

OFFICE USE ONLY				PAYMENT STAMP		
PERMIT #	DP_	AMENDING PERMIT #:				
FEES	<input type="checkbox"/>	New DP Application	\$ 100			GL# 1140300-000
	<input type="checkbox"/>	DP Application Amendment	\$ 50			GL# 1140300-000
APPLICATION FEE:			\$			STAFF INITIALS

The undersigned hereby makes an application under the provision of the bylaws of the City of Nelson according to the following specifications and accompanying documentation:

PROPERTY UNDER APPLICATION						
CIVIC ADDRESS:				PID(s):		
LEGAL DESCRIPTION:	LOT(s):	BLOCK:	D.L.:	PLAN:	FOLIO/ROLL: 219	
TYPE OF BUILDING:	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Mixed Use (Commercial + Residential)		<input type="checkbox"/> Other _____	
PURPOSE OF APPLICATION (CHECK ALL APPLICABLE)						
<input type="checkbox"/> Facade changes <input type="checkbox"/> Mural <input type="checkbox"/> Awning						
APPLICANT						
APPLICANT IS THE:	<input type="checkbox"/> Owner <input type="checkbox"/> Designer/Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other Authorized Agent of the Owner * OWNER AUTHORIZATION FORM MUST BE SUBMITTED IF APPLICANT IS NOT THE OWNER: www.nelson.ca/forms					
NAME:	BUSINESS NAME:					
E-MAIL:	PHONE:		PHONE (ALTERNATE) :			
MAILING ADDRESS:					POSTAL CODE:	
BUSINESS OWNER OR TENANT (IF DIFFERENT FROM APPLICANT) BUSINESS LICENSE # _____						
NAME:	BUSINESS NAME:					
E-MAIL:	PHONE:		PHONE (ALTERNATE) :			
MAILING ADDRESS:					POSTAL CODE:	
PROPERTY OWNER (IF DIFFERENT FROM APPLICANT AND/OR BUSINESS OWNER)						
* OWNER AUTHORIZATION FORM MUST ALSO BE SUBMITTED: www.nelson.ca/forms						
NAME/ COMPANY:			PHONE:		E-MAIL:	
CONTRACTOR OR DESIGNER BUSINESS LICENSE # _____						
NAME:	BUSINESS NAME:					
E-MAIL:	PHONE:		PHONE (ALTERNATE) :			
MAILING ADDRESS:					POSTAL CODE:	

FILL OUT THE APPLICABLE SECTION(S)

Note that only COMPLETE applications will be accepted.

Please refer to the City of Nelson Official Community Plan Bylaw No. 3247 for information on requirements, or contact the Development Services & Engineering Department. Bylaws are available here: www.nelson.ca/bylaws

FACADE For all exterior alterations (paint, materials, existing or new windows/doors)
PROJECT DESCRIPTION

DESCRIBE PROJECT: _____

SUPPORTING DOCUMENTATION

Required Documents :
(please check boxes)

- GRAPHIC REPRESENTATION SHOWING DESIGN, COLOUR, LOCATION + CURRENT PHOTO
- COLOUR & MATERIAL SAMPLES / SPECIFICATIONS
- CURRENT PHOTO
- PLANS & ELEVATIONS (TO SCALE)
- SPECIFICATIONS (MATERIALS, MATERIAL THICKNESSES, WEIGHT, BOLT SIZE, WALL CONSTRUCTION (IE: CONCRETE BLOCK) ETC.)
- BUILDING PERMIT APPLICATION WITH REQUIRED DOCUMENTS & DRAWINGS

For structural alterations, the following must also be submitted (new or replaced windows, doors, projecting ornamentation etc):
****A Building Permit application is required****

MURAL

DESCRIBE PROJECT: _____

* CONTACT CITY STAFF FOR ADDITIONAL REQUIREMENTS

AWNINGS For new or altered awning structures

****A separate Building Permit application is required for all NEW awnings****

DETAILS OF PROPOSED CHANGED AWNINGS (ie: replacing fabric)

	NEW OR CHANGED?	LOCATION	WIDTH	HEIGHT *	SETBACK FROM CURB
1.	<input type="checkbox"/> New <input type="checkbox"/> Changed (replacing fabric)				
2.	<input type="checkbox"/> New <input type="checkbox"/> Changed (replacing fabric)				

* The height of an awning is measured from the ground to the lowest point of the awning's structural support.

REQUIRED DOCUMENTATION

Required Documents :
(please check boxes)

- GRAPHIC REPRESENTATION SHOWING DESIGN, COLOUR, LOCATION + CURRENT PHOTO
- COLOUR & MATERIAL SAMPLES
- CONSTRUCTION PLANS (TO SCALE) INCLUDING CROSS-SECTION OF AWNING AND ATTACHMENTS TO BUILDINGS
- SPECIFICATIONS (MATERIALS, MATERIAL THICKNESSES, WEIGHT, BOLT SIZE, WALL CONSTRUCTION (IE: CONCRETE BLOCK) ETC.)

The following may also be required :
(Applicant will be advised once review begins)

- ENGINEERING FOR STRUCTURAL AND/OR ATTACHMENT TO BUILDING

ENCROACHMENT AGREEMENTS

All awnings, fixtures or structures which project beyond the property line and into or above City of Nelson public lands require an up-to-date Encroachment Agreement registered on the Title of the Property and a Licence of Occupation Agreement related to the Encroachment Agreement.

please check one: **Not required** **Required** **Currently registered on property**

If a new or updated agreement is required, please use the *Encroachment Agreement & Licence to Occupy Application Form*. This agreement is made between the Property Owner and the City of Nelson. The application form is available at the Development Services & Engineering Department on the second floor of City Hall. Public liability insurance in the amount of \$5,000,000.00, naming the City as additional Insured, is a requirement of the License to Occupy.

SIGNATURES

A Permit is issued after review of the proposal. No work shall begin until a Permit is approved.

I declare that the information submitted in support of this application is, to the best of my knowledge, true and correct and that I will submit further information deemed necessary by the City for processing this application.

I acknowledge that all fees paid in connection with this permit are non-refundable, except as noted in the City of Nelson Fees and Charges Bylaw.

IN CONSIDERATION OF THIS PERMIT being issued, I release and indemnify the City of Nelson, its Council members, officers, employees, and agents from and against all liability, claims and other expenses of any kind which I, or any other person, may have in connection with anything said or done, the granting of this permit or any action taken or not taken, by the City of Nelson and I agree that the City of Nelson owes me no duty of care in respect of these matters.

Dated this _____ Day of _____ 20 _____

APPLICANT'S SIGNATURE

*** OWNER AUTHORIZATION FORM MUST BE SUBMITTED IF