

POOL PERMIT APPLICATION CHECKLIST –PART 9

Civic Address: _____

Applicant: _____

You are required to submit the following documents (if applicable) when submitting your Pool Permit Application. This checklist and all Village of Pemberton forms are available online at www.pemberton.ca Please print this Document Checklist, check that you have included all required information and documents (left column), **sign and include this document with your application submission.**

Incomplete applications submitted without the required information and/or documents will be returned to applicant prior to being reviewed.

IMPORTANT: Depending on the nature of your project, **you may be required to submit additional information/documents** with or following the submission of your application.

Please note: PDF/Digital copies of drawings are required and can be sent to nsegovia@pemberton.ca upon payment of your permit application.

√	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	1. Pool Permit Application Forms & Plan Processing Fee → FORM A - Application Details → FORM B - Acknowledgement of Owner → FORM C - Owner’s Authorization of Agent if applicant is other than owner → FORM D - Excavation Permit * If applicable
<input type="checkbox"/>	<input type="checkbox"/>	2. Scope of Work: a statement of what will be done
<input type="checkbox"/>	<input type="checkbox"/>	3. Sub-Trades List: a list of contractors working on the project
<input type="checkbox"/>	<input type="checkbox"/>	4. Plumbing Permit → Permit is issued to plumber and is a separate permit. → Include Scope of Work and line drawing of rough-in with application
<input type="checkbox"/>	<input type="checkbox"/>	5. Land Title Documents including copies of all charges registered on title, dated within 30 days of the permit application. Will be provided by Village for a fee of \$20 per document if not provided with the permit application.
<input type="checkbox"/>	<input type="checkbox"/>	6. Drawings – * Digital PDF’s Required <input type="checkbox"/> Scaled Site Plan showing the location, enclosure details, depth and dimensions of the pool and its structural details and all water supply piping and appurtenances. → Setbacks → All easements, covenants, right of ways etc. (shown on site plan) → Location and dimensions of pool
<input type="checkbox"/>	<input type="checkbox"/>	7. Engineered Structural Drawings * Digital PDF’s Required

		Structural engineering with Schedule B and sealed drawings is mandatory for in ground pools that require engineering or pools being installed within a hillside development → Schedule B & Letter of Assurance → Signed and sealed drawings
<input type="checkbox"/>	<input type="checkbox"/>	8. <u>Geotechnical Engineering</u> - Sealed Report * May be required for hillside developments If applicable, relevant information from report to be shown on site plan → Schedule B & Letter of Assurance → Excavation drawings for hillside sites → Bearing capacity of soils suitable for construction → Steep slope areas identified, safe for intended use by Geotech Engineer
<input type="checkbox"/>	<input type="checkbox"/>	9. Strata Authorization approving proposed construction (applicable to Strata Properties only)



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BUILDING PERMIT – FORM A

OFFICE USE ONLY:

Building Permit No.: _____ Fee: \$ _____ Value of Work: \$ _____

Class of Work: New Addition Alteration Repair Demolition Renewal Move
 Tenant Improvement Retaining Wall Pool or Pond Temporary
Building
 Other: _____

SITE

Civic Address: _____ Legal Description: _____
PID: _____ Lot: _____
District Lot(DL): _____ Plan: _____

OWNER(S)

Owner Name(s): _____ Home: _____
Work: _____
Mailing Address: _____ Cell: _____
Email: _____

CONTRACTOR

Contractor Name: _____ Work: _____
Fax: _____
Address: _____ Cell: _____
Email: _____

ARCHITECT OR DESIGNER

Architect/Designer Name: _____ Work: _____
Fax: _____
Address: _____ Cell: _____
Email: _____

REGISTERED PROFESSIONAL

Reg. Professionals Name: _____ Work: _____
Fax: _____
Address: _____ Cell: _____
Email: _____



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Proof of Liability Insurance Policy No.: _____

ACKNOWLEDGMENT

This Permit becomes null and void if the work authorized by the permit is not commenced within twelve (12) months of the date of issuance of the permit, if work is discontinued for a period of twelve (12) months or longer, if there has been no request for an inspection or submission of a field review by a registered professional within twelve (12) months from the date of the last recorded inspection or the work is not completed within two (2) years of the date of issuance of the permit unless the owner has been granted an extension by the Building Official and has paid the permit extension fee.

In consideration of the granting of the Permit, I/We hereby agree to indemnify and release the Village of Pemberton against all claims, liabilities, judgements, costs and expenses of whatsoever kind which may in any way accrue against the Village in consequence of, and incidental to, the granting of this Permit, if issued. I/we further agree to pay the cost of repairing any damage to public works by reason of the building operations in respect of which this Permit is applied for.

