

**KA:'YU:'K'T'H'/CHE:K'TLES7ET'H'**  
**FIRST NATIONS**



**Building and Development Authorization Act**  
**Department of Lands and Resources**  
**Building Forms Regulation**  
**Form BR-1**

**Date received:**

**File no:**

- Major Construction
- Standard Construction
- Application fee received

*(for Department of Lands and Resources use only)*

**APPLICATION FOR AUTHORIZATION**

I, \_\_\_\_\_ *(Name of Applicant)* hereby apply under the Building and Development Authorization Act for authorization to *(Description of Project)* \_\_\_\_\_

**PROPERTY INFORMATION**

Legal Description of Property:	
Civic Address:	

**APPLICANT'S CONTACT INFORMATION**

Name:	
Signature:	
Phone #s:	
Mailing Address:	
Email Address:	

**OWNER'S CONTACT INFORMATION (if the Applicant is not the Owner):**

Name:	
Signature:	
Phone #s:	
Mailing Address:	
Email Address:	

**PROJECT COORDINATOR'S CONTACT INFORMATION:**

Name:	
Profession:	(check one) <input type="checkbox"/> building official <input type="checkbox"/> registered professional Title:
Licence/Business #:	
Phone #s:	
Mailing Address:	
Email Address:	

I confirm that for this application (check one)  I am the building official or registered professional retained by the owner to coordinate the project or  I am the only building official or registered professional retained for the project. I confirm that the following estimated cost of construction is accurate:

**ESTIMATED COST OF CONSTRUCTION** of all buildings and structures forming part of the project: \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CONSTRUCTION INFORMATION:**

The work requiring authorization involves (number) \_\_\_\_\_ building(s) or structure(s). *An applicant must pay the application fee for each building or structure.*

The work requiring authorization involves: (please check all that apply):

<input type="checkbox"/> Subdivision of Ka:'yu:'k't'h'/Che:k'tles7et'h' land	<input type="checkbox"/> Repairing/altering an existing building or structure
<input type="checkbox"/> Building/structure greater than or equal to 600m <sup>2</sup> in building area or building/structure greater than 3 storeys high	<input type="checkbox"/> Constructing a masonry fireplace or chimney
<input type="checkbox"/> Two or more building/structures, other than a temporary building	<input type="checkbox"/> Constructing a temporary building
<input type="checkbox"/> Building/structure intended to be utilized for public assembly, industrial, commercial or mercantile purposes	<input type="checkbox"/> Moving a building or structure
<input type="checkbox"/> Total estimated cost for the construction greater than or equal to \$400,000	<input type="checkbox"/> Demolishing a building or structure
	<input type="checkbox"/> Installing a solid fuel burning appliance or factory built fireplace or chimney
	<input type="checkbox"/> Plumbing, including a fire suppression, system
	<input type="checkbox"/> Retaining structure
	<input type="checkbox"/> Swimming pool

**Description of Work:**


*Applicants are also encouraged to complete the Green Building Checklist at Appendix 4*

In accordance with section 2.10 of the Building and Development Authorization Act, the following requirements must be satisfied in order for an application to be considered complete:

- an application, including all required supporting documentation, has been submitted by the applicant and all required information in the application has been provided by the applicant with the required signatures
- the proposed work set out in the application has been certified by, in the case of standard construction, a building official or, in the case of either standard construction or major construction, a registered professional that it substantially conforms with the British Columbia Building Code, the Act and all other applicable enactments
- the owner has paid all fees and charges and met all requirements imposed by the Act and any other applicable enactment
- the owner has retained the required building official(s) or registered professional(s)

**Appendices to Application:**

- Appendix 1: Owner’s Acknowledgement of Responsibilities and Undertakings
- Appendix 2: Registered Professional’s Proof of Insurance
- Appendix 3: Letters of Assurance
- Appendix 4: Green Building Checklist

APPENDIX 1

OWNER'S ACKNOWLEDGEMENT OF RESPONSIBILITY AND UNDERTAKINGS

ATTENTION: Director of Lands and Resources

Re: Address: \_\_\_\_\_

Application No.: \_\_\_\_\_

In consideration of the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations accepting and processing the application for an authorization, and as required by the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations Building and Development Authorization Act, the following representations, warranties and indemnities are given to the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations.

