

**CORPORATION OF THE CITY OF VERNON**  
 3001 – 32 Ave, Vernon, B.C., V1T 2L8  
 Phone: 250-550-3634 Fax: 250-545-5309  
 buildingcounter@vernon.ca  
 www.vernon.ca

Subsection 5.14 – every person shall apply for and obtain a plumbing permit before constructing, repairing or altering a plumbing system.  
 Subsection 10.1.7 – and subsection 7.1.6.1 of the B.C. building code – require that personnel performing plumbing work possess a B.C. tradesman’s qualification, or be an indentured apprentice supervised by a plumber or be the registered owner of the single family dwelling in which the plumbing work will be performed, provided evidence can be provided the owner can satisfactorily perform the work.

**PLEASE PRINT ( TO BE FILLED OUT COMPLETELY BY APPLICANT)**

**DATE OF APPLICATION:**

**PROJECT ADDRESS:**

**LEGAL DESCRIPTION: Lot #**

**Plan #**

**Folio #:**

**SCOPE OF WORK:**

<b>OWNER:</b>	<b>NAME:</b>		<b>PHONE:</b>
	<b>ADDRESS:</b>		<b>FAX:</b>
	<b>POSTAL CODE:</b>	<b>EMAIL:</b>	<b>CELL:</b>
<b>OWNER’S AGENT:</b>	<b>NAME:</b>		<b>PHONE:</b>
	<b>ADDRESS:</b>		<b>FAX:</b>
	<b>POSTAL CODE:</b>	<b>EMAIL:</b>	<b>CELL:</b>
<b>CONTRACTOR:</b>	<b>NAME:</b>		<b>PHONE:</b>
	<b>ADDRESS:</b>		<b>FAX:</b>
	<b>POSTAL CODE:</b>	<b>EMAIL:</b>	<b>CELL:</b>
	<b>BUSINESS LICENSE #:</b>		

**APPLICATION CHECKLIST**

Schedule “2” (Owners Undertaking)	YES	NO	N/A	INSTALL NEW PLUMBING IN AN EXISTING BUILDING	YES	NO	N/A
Schedule “3” (Appointment of Agent)	YES	NO	N/A	ADD TO EXISTING PLUMBING IN AN EXISTING BUILDING	YES	NO	N/A
Existing Damage to Municipal Works Form Completed	YES	NO	N/A	CONNECT TO SANITARY UTILITY	YES	NO	N/A
Interior Health approval	YES	NO	N/A	CONNECT TO STORM UTILITY	YES	NO	N/A
METER requested (for sewer or water service)	YES			CONNECT TO WATER UTILITY	YES	NO	N/A
				REPLACE SANITARY UTILITY	YES	NO	N/A
				REPLACE STORM UTILITY	YES	NO	N/A
				REPLACE WATER UTILITY	YES	NO	N/A

**Applicant Name:** \_\_\_\_\_ **Applicant Signature:** \_\_\_\_\_  
 (Please Print Clearly)

<b>For Office Use</b>	<b>For Office Use</b>
	<b>PLUMBING PERMIT # BP</b>
<b>IF APPLICABLE</b>	<b>SERVICE PERMIT #:: MP</b>



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## SCHEDULE “2” OWNERS UNDERTAKING

<b>SUBJECT PROPERTY ADDRESS:</b>		
<b>LOT#</b>	<b>PLAN#</b>	<b>FOLIO:</b>

<b>REGISTERED PROPERTY OWNER</b>	<b>NAME:</b>	
	<b>MAILING ADDRESS:</b>	
	<b>PHONE:</b>	<b>E-MAIL:</b>

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 Corporation of the City of Vernon will rely on same.

I confirm that I have applied for a building permit pursuant to the City of Vernon Building/Plumbing Bylaw No. 4900, 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.

Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility, whether or not any work to be performed pursuant to the permit applied for is done by me, a contractor or a registered professional, to ensure compliance with the Building Code and the Bylaw.