X

Owner Signature

Date

X

Contractor or Authorized Agent Signature

Date

COMMENTS:

Building Official Signature

Date



ACKNOWLEDGEMENT OF OWNER OR OWNER’S AGENT – FORM B

Building Permit No.: _____

SITE

Civic Address: _____ Legal Description: _____
PID: _____ Lot: _____
District Lot (DL): _____ Plan: _____

OWNER(S)

Owner Name(s): _____ Home: _____
Work: _____
Mailing Address: _____ Cell: _____
Email: _____

ACKNOWLEDGMENT

I acknowledge that the owner of the land in respect of which this permit is issued is solely responsible for carrying out the work authorized by this permit in accordance with the Building Code and other applicable laws respecting safety. I acknowledge that the Village of Pemberton provides a limited monitoring service in relation to building construction and does not, by accepting or reviewing plans, inspecting construction, monitoring the inspection of construction by others, or issuing building or final inspection reports, make any representation or give any assurance that the construction authorized by this permit complies in every or any respect with the Building Code or any other applicable laws respecting safety.

If I am executing this acknowledgement as the agent of the owner, I represent to The Village of Pemberton that:

- I am authorized by the owner to receive this permit and make these acknowledgements on the owner’s behalf; and
- The owner is aware that the owner is solely responsible for carrying out the work authorized by this permit in accordance with the Building Code and other applicable laws respecting safety.

I HEREBY CERTIFY that I have read and examined this application and know the same to be true and correct. All provisions of laws governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other local law regulating construction or the performance of construction.

X

Owner Signature or Authorized Agent Signature* *Date*

***NOTE:** *An agent may not apply for or obtain a building permit on behalf of an owner without having provided a written authorization by the owner, in the form provided by the Village of Pemberton.*

X

Building Inspector Signature *Date*

If more than one owner OR if owner is a company, please complete page over – Acknowledgement of Owner or Owner’s Agent.



ACKNOWLEDGEMENT OF OWNER OR OWNER’S AGENT – Con’t

If property has more than one owner, please list all owners below:

X _____ <i>First Owner Signature</i>	X _____ <i>Authorized Agent* Signature</i>	 _____ <i>Date</i>
X _____ <i>2nd Owner Signature</i>	X _____ <i>Authorized Agent* Signature</i>	 _____ <i>Date</i>
X _____ <i>3rd Owner Signature</i>	X _____ <i>Authorized Agent* Signature</i>	 _____ <i>Date</i>
X _____ <i>4th Owner Signature</i>	X _____ <i>Authorized Agent* Signature</i>	 _____ <i>Date</i>
X _____ <i>5th Owner Signature</i>	X _____ <i>Authorized Agent* Signature</i>	 _____ <i>Date</i>

**NOTE: An agent may not apply for or obtain a building permit on behalf of an owner without having provided a written authorization by the owner, in the form provided by the Village of Pemberton.*



If the owner is a company, please complete the following:

Company Name: _____ Limited No.: _____

X _____ <i>Name of signing Officer (PRINT)</i>	X _____ <i>Signature of Officer</i>	 _____ <i>Date</i>
X _____ <i>Name of signing Officer (PRINT)</i>	X _____ <i>Signature of Officer</i>	 _____ <i>Date</i>
X _____ <i>Name of signing Officer (PRINT)</i>	X _____ <i>Signature of Officer</i>	 _____ <i>Date</i>
X _____ <i>Name of signing Officer (PRINT)</i>	X _____ <i>Signature of Officer</i>	 _____ <i>Date</i>



OWNER'S AUTHORIZATION OF AGENT – FORM C

Building Permit No.: _____

SITE

The undersigned registered owner of land in the Village of Pemberton legally described as:

Civic Address: _____ Legal Description: _____
PID: _____ Lot: _____
District Lot (DL): _____ Plan: _____

OWNER(S)

Owner Name(s): _____ Home: _____
Work: _____
Mailing Address: _____ Cell: _____
Email: _____

ACKNOWLEDGMENT

Hereby authorizes: _____
*Name of Agent**

- 1. To apply for and obtain as my agent a building permit in respect of the land from the Village of Pemberton under the provisions of Building Bylaw No. 921, 2021;
- 2. To provide to the Village of Pemberton, as my agent, all information and documents required by the bylaw for such an application; and,
- 3. To execute and deliver to the Village of Pemberton, as my agent, the document entitled 'Acknowledgement of Owner or Owner's Agent'.

_____ **X** _____
Owners Name (PRINT) Owner Signature Date

***NOTE:** An agent may not apply for or obtain a building permit on behalf of an owner without having provided a written authorization by the owner, in the form provided by the Village of Pemberton.

X _____
Building Inspector Signature Date

If more than one owner OR if owner is a company, please complete page over – Acknowledgement of Owner or Owner's Agent.



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OWNER'S AUTHORIZATION OF AGENT – Con't

If property has more than one owner, please list all owners below:

X <hr/> <i>First Owner Signature</i>	<hr/> <i>Date</i>
X <hr/> <i>2nd Owner Signature</i>	<hr/> <i>Date</i>
X <hr/> <i>3rd Owner Signature</i>	<hr/> <i>Date</i>
X <hr/> <i>4th Owner Signature</i>	<hr/> <i>Date</i>
X <hr/> <i>5th Owner Signature</i>	<hr/> <i>Date</i>

***NOTE:** An agent may not apply for or obtain a building permit on behalf of an owner without having provided a written authorization by the owner, in the form provided by the Village of Pemberton.