1. That I am:

- The owner of the above property; or
- Authorized by the owner of the property described above to make this application (Agent for Owner).

2. That I have authorized:

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Address (print)

to make application for the above authorization on my behalf.

- 3. That I will comply with, or cause those whom I employ to comply with, the British Columbia Building Code and all enactments of the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations and other statutes and regulations in force in Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations lands relating to the development, work, undertaking or permission in respect of which this application is made.
- 4. That I understand and acknowledge that I am fully responsible for carrying out the work, or having the work carried out, in accordance with the requirements of the British Columbia Building Code, the Building and Development Authorization Act, in force from time to time, all other enactments of the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations, and all covenants, easements, rights of way, building schemes or other applicable restrictions.
- 5. That I understand and acknowledge that neither the issuance of an authorization, the review of plans and supporting documents, nor any inspections made by a Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations official in any way constitute a representation, warranty or statement that the British Columbia Building Code, the Building and Development Authorization Act or any other applicable enactment has been complied with.
- 6. That I confirm that I have relied only on the building official(s) or registered professional(s) listed below for the adequacy of the plans and supporting documents submitted with this application.

7. The Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations has relied and is relying exclusively on the letters of assurance or declarations prepared by: *(Insert name(s) of building official or registered professional)*

Architectural: \_\_\_\_\_

Engineering: \_\_\_\_\_

Plumbing: \_\_\_\_\_

Fire Suppression: \_\_\_\_\_

Electrical: \_\_\_\_\_

Other (specify): \_\_\_\_\_

in reviewing the plans and supporting documents submitted with this application for an authorization.

8. That I understand that where used in this application the words "work" includes all construction, alteration, reconstruction, demolition, removal, relocation or change the occupancy of any building or structure or other work related to construction in respect of which this application is made.

9. That I agree that the information in this application or gathered by the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations in connection with an application or authorization may be used by the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations for any purpose connected with the exercise of its powers or the performance of its duties including the enforcement of Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations laws.

10. That I agree to release and indemnify the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations, its officials, employees and agents from and against all liability of any kind which I or any other person, partnership or corporation or my respective heirs, successors, administrators or assignees may have or incur in consequence of or incidental to the granting of an authorization, or any enforcement or failure to enforce the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations laws or the British Columbia Building Code and I agree that the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations owes me no duty of care in respect of these matters.

11. That I am authorized to give these representations, warranties, assurance and indemnities to the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations.

12. That I confirm that I have been advised that I should seek independent legal advice from a lawyer in respect of signing this Appendix.

13. That I have been advised to review or obtain a certified true copy of the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations Building and Development Authorization Act and the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations Building Forms Regulation.

**Owner's Information:**

**Agent for Owner Information:**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

Address (print)

Address (print)

**If Owner is a Company:**

EXECUTED by \_\_\_\_\_ )  
(Company) by its duly authorized signatory: )

\_\_\_\_\_)  
Signature of Authorized Signatory )

\_\_\_\_\_)  
Name )

\_\_\_\_\_)  
Occupation )

\_\_\_\_\_)  
Address )

**APPENDIX 2**

**BUILDING OFFICIAL'S OR REGISTERED PROFESSIONAL'S  
PROOF OF INSURANCE**

Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations  
General Delivery  
Kyuquot, British Columbia  
V0P 1J0

ATTENTION: Director of Lands and Resources

**Re:** [civic address of project] Application Number # \_\_\_\_\_

This is to confirm that the undersigned is insured by a policy of insurance covering liability to third parties for error and omissions, in the amount of at least Two Million Dollars (\$2,000,000.00), in the provision of professional services in respect of the captioned project, *a certificate of which insurance is attached.*

The undersigned will notify both the Director of Lands and Resources and the owner who has engaged the undersigned to provide professional services in respect of the captioned project, in writing, of any termination of or change in the terms of the coverage provided by the policy, immediately upon being informed of or becoming aware of such termination or change.

