



# BUILDING PERMIT APPLICATION

7030 Trans-Canada Highway, Duncan BC V9L 6A1  
T 250.746.3105 | F 250.746.3154 | [building@northcowichan.ca](mailto:building@northcowichan.ca)

Please print

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

Site Address (if assigned): \_\_\_\_\_

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

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

## Permit Information

Permit Type	Description
<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> New Construction
<input type="checkbox"/> Two Family Dwelling	<input type="checkbox"/> Addition
<input type="checkbox"/> Manufactured/Mobile Home	<input type="checkbox"/> Alteration/Renovation*
<input type="checkbox"/> Accessory Building/Accessory Dwelling Unit	<input type="checkbox"/> Leasehold Improvements
<input type="checkbox"/> Multi-Family Residential	<input type="checkbox"/> Demolition
<input type="checkbox"/> Commercial	<input type="checkbox"/> Garage/Carport
<input type="checkbox"/> Industrial	<input type="checkbox"/> Occupant Load
<input type="checkbox"/> Public	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Secondary Suite
	<input type="checkbox"/> Locate
	<input type="checkbox"/> Services
	<input type="checkbox"/> Sign
	<input type="checkbox"/> Special Inspection
	<input type="checkbox"/> Building Envelope Repair
	<input type="checkbox"/> Plumbing Permit

*\*All Alteration/Renovation applications for buildings constructed prior to 1990 must be accompanied by a "Hazardous Materials Report"*

Description of Project: \_\_\_\_\_  
*Please be as specific as possible*

Description of Business: \_\_\_\_\_  
*Applies to non-residential applications (i.e. restaurant, accounting offices etc.)*

## Contact Information

**Applicant** Name: \_\_\_\_\_  
*If the applicant is other than the property owner, attach a completed Agent Authorization form*  
Address: \_\_\_\_\_  
*house number/street city province postal code*  
e-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Property Owner** Name: \_\_\_\_\_  
*name or business name (if applicable, including contact person)*  
Address: \_\_\_\_\_  
*house number/street city province postal code*  
e-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Builder** Name: \_\_\_\_\_  
*The builder must hold a valid North Cowichan Business Licence*  
Address: \_\_\_\_\_  
*house number/street city province postal code*  
e-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**I hereby confirm that the information supplied in support of this application is true and correct:**

\_\_\_\_\_  
**Owner or Agent's Signature**

Internal Use, Folder Number: \_\_\_\_\_

Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the *Freedom of Information and Protection of Privacy Act* and *North Cowichan's Building Bylaw* for the purpose of administering a building permit. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, 250-746-3100, 7030 Trans-Canada Highway, Duncan, BC, V9L 6A1 or [foi@northcowichan.ca](mailto:foi@northcowichan.ca).