If the owner is a company, please complete the following:

Company Name: _____ Limited No.: _____

<hr/> <i>Name of signing Officer (PRINT)</i>	X <hr/> <i>Signature of Officer</i>	<hr/> <i>Date</i>
<hr/> <i>Name of signing Officer (PRINT)</i>	X <hr/> <i>Signature of Officer</i>	<hr/> <i>Date</i>
<hr/> <i>Name of signing Officer (PRINT)</i>	X <hr/> <i>Signature of Officer</i>	<hr/> <i>Date</i>
<hr/> <i>Name of signing Officer (PRINT)</i>	X <hr/> <i>Signature of Officer</i>	<hr/> <i>Date</i>



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EXCAVATION PERMIT – FORM D

Building Permit No.: _____ Fee: \$ _____ Value of Work: \$ _____

SITE

Civic Address: _____ Legal Description: _____
 PID: _____ Lot: _____
 District Lot (DL): _____ Plan: _____

OWNER(S)

Owner Name(s): _____ Home: _____
 _____ Work: _____
 Mailing Address: _____ Cell: _____
 _____ Email: _____

GEOTECHNICAL REPORT

Geotech Name: _____ Work: _____
 _____ Fax: _____
 Address: _____ Cell: _____
 _____ Email: _____

ISSUING

This permit is subject to cancellation without notice for any violations of the provisions of the Village of Pemberton Bylaws. If a building project does not start within 12 months of the issuance of this permit, all ground works must be returned to the original condition or to a condition acceptable to the building inspector.

Date Issued: _____ **Permit expires:** _____

Property Owner Signature *Date* _____

PERMIT CONDITIONS: If Applicable

No foundation, retaining wall(s), drilling/blasting, servicing works etc. can be started until a full building permit application has been submitted and further Village authorization is provided depending on the stage of the building permit application review which shall include but is not limited to:

- Geotech Report, site plan, engineer schedule(s) and letters of assurance etc. Please see the Building Permit Bylaw and checklist for further details.

Regarding the construction of retaining wall(s), please see Part 20 of the Building Bylaw. Retaining walls require a separate permit.

PLUMBING PERMIT WAIVER, RELEASE & INDEMNIFICATION

Civic Address (Street # and Name): _____

Contractor's Name: _____

BY SUBMITTING THIS PERMIT APPLICATION, YOU ARE GIVING UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE, AND ASSUMING CERTAIN OBLIGATIONS, SUCH AS THE OBLIGATION TO INDEMNIFY THE VILLAGE OF PEMBERTON.

PLEASE READ THE FOLLOWING PROVISIONS CAREFULLY:

In consideration and as a condition of the Village of Pemberton (the "Village") granting the Plumbing Permit being applied for (the "Permit"), the Applicant agrees as follows:

- 1 Waiver** – I hereby waive any and all claims whatsoever that I may have, or may have in the future, against the Village, its directors, officers, elected officials and employees (collectively, the "Releasees") as a result of the issuance of the Permit or any work undertaken pursuant to the Permit or for any inspection or other action undertaken as a result of the Permit, due to any cause whatsoever, including but not limited to negligence or breach of any statutory or other duty of care.
- 2 Release** – I/we hereby remise, release and forever discharge the Releasees from any and all claims, actions, demands, obligations, liabilities, costs and expenses whatsoever, whether direct or indirect, including without limitation with respect to any damage to person or property, that I may suffer or incur, due to any cause whatsoever including negligence or breach of any statutory or other duty of care, as a result of the issuance of the Permit or any inspection or action undertaken by the Village as a result of the Permit.
- 3 Indemnity** – I hereby agree to indemnify and hold harmless the Releasees from and against any and all claims, actions, demands, obligations, liabilities, costs or expenses whatsoever and howsoever arising, including arising out of or with respect to any damage to any person or property incurred by myself, the party for whom I act as agent, or any other party, which may in any way arise or accrue against the Releasees as a result of or incidental to the issuance of the Permit.
- 4 No Representations, Warranties or Guarantees** –The Village has not made any representations, warranties or guaran- tees with respect to any matter relating to the Permit or any work to be undertaken pursuant to the Permit, including without limitation compliance with Village bylaws or any other provincial or federal act or regulation in force in the Village. I hereby agree that I will be solely responsible for ensuring that all work carried out pursuant to the Permit complies with all applicable Village bylaws and any other provincial or federal act or regulation in force in the Village. I further agree that I do not rely on the Village to notify me of any defects in this permit application or supporting documentation and that any inspection or other actions undertaken by the Village are not intended to ensure and will not ensure that any work complies with the applicable Village bylaws or any other provincial or federal act or regulation in force in the Village.

I agree to comply with all applicable requirements of Village of Pemberton bylaws and all other applicable provincial or federal statutes in force in the Village of Pemberton.

Contractor Name

Signature

Date