[seal of registered professional, if applicable]

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name of firm, if applicable**

\_\_\_\_\_  
**Name and registration number of building official  
or registered professional**

\_\_\_\_\_  
**Date**

**APPENDIX 3**

**LETTERS OF ASSURANCE OR DECLARATIONS**

ATTENTION: Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations Director of Lands and Resources

Re: Address: \_\_\_\_\_

Application No.: \_\_\_\_\_

In consideration of the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations accepting and processing the application for an authorization, and as required by the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations Building and Development Authorization Act, the attached are my required letters of assurance or declarations.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Building official's or registered professional's signature)

\_\_\_\_\_  
(Print building official's or registered professional's name)

[Attach required letters of assurance or declarations, as applicable]





APPENDIX 4

GREEN BUILDING CHECKLIST

\_\_\_\_\_ total m<sup>2</sup> of building

\_\_\_\_\_ Civic address or legal description of property

OPERATIONAL SYSTEMS				PTS	TOTAL
SPACE HEATING	G	AFUE rated furnace/boiler – 1 pt	G high efficiency fuel burning appliance – 1 pt	G heat-pump – 2 pts G passive solar – 3 pts	
THERMOSTATS	G	1 thermostat – 1 pt	G 2 thermostats – 2 pts	G 3 thermostats – 3 pts	
HOT WATER HEATING	G	non-insulated – 0 pt	G insulated tank – 1 pt	G on demand – 2 pts G solar – 3 pts	
LIGHT FIXTURES	G	incandescent – 0 pt	G halogen – 1 pt	G compact fluorescent 2 pts G LED – 2 pts	
WINDOWS	G	Dbl Glazing – 1 pt	G Dbl glazed with low E coating – 2 pts	G Super Insulated – 3 pts	
INSULATION	G	basement (R20+) – 1 pt	G walls (R22+) – 1 pt	G floor (R25) – 1 pt G attic (R40+) – 1 pt	/26
INTERIOR/EXTERIOR MATERIALS				PTS	TOTAL
RECYCLED MATERIALS	G	doors – 1 pt Please list others: _____	G dbl glazing windows – 1 pt	G tpl glazed windows – 2 pt _____ 1 pt	
LOCALLY HARVESTED WOOD	G	no – 0 pt	G yes, locally – 2 pts	G yes, on-site – 3 pts	
WARRANTY ON ROOF	G	15 yrs – 0 pt	G 25 years – 1 pt	G 30+ years – 2 pts	
GREEN ROOF AREAS	G	yes – 2 pts	G no – 0 pt		
USE OF NATURAL MATERIALS		please specify: _____		2 pts	/15
INDOOR ENVIRONMENT				PTS	TOTAL
LOW OR NON-TOXIC PRODUCTS	G	interior paint – 1 pt	G stains/finishes – 1 pt	G adhesives – 1 pt G floor coverings – 3 pt	
INDOOR AIR QUALITY	G	carbon monoxide detectors – 1 pt		G air filters – 1 pt	
HVAC SYSTEM FILTERS	G	pleated media filter – 0 pt	G electronic air cleaner – 1 pt	G HEPA filtration system – 1 pt	
HEAT RECOVERY VENTILATOR	G	yes	G no		
NATURAL LIGHTING	G	strategically placed windows – 1 pt		G skylights – 1 pt	
	G	building face orientation – 2 pts			
MOLD PREVENTION	G	humidistat – 1 pt	G ventilation/fans – 1 pt	G slopes/drainage – 1 pt	/19
	G	mold resistant materials – 1 pt			

ENERGY/WATER CONSERVATION			PTS	TOTAL
ENERGY STAR APPLIANCES	G	dishwasher, clothes washer, refrigerator, stove, dryer – 2 pts each appliance		
TOILETS	G	sngl flush 6 ltr – 1 pt      G    sngl flush 3 ltr – 2 pts      G    dual flush type – 3 pts		
GREYWATER TREATMENT	G	yes – 2 pts      G    no – 0 pt		
WATER COLLECTION/ REUSE	G	yes – 2 pts      G    no – 0 pt		
LOW FLOW FIXTURES	G	kitchen – 1 pt      G    lavatories – 1 pt      G    shower – 2 pts G    bath – 2 pts		/24
WASTE MANAGEMENT			PTS	TOTAL
RECYCLING PROGRAM DURING CONSTRUCTION	G	yes – 2 pts      G    no – 0 pt		
REUSED MATERIALS FROM LOCAL CONSTRUCTION SITES	G	yes – 2 pts      G    no – 0 pt		
COLLECTION OF WASTE BY MGT COMPANY (Animal Proof)	G	yes – 2 pts      G    no – 0 pt		
NO TOXIC POLLUTANTS WITHIN SITE WASTE	G	yes – 2 pts      G    no – 0 pt		/8
SITE MANAGEMENT			PTS	TOTAL
PROTECTION OF TREES & VEGETATION (Flagged Off Areas)	G	yes – 2 pts      G    no – 0 pt		
RETENTION OF TREES & VEGETATION	G	yes – 2 pts      G    no – 0 pt		
REUSE EXISTING TOPSOILS & NATIVE PLANTS	G	yes – 2 pts      G    no – 0 pt		
MATERIALS SUPPLIED WITHIN 800KM	G	yes – 2 pts      G    no – 0 pt		/8
<b>TOTAL GREEN BUILDING POINTS</b>				<b>/100</b>