I am not in any way relying on the City or the Building Officials of the City, as defined under the Bylaw, to protect the owner or any other persons as set out in Section 1.2 of the bylaw and I will not make any claim alleging any such responsibility or liability on the part of the City or its Building Officials.

I acknowledge that as a condition of approval of a building permit I will be responsible for any infrastructure improvements directly attributable to my development as outlined in Sections 6 and 7 of the Subdivision and Development Servicing Bylaw #3843.

I acknowledge that billing of utilities (water, sewer, garbage & recycling) will commence 2 months following the date of the plumbing approval date, or immediately after installation of the ARB, unless an application to discontinue services has been received by the City of Vernon Finance Department.

**DATE:** \_\_\_\_\_ **PRINT NAME:** \_\_\_\_\_ **OWNER’S SIGNATURE** \_\_\_\_\_

**Rev: FEB2015**



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## SCHEDULE “3” APPOINTMENT OF AN AGENT

<b>SUBJECT PROPERTY ADDRESS:</b>		
<b>LOT#</b>	<b>PLAN#</b>	<b>FOLIO:</b>

<b>REGISTERED PROPERTY OWNER</b>	<b>NAME:</b>		<b>PHONE:</b>
	<b>ADDRESS:</b>		<b>FAX:</b>
	<b>POSTAL CODE:</b>	<b>E-MAIL:</b>	<b>CELL:</b>
<b>OWNER’S AGENT</b>	<b>NAME:</b>		<b>PHONE:</b>
	<b>ADDRESS:</b>		<b>FAX:</b>
	<b>POSTAL CODE:</b>	<b>E-MAIL:</b>	<b>CELL:</b>

I, the registered owner of the property identified above, hereby appoint the person identified above as my agent with authority to endorse on my behalf, applications, documents and permits and to represent me in all discussions with the City of Vernon staff in this regard.

*As the registered property owner, please initial beside applicable permit (s):*

APPLICATION TYPE	INITIAL	APPLICATION TYPE	INITIAL
Building		ALR	
Plumbing		Rezoning	
Demolition		OCP Amendment	
Development		Sign	
Development Variance		Access	
Subdivision		Tree Pruning / Removal	
Strata Conversion		Soil Removal/Deposition	
Site Profile		<b>OTHER</b>	

**DATE:** \_\_\_\_\_ **PRINT NAME:** \_\_\_\_\_ **OWNER’S SIGNATURE** \_\_\_\_\_

**Rev: JAN2015**

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of responding to your request.



# DAMAGE TO PUBLIC WORKS

## NOTICE TO CONTRACTORS/OWNERS

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<b>BUILDING PERMIT NUMBER:</b>		
<b>ADDRESS:</b>	<b>Lot:</b>	<b>Plan:</b>
<p>Section 14.2 of Building Bylaw No. 4900 states every owner to whom a permit is issued shall be responsible for the cost of repair of any damage to municipal works that occurs in the course of work authorized by the permit. As part of the permit application the applicant must inspect and declare any existing damage to municipal works. This information can be in the form of drawings, digital images, or photographs. Upon completion of the work and prior to occupancy, the City will inspect the municipal works and assign value to damage resulting from the work. This cost must be paid before an occupancy permit will be issued and will be used at some time in the future to repair the damage.</p>		
<b>DECLARED DAMAGE:</b>		

I hereby acknowledge that I personally inspected the Municipal works immediately adjacent to the above noted property and have accurately stated the damage to Municipal works.

Dated in Vernon, BC this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Print Name

<b>OFFICE USE ONLY:</b>	
_____ sections of sidewalk damage X _____ meters X unit cost / meter \$ _____ = \$ _____	
_____ sections of curb damage X _____ meters X unit cost / meter \$ _____ = \$ _____	
Other damage _____ = \$ _____	
<b>TOTAL:</b>	<b>\$ _____</b>