



CITY OF COURTENAY
 Building Services
 830 Cliffe Avenue
 Courtenay, BC V9N 2J7
 Tel: 250-703-4862 Fax: 250-334-4241
 Email: building@courtenay.ca

Building Move Application Information

The Building Division issues building move permits in situations where a building is moved from the City of Courtenay's municipal boundaries to an outside locale or where a building is moved into the City of Courtenay from an outside locale. For buildings that are moved outside of the City, a demolition-move permit is applied for. For buildings that are moved into the City, a building-move permit is applied for. If the building is being moved through the City of Courtenay, from a destination outside of the municipal boundary to another destination also outside of the City of Courtenay, a permit must be applied for with the City of Courtenay's Public Works Department, publicworks@courtenay.ca.

Move permits are not granted at the counter. These applications require review by other City of Courtenay departments and the approval process can take up to two to four weeks. Please ensure that you consider this when submitting an application.

For Buildings Moved OUT of the City (Demolition-Move Permit)

Building Permit Application	Application must indicate both "move" AND "demolition" as the scope of work and must also include a completed "Owner's Undertaking" Agreement and a "Damage to Infrastructure" Agreement
Site Plan	Site Plan (or ortho photo) illustrating the building that will be removed from the property
Insurance (Building Movers)	Copy of Building Movers' Insurance (listing the City as "additional insured", \$5,000,000 liability, 30 day Day Cancellation Clause
MoTI CVSE 1052 Form	Completed MoTI CVSE 1052 Form including stakeholder signatures (RCMP, Fire, Utilities) – please note that the form is not required for structures meeting the maximum requirements that are permitted to be moved on a highway (max. is 3.8 meters)
Traffic Control Plan and Route Map	Traffic Control Plan and Route Map (must be approved by the Public Works Department)
Hazardous Materials Report	Hazardous Materials Report

FEE INFORMATION

Application Fee	\$50.00
Permit Fee	\$100.00
Service Disconnection Fees	**Identified through the referral process
Security	Based on scope of work
Title	\$12.00
Other fees	**Identified through the referral process

For Buildings Moved IN to the City (Building Move Permit)

Building Permit Application	Completed Building Permit Application – indicating “new” and “move” as the scope of work and must also include a completed “Owner’s Undertaking” Agreement and a “Damage to Infrastructure” Agreement
Supporting documents	All items required under Part 12 of Bylaw No. 3001 (2020) including but not limited to: Site Plan, Building Design and Professional Certification, Engineered Foundation Design, Applicable Drawings (stairs, decks, etc)
Security	In the form of certified cheque, cash or irrevocable letter of credit (5% of the value of construction, to a limit of \$10,000.00)
Insurance (Building Movers)	Copy of Building Movers’ Insurance (listing the City as “additional insured”, \$5,000,000 liability, 30 day Day Cancellation Clause
MoTI CVSE 1052 Form	Completed MoTI CVSE 1052 Form including stakeholder signatures (RCMP, Fire, Utilities) – please note that the form is not required for structures meeting the maximum requirements that are permitted to be moved on a highway (max. is 3.8 meters)
Traffic Control Plan and Route Map	Traffic Control Plan and Route Map (must be approved by the Public Works Department)
Hazardous Materials	Hazardous Materials Report

FEE INFORMATION

Application Fee	Based on the value of construction (Appendix B, Bylaw 3001)
Service Connection Fees	**Identified through the referral process
Permit Fee	Based on value of construction (Appendix B, Bylaw 3001)
Security	5% of the value of construction, to a limit of \$10,000.00 (Part 12, Bylaw 3001)
Title	\$12.00
Other fees	**Identified through the referral process