

Before a Building Permit can be obtained for the construction of a building/structure, the following data must be submitted to the Building Department:

New Building (ie. Single Family Dwelling)

1. Completed Registration form from the Homeowner Protection Office ***OR*** a completed Owner Builder Declaration & Disclosure Notice form. For more information contact the HPO at 1-800-407-7757 or visit their website at <http://www.hpo.bc.ca/>.
2. Proof of ownership of property (copy of title). Contractors must submit authorization form (letter of agency) from the owner.
3. If not on municipal sewer, a permit from the Ministry of Health is needed.
4. Two (2) sets of drawings prepared by a design engineer, architect, or competent draftsman. Drawings to include:
 - a) Site Plan showing streets, driveway, septic field, all existing buildings (including use and square footage) and the proposed building location with distances to each property line and to any watercourse or right of way;
 - b) Site Grading Plan;
 - c) Floor Plans;
 - d) Elevations;
 - e) Cross-sections;
5. Valid Highway Access Permit Application from the District of Hope (not available online).
6. Service Connection Application from the District of Hope (not available online).
7. Legal Survey Plan.

NOTE: (Flagging) To facilitate review of your application, please flag lot pins and the proposed location of the structure for confirmation by the inspector.

Renovations (Residential)

1. Proof of ownership of property (copy of title), (contractor must submit written authorization from the owner).
2. Two (2) sets of drawings prepared by a design engineer, architect, or competent draftsman.

Renovations (Commercial/Industrial)

1. Proof of ownership of property (copy of title) (contractor must submit written authorization from the owner).
2. Two (2) sets of drawings prepared by a design engineer, architect, or competent draftsman.

NOTE: ALL DRAWINGS MUST BE DRAWN TO SCALE