

Retaining Wall Application Checklist

PLEASE PROVIDE THE FOLLOWING WITH YOUR APPLICATION:

- Owner's Acknowledgement of Responsibility. (Form Attached)
- City Repair Agreement. (Form Attached)
- Proposed Site Survey - **Graded** site plan, prepared by a BC Land Surveyor containing all of the following:
 1. Pre & post build elevations,
 2. Grading and drainage details,
 3. Elevation of Loaded and Unloaded side of wall,
 4. Plan view showing distance and change in heights along proposed wall.
- Cross section schematic– To illustrate slope and retention details.
- Verification of soil conditions by Owner and Contractor (based on their findings & submitted information, a Geotechnical report may be further required.)

You may also be required to provide additional information. If so it will be identified at time of initial review of the submitted application.

Development Services Department

301 St. Ann's Rd.

Campbell River BC, V9W 4C7

E: Building@campbellriver.ca

P: (250) 286-5757



Retaining Wall Permit Application

\$50 Application

Subject Property Information:

Civic Address	
Legal Description	
Legal Concerns: <i>(Must be completed and copies of charges on title provided.)</i> Please describe the nature of any restrictive covenants, SRW's and	
Scope of Build: (Outline of building project)	

Value of Construction:	
<small>Please Note: The value of construction is the actual value of the proposed construction less the value of the land. The City of Campbell River Building Officials uses the "Marshall & Swift Capital Estimator" program to determine the value of construction.</small>	

Agent/Applicant:

First Name:		Last Name:	
Company Name:			
Civic Address:		City:	
Province:		Postal Code:	
Telephone:		Email	

General Contractor/Builder:

First Name:		Last Name:	
Company Name:			
Civic Address:		City:	
Province:		Postal Code:	
Telephone:		Email	

Owner:

First Name:		Last Name:	
Company Name:			
Civic Address:		City:	
Province:		Postal Code:	
Telephone:		Email	

Professionals:

Design	Company	Contact Person	Address	Phone

Signature of Applicant: _____ Date: _____

Name (print): _____



Owner's Acknowledgement of Responsibility

ADDRESS OF PROJECT: _____

I,

(Please Print Name)

solemnly declare that I am the registered owner of the real property legally described as:

(Please Print Legal Description)

and that I am registered as such in the Land Registry Office.

I hereby provide authorization for _____

(Please Print Name)

to apply for a building permit on the above-described property.

As the owner or duly authorized agent I acknowledge that City of Campbell River Building Bylaw 3060, 2010 (the 'Building Bylaw'), notwithstanding any other provision therein, has been enacted for the purpose of regulating construction within the City in the general public interest. **The activities undertaken by or on behalf of the City pursuant to the *Building Bylaw* are for the sole purpose of providing a limited and interim spot checking function for reason of health, safety and the protection of persons and property.**

It is not contemplated nor intended, nor does the purpose of this Bylaw extend:

- to the protection or indemnification of owners, owner/builders, constructors or future owners from economic loss;
- to the assumption by the City or a Building Official of any responsibility for ensuring the compliance by any owner, his or her representatives or any employees, constructors or designers retained by him or her, with the Building Code, the requirements of the *Building Bylaw* or other applicable enactments respecting safety;
- to providing any person a warranty of design or workmanship with respect to any building or structure for which a building permit or occupancy permit is issued under the *Building Bylaw*;
- to providing a warranty or assurance that construction undertaken pursuant to building permits issued by the City is free from latent, or any defects.
- to providing to any person a warranty that construction is in compliance with the Building Code, the *Building Bylaw* or any other enactment with respect to a building or structure for which a building permit or occupancy permit is issued under the *Building Bylaw*.

I acknowledge that:

- neither the issuance of a permit under the *Building Bylaw*, the review and acceptance of the design, drawings, plans or specifications, nor inspections made by a Building Official, shall constitute a representation or warranty that the Building Code or the *Building Bylaw* have been complied with or that the building or structure meets any standard of materials or workmanship.
- neither the issuance of a permit under the *Building Bylaw*, the review or acceptance of the design, drawings, plans or specifications nor any inspection made by a Building Official is not an assurance, representation, warranty or statement of establishing compliance with the Building Code or this Bylaw or any standard of construction, materials or workmanship.

- I will not rely on the issuance of a permit under the *Building Bylaw*, the review or acceptance of the design, drawings, plans or specifications, or any inspection made by a Building Official as establishing compliance with the Building Code or this Bylaw or any standard of construction, materials or workmanship.
- Where the City requires that a professional architect or engineer certify that the plans submitted in respect of this application comply with the British Columbia Building Code or other enactment, the City will rely on that certification in issuing a building permit and occupancy permit.

I commit that I will:

- ensure that all construction complies with the Building Code, the *Building Bylaw* and other applicable enactments respecting safety;
- post and maintain the permit in a conspicuous place on the property in respect of which the permit was issued;
- keep a copy of the accepted designs, plans and specifications on the property during the course of construction;
- post the civic address on the property in a location visible from any adjoining streets;
- ensure any building is located properly in regards to all setbacks; and
- ensure that any geotechnical site issues are adequately addressed to ensure a proper foundation and that appropriate reports are obtained from a qualified registered professional and that copies of such reports are provided to the City of Campbell River.

Signature of OWNER:

Signature of AGENT:

Mailing Address:

Mailing Address:

Phone:

Phone:

Date Signed:

Date Signed:

City of Campbell River
 Development Services Department
 Phone: 250-286-5725
 Email: Building@campbellriver.ca



Damage to City Infrastructure

Repair Agreement

Home-owners and Builders are responsible for ensuring that the City of Campbell River infrastructure is not damaged during construction. This includes but is not limited to damage to curbs, sidewalk, water valve risers, water meters, and cleanouts. It also includes actively protecting the storm drain system from deleterious materials.

It would be advisable to inspect your property, the adjacent public boulevard and the downstream catch basins for damage prior to taking control of the property or prior to taking out a building permit. In the event you find a problem, you should document it and inform the City of Campbell River Development Services Department immediately. Any damage found by City staff after commencement will be deemed to be your responsibility. You will be responsible for actively protecting the City of Campbell River Infrastructure, including but not limited to placing protective materials and barriers around the City of Campbell River Infrastructure and using sediment control.

Should damage occur, contact Development Services Department immediately at 286-5725.

Note: Any construction or maintenance on City of Campbell River property requires that a "Permit to Work on City Lands" be issued by Development Services Department. Damage to individual utilities such as BC Hydro, Telus, Shaw or Fortis BC should be reported immediately to the respective utility company as well as Development Services.

After reviewing the above notes please indicate one of the following by marking the check box:

- No damages to said City property was found prior to start of construction.
- Damage has been found (Please describe and include photos if possible. Use back if required)

I _____ the duly authorized signatory for the person, company or strata corporation applying for a building permit have inspected all visible city works and services (curb, sidewalk, street lighting, water service caps etc.) in front of or on the property at:

_____ (Please Print Address)

and do acknowledge and understand that I am responsible for all costs associated with repairing all damage not noted above to the standards established by the City of Campbell River.

Signature of Owner/Agent/ Strata Council Representative: _____

Daytime Phone Number: _____

Mailing Address: _____

Date Signed: _____
