



## CITY OF COURTENAY

Building Division  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7  
Tel: 250-703-4862 Email:  
[building@courtenay.ca](mailto:building@courtenay.ca)

# Digital Building Permit Application Procedure

<b>Step 1</b>	Submit an email to <a href="mailto:building@courtenay.ca">building@courtenay.ca</a> requesting a file upload access link. Ensure that you provide City Staff with the Civic Address of the property (you will need to refer to the address when submitting any correspondence to Development Services).
<b>Step 2</b>	<p>Once you are provided with an upload link, submit the following documents for permit application:</p> <ul style="list-style-type: none"><li>• Completed application form (<b>application fees will not be collected at submission</b>)</li><li>• Copy of recent title search (must be no older than 30 days) – if you are not able to provide a copy of the title, we will provide you a copy for \$12.00 (this fee will be added to your overall permit costs payable at issuance)</li><li>• Signed copy (and supporting pictures, if applicable) of the <i>Damage to City Infrastructure Repair Agreement</i> (page 4 of <i>Building Permit Application</i>)</li><li>• Signed copy of the <i>Owner's Undertaking Agreement</i> (page 3 of <i>Building Permit Application</i>)</li><li>• Confirmation of residential warranty coverage (HPO Approval) as applicable</li><li>• For Part 9 Structures, see required submissions for standard building permit applications **Development Services might require that hard copies of building plans be submitted to the City via courier (or other acceptable delivery means).</li><li>• Part 9 applications for other than single or two family dwellings must include:<ul style="list-style-type: none"><li>○ A building code compliance summary</li><li>○ Civil Drawings and applicable Letters of Assurance</li></ul></li><li>• For Part 3 Structures, see required submissions for complex building permit applications **Development Services might require that hard copies of building plans be submitted to the City via courier (or other acceptable delivery means).</li><li>• <i>Plumbing</i> permits require a detailed schematic layout to be submitted alongside the application form</li><li>• All renovations and demolitions <i>must</i> be accompanied by a hazardous materials survey, in accordance with WorkSafe BC regulations</li><li>• Copy of any approval(s) required under enactments related to health and safety (ex: Septic System installation)</li></ul>
<b>Step 3</b>	Send a notification to <a href="mailto:building@courtenay.ca">building@courtenay.ca</a> that your submissions have been uploaded
<b>Notes</b>	<p>Any additional required information will be requested by the Plan Checker; respond directly to their email.</p> <p>Before requesting an upload link, it is your responsibility to ensure that all Development Permits have been completed (zoning, development, variance, subdivision).</p> <p><b><i>Please be advised that you <u>must</u> provide your plans to us in .pdf form – do not supply pictures of your plans, your application will not be accepted.</i></b></p>