



District of Vanderhoof

Incorporated 1926

Geographical Centre of B.C.

P.O.Box 900

Vanderhoof, B.C. V0J 3A0

Phone: (250) 567-4711 Fax: (250) 567-9169

BUILDING PERMIT CHECKLIST

PROPERTY OWNER: _____ PERMIT NO: _____

LEGAL DESCRIPTION OF PROPERTY: _____

GENERAL ADDRESS: _____ PROJECT DESCRIPTION: _____

The following list of items may or may not apply to development within the District of Vanderhoof. The Building Official, Superintendent of Public Works, Fire Chief and municipal office staff will check the appropriate box for each of the following when reviewing the Building Permit Application.

DATE OF REVIEW BY BUILDING OFFICIAL: _____

DESCRIPTION	Not Required	Required	Received
Back-flow Preventer – Bylaw # 965 s. 18.4			
Building Permit – Bylaw # 965 s. 8			
Flood Control – Bylaw # 832 s. 4.15			
Homeowner Protection Office – Licensed Builder			
Homeowner Protection Office – Owner Builder			
Letters of Assurance – B.C.B.C. s. 2.6			
Ministry of Health – Sewer Permit – Bylaw # 965 s. 8.5.7/10.1.11			
Ministry of Health – Health Inspectors Approval Bylaw # 965 s. 10.1.11			
Permit Fees – Bylaw # 965 Appendix 'A'			
Pressure Reducing Valve – Bylaw # 965 s. 18.2			
Site Plan (Survey Required) – Bylaw # 965 s. 9.1.4/10.1.4			

COMMENTS: _____

DATE OF REVIEW BY FIRE CHIEF: _____

DESCRIPTION	Not Required	Required	Received
Fire Regulation Approval – B.C. Fire Code			
Fire Hydrant			

COMMENTS: _____



DATE OF REVIEW BY SUPERINTENDENT OF PUBLIC WORKS: _____

DESCRIPTION	Not Required	Required	Received
Access Permit – Bylaw # 965 s. 8.5.8			
Bonding – Bylaw # 659 s. 4.6			
Culvert Installation Permit – Bylaw # 659 s. 8.5.8 (access permit)			
Parking Lot – Asphalt Surfacing – Bylaw # 832 s. 4.10.(h)			
Parking Lot Plan – Bylaw # 832 s. 4.10			
Parking Lot Lighting Plan – Bylaw # 832 s. 4.10.(j)			
Parking Spaces Required/ Variance Permit – Bylaw # 832 s. 4.10.(c)			
Sanitary Sewer Connection Permit and Fees – Bylaw # 882 s. 2.(i)			
Security for Asphalt Surfacing – Bylaw # 832 s. 4.10.(h)			
Sewer Service Inspection of connections at property line before backfill Bylaw # 965 s.18.6			
Subdivision Approval – Bylaw # 659 s. 3.2/LGA s 938			
Water Service Connection and Fees – Bylaw # 881 s 2.(i)			
Water Service Inspection of connections at property line before backfill Bylaw # 881 s. 18.6			
Water Meter – Bylaw # 965 s. 18.1			

COMMENTS: _____

DATE OF REVIEW BY MUNICIPAL OFFICE STAFF: _____

DESCRIPTION	Not Required	Required	Received
Business License Approval – Bylaw # 912 s. 2.1			
Development Permit – Bylaw # 831 s. 5			
Development Variance Permit – Bylaw # 831/LGA s. 930			
Ministry of Transportation – Access Permit – Bylaw # 965 s. 8.5.8			
Rezoning – Bylaw # 832 s. 6.0			
Sewer Connection Permit / Fee Payment – Bylaw # 882			
Sewer Frontage – Bylaw # 599 s. 2			
Sign Permit – Bylaw # 551 s. 4(a)/4(b)			
Utility User Fees Master Maintenance (w/s) – Bylaw # 125,126,969,970 s. 1			
Water Frontage – Bylaw # 924 s. 2			
Water Service Connection Permit / Fee Payment – Bylaw # 881			

COMMENTS: _____

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|-------------|----------------------------------|-----------------------------|
| Bylaw List: | 125/126 w/s servicing | 881/882 w/s connection fees |
| | 551 sign | 912 business licensing |
| | 599 sewer frontage | 924 water frontage |
| | 659 subdiv/development servicing | 965 building |
| | 832 zoning | 969/970 w/s user fees |