



PO BOX 340  
 4836 RADIUM BLVD.  
 RADIUM HOT SPRINGS, BC V0A 1M0  
 P.250.347.6455 F. 250.347.9068  
[www.radiumhotsprings.ca](http://www.radiumhotsprings.ca)

**BUILDING DEPARTMENT  
 PERMIT APPLICATION**

<b>OFFICE USE ONLY</b>
BP No. _____
Year _____
Construction Value: _____

**SECTION 1 – APPLICANT INFORMATION**

<b>REGISTERED OWNER(S):</b>	<b>CONTRACTOR/AGENT:</b>
<b>MAILING ADDRESS:</b> _____ _____	<b>MAILING ADDRESS:</b> _____ _____
<b>PHONE:</b> _____ (home) _____ (work) <b>Fax:</b> _____ <b>Email:</b> _____	<b>PHONE:</b> _____ <b>Fax:</b> _____ <b>Email:</b> _____

**SECTION 2 – LAND UNDER APPLICATION**

**Legal Description:**

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ District Lot \_\_\_\_\_

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

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

**SECTION 3 – PURPOSE OF APPLICATION [v check appropriate box(es)]**

To construct a \_\_\_\_\_ in accordance with attached plans.  
 (dwelling unit, garage, shop, accessory buildings, commercial structure, shed etc.)

To place a mobile/manufactured home  
 Year: \_\_\_\_\_ Size: \_\_\_\_\_ No. of bedrooms \_\_\_\_\_ MH Reg# \_\_\_\_\_

Other \_\_\_\_\_  
 (wood burning appliance, renovations, plumbing, demolition, moving permit, swimming pool fencing, etc.)

**SECTION 4 – ENSURE THE FOLLOWING DOCUMENTS ARE INCLUDED WITH THE APPLICATION**

**Two (2) sets of construction plans showing:**

- **dimensions of building**
- **scale**
- **foundation details**
- **floor plans showing**
  - **proposed use of each room**
  - **elevations**
  - **structural & mechanical details**
  - **building sections**
- **list of all building materials**

One set of plans will be returned to you with Village of Radium Hot Springs comments upon the issuance of the permit.

**Homeowner Protection Office (provide one of the following):**

- **Owner/Building Declaration and Disclosure Notice (completed with seal/signature)**
- **HPO Registered form (completed with warranty provider seal/signature)**  
**(For information contact HPO at 1-800-407-7757 or [www.hpo.bc.ca](http://www.hpo.bc.ca))**

**Plot Plan – provide plot plan sketch below, which includes the following:**

- **north arrow**
- **lot lines with dimensions**
- **location of proposed structure with distances indicated from each structure to each property line**
- **access (roads, driveways)**
- **all existing buildings on property including the square footage of each structure (if applicable)**
- **distances from & elevations above watercourses (creeks, rivers, ponds, lakes)**

**PLOT PLAN SKETCH**



