce and attach another copy of this page for additional <b>owner</b> signatures)</p>
<p><b>Where owner is a company:</b></p> <hr/> <p>Signature of Witness</p> <hr/> <p>Witness (print name)</p> <hr/> <p>Address of Witness</p>	<hr/> <p>Name of Company</p> <hr/> <p>Signature of authorized signatory for Company</p> <hr/> <p>Name of authorized signatory for Company</p> <hr/> <p>Title of authorized signatory for Company</p>



SUN PEAKS MOUNTAIN RESORT MUNICIPALITY
Contractor Authorization Letter

Date: \_\_\_\_\_

Sun Peaks Mountain Resort Municipality
106-3270 Village Way
Sun Peaks, BC. V0E 5N0

Email: inspector@sunpeaksmunicipality.ca

ATTENTION: BUILDING INSPECTION SERVICES

Re: Legal Description: Lot \_\_\_\_\_ Plan \_\_\_\_\_ District Lot(s) \_\_\_\_\_

Civic Address: \_\_\_\_\_

Contractor/Tenant: \_\_\_\_\_

To the undersigned, owner(s) of the said property hereby authorizes the above-noted Contractor and/or Tenant to apply to the Sun Peaks Mountain Resort Municipality for a Building Permit on the undersigned's behalf.

The undersigned acknowledges that, as owner(s), they have a duty to ensure compliance with all British Columbia building Codes and Municipal Bylaws applicable to the improvements authorized by the Building Permit.

SIGNED BY ALL REGISTERED OWNERS:

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

OWNER(S) MAILING ADDRESS(ES):

Any Permit Expiry and/or Bylaw contraventions notices will be Cc'd to the address (es) indicated below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_