Please list any additional features that are incorporated into the building and/or comment on barriers or opportunities related to green building in Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations:

**KA:'YU:'K'T'H'/CHE:K'TLES7ET'H'**  
**FIRST NATIONS**



**Building and Development Authorization Act**  
**Department of Lands and Resources**  
**Building Forms Regulation**  
**Form BR-2**

**File no:**

Major Construction

Standard Construction

*(for Department of Lands and Resources use only)*

**BUILDING AND DEVELOPMENT AUTHORIZATION**

**AUTHORIZATION NO.:** \_\_\_\_\_  **RENEWAL OF AUTHORIZATION**

<b>Issue Date:</b>		<b>Expiry Date:</b>	
<b>Civic Address:</b>			
<b>Legal Address:</b>			
<b>Owner:</b>		<b>Primary Contact:</b>	
<b>Building Official(s) or Registered Professional(s) Retained:</b>			
<b>Project Description:</b>			
<b>Construction Value: \$</b> _____	<b>Authorization Fee: \$</b> _____	<b>Security Deposit: \$</b> _____	
	<input type="checkbox"/> received on _____ by _____	<input type="checkbox"/> received on _____ by _____	
<b>Authorization Conditions:</b>			

\_\_\_\_\_  
**Signature of Director**

This authorization is governed by the British Columbia Building Code and Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations enactments. The Owner must ensure that the work authorized complies with all applicable laws. In return for the approval of this authorization, the Owner agrees to indemnify and save harmless the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations, and each of its officers, employees, agents and servants, of and from any claims, suits, liabilities, judgments, costs, expenses or actions of any kind arising from or relating to this authorization or any communications or representations in connection with the work authorized by this authorization.

By signing, the applicant, where other than the Owner, represents that he or she is the agent of the Owner and has the owner's authority to agree to the permit conditions for and on the Owner's behalf.

Name: \_\_\_\_\_

Owner

Authorized agent of the Owner

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

KA:'YU:'K'T'H'/CHE:K'TLES7ET'H'  
FIRST NATIONS



Building and Development Authorization Act  
Department of Lands and Resources  
Building Forms Regulation  
Form BR-3

**APPLICATION TO RENEW AUTHORIZATION**

Date received:

File no:

- Major Construction
- Standard Construction
- Renewal fee received

*(for Department of Lands and Resources use only)*

I, \_\_\_\_\_ (*Name of Applicant*) apply for the renewal of Authorization No. \_\_\_\_\_. I attach a copy of my initial Application and warrant that there have been no material or significant changes to the information in the Application, other than changes to \_\_\_\_\_ (*e.g. contact information*), for which the written approval of the director is attached. I understand that any renewal of Authorization No. \_\_\_\_\_ will be granted based on the information in the initial Application and that any changes to that information, unless specifically approved, may invalidate the Authorization.

I understand that under the Act, an applicant can only apply for one renewal of an Authorization.

Reason for renewal request: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

**KA:'YU:'K'T'H'/CHE:K'TLES7ET'H'  
FIRST NATIONS**



**Building and Development Authorization Act  
Department of Lands and Resources  
Building Forms Regulation  
Form BR-4**

**File no:**

- Major Construction  
 Standard Construction

*(for Department of Lands and  
Resources use only)*

**NOTICE OF SUSPENSION OR REVOCATION OF  
AUTHORIZATION**

**AUTHORIZATION NO.: \_\_\_\_\_  
HAS BEEN SUSPENDED OR REVOKED**

<b>Effective Date of Suspension or Revocation:</b>	
<b>Civic Address:</b>	
<b>Legal Address:</b>	
<b>Owner:</b>	<b>Primary Contact:</b>
<b>Reason for suspension or revocation:</b>	
<b>Comments:</b>	

\_\_\_\_\_  
**Signature of Director**

For further information regarding the above, contact the Director at Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations, 918 Island Hwy, Campbell River, British Columbia, V9W 2C3 Telephone: (250) 332-5259 Fax: (250) 332-5210

**KA:'YU:'K'T'H'/CHE:K'TLES7ET'H'  
FIRST NATIONS**



**Building and Development Authorization Act  
Department of Lands and Resources  
Building Forms Regulation  
Form BR-5**

**OCCUPANCY CERTIFICATE/FINAL REPORT  
AUTHORIZING OCCUPANCY**

**File no:**

- Major Construction
- Standard Construction
- Fee received

*(for Department of Lands and Resources use only)*

<b>Authorization No.:</b>	<b>Date Issued:</b>
<b>Civic Address:</b>	
<b>Legal Address:</b>	
<b>Property Owner:</b>	
<b>Proposed Use:</b>	
<b>Authorization Conditions:</b>	
<input type="checkbox"/> Occupancy is authorized for only the following part of the building/structure:	

\_\_\_\_\_  
**Signature of Director**

**KA:'YU:'K'T'H'/CHE:K'TLES7ET'H'  
FIRST NATIONS**



**Building and Development Authorization Act  
Department of Lands and Resources  
Building Forms Regulation  
Form BR-6**

**File no:**

Major Construction

Standard Construction

*(for Department of Lands and  
Resources use only)*

**DO NOT OCCUPY NOTICE**

## DO NOT OCCUPY NOTICE

<b>Do Not Occupy Notice No.:</b>	<b>Date Issued:</b>
<b>Civic Address:</b>	
<b>Legal Address:</b>	
<b>Owner:</b>	
<input type="checkbox"/> Notice given to: _____	
<input type="checkbox"/> Notice posted at: _____	
<b>As authorized by section 5.3 of the Building and Development Authorization Act, you are hereby directed to cease occupancy of this property immediately for the following reasons:</b>	
<b>This notice applies to:</b>	
<input type="checkbox"/> The whole of the building or structure	
<input type="checkbox"/> The following part of the building or structure: _____	

\_\_\_\_\_  
**Signature of Director**

For information regarding how to remedy the above and receive the necessary authorization to proceed, contact the Director at: Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations, 918 Island Hwy, Campbell River, British Columbia, V9W 2C3 Telephone: (250) 332-5259 Fax: (250) 332-5210

**REMOVAL OF THIS NOTICE WITHOUT THE AUTHORIZATION OF THE  
DIRECTOR IS AN OFFENCE**



**KA:'YU:'K'T'H'/CHE:K'TLES7ET'H'  
FIRST NATIONS**



**Building and Development Authorization Act  
Department of Lands and Resources  
Building Forms Regulation  
Form BR-7**

**File no:**

- Major Construction  
 Standard Construction

*(for Department of Lands and Resources use only)*

**STOP WORK NOTICE**

# STOP WORK NOTICE

<b>Stop Work Notice No.:</b>	<b>Date Issued:</b>
<b>Civic Address:</b>	
<b>Legal Address:</b>	
<b>Property Owner:</b>	
<input type="checkbox"/> Notice given to: _____	
<input type="checkbox"/> Notice posted at: _____	
<b>As authorized by section 5.4 of the Building and Development Authorization Act, you are hereby directed to stop all construction work for the following reasons:</b>	

\_\_\_\_\_  
**Signature of Director**

For information regarding how to remedy the above and receive the necessary authorization to proceed, contact the Director at: Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations, 918 Island Hwy, Campbell River, British Columbia, V9W 2C3 Telephone: (250) 332-5259 Fax: (250) 332-5210

**REMOVAL OF THIS NOTICE WITHOUT THE AUTHORIZATION OF  
THE DIRECTOR IS AN OFFENCE**