



# Building Permit Application

District of Metchosin

4450 Happy Valley Road, Victoria, BC 9C 3Z3

Phone (250) 474-3167 Fax: (250) 474-6298

Email: [building@metchosin.ca](mailto:building@metchosin.ca) [www.metchosin.ca](http://www.metchosin.ca)

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

Site Legal Description: \_\_\_\_\_ PID: \_\_\_\_\_

**Construction Type (check one):**

- New Construction     Move In  
 Addition             Alteration  
 Repair                 Demolition

**Primary Building Use (check one):**

- Single Family Dwelling     Secondary Suite  
 Accessory Building         Garage/carport  
 Commercial                 Other: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Construction Value: \$ \_\_\_\_\_

**PROPERTY OWNER CONTACT INFORMATION:**

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

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

**APPLICANT CONTACT INFORMATION:  SAME AS ABOVE, OR:**

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

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

**BUILDER CONTACT INFORMATION:  SAME AS ABOVE, OR:**

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

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

Business Licence Number: \_\_\_\_\_

I hereby certify that the information given is true to the best of my knowledge, and that the following authorizations accompany this application:

- \_\_\_\_\_ Owner's Acknowledgement of Responsibility  
\_\_\_\_\_ Owner's Undertaking  
\_\_\_\_\_ Owner's Letter of Authorization (only required if appointing an agent to act on behalf of owner)

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Owner (or agent with Owner's Letter of Authorization)



**APPENDIX A**  
Owner's Acknowledgement of Responsibility

1. I acknowledge that if I am granted a building permit pursuant to this application that I am responsible for compliance with the current edition of the British Columbia Building Code, this 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 the said work is undertaken by me or by those whom I may retain or employ to provide design and/or construction services.
2. I acknowledge that neither the issuance of a permit under this Bylaw, the acceptance nor review of plans, specifications, drawings or supporting documents, nor inspections made by or on behalf of the District of Metchosin ("the District") constitute a representation, warranty, assurance or statement that the current edition of the British Columbia Building Code, the Building Bylaw of the District or any other applicable enactment, code, regulation or standard has been complied with.
3. Where the District requires that Letters of Assurance be provided by a Registered Professional, I confirm that I have been advised in writing by the District that it relied exclusively on the Letter of Assurance of the "Professional Design and Commitment for Field Review" prepared by:

\_\_\_\_\_ in reviewing the plans, drawings specifications and supporting documents submitted for a building permit.

4. I confirm that I have relied only on the said Registered Professional for the adequacy of plans, drawings, specifications and supporting documents submitted with this application.
5. I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a building permit by the District.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Owner's/Agent's Signature: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Signature of Witness:

Occupation: \_\_\_\_\_

**NOTE:** If signed by an Agent, letter of Authorization from the owner must be provided with the Building Permit Application.

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**APPENDIX B**  
**Owner's Letter of Authorization**

To whom it may concern:

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

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

I am the owner, as defined in the current "Building Bylaw," of the above referenced property and hereby authorize:

Representative/Contact:

[Print] \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

[Please check where applicable]:

To represent me in an application for:

- Building Permit Application  
(If Registered Professional is involved, also use Appendix C, Owner's Undertaking)
- Demolition Permit Application
- Subtrade Permit

To obtain copies of:

- Building Permit Plans (Archive Copies)

**Owner's Information: (Print)**

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

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

Tel. No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

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## APPENDIX C Owner's Undertaking

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

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

Building Permit #: \_\_\_\_\_

1. This undertaking is given by the undersigned, as the owner of the property described above, with the intention that it be binding on the owner and that the District of Metchosin ("the District") will rely on same.
2. I confirm that I have applied for a building permit pursuant to "District of Metchosin Building Bylaw 2024, No.694, (the "Bylaw") and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and in particular, understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections thereunder.
3. Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility to ensure compliance with the *Building Code* and the Bylaw whether any work to be performed pursuant to the permit applied for is done by me, a contractor or a registered professional.
4. I am not in any way relying on the District or its building officials, as defined under the Bylaw, to protect the owner or any other persons as set out in Part 3 of the Bylaw, and I will not make any claim alleging any such responsibility or liability on the part of the District or its building officials.
5. I hereby agree to indemnify, defend and save harmless the District and its employees, officials, agents and servants from all claims, liability, judgments, costs and expenses of every kind which may result from any acts, omissions or negligence arising from issuance of any permits or approvals or from any failure to comply fully with all bylaws, statutes and regulations relating to any work or undertaking in respect of which this application is made.
6. I am authorized to give these representations, warranties, assurance and indemnities to the District.

Owner's Information:

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

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

Tel. No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

This undertaking is executed by the owner this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature: \_\_\_\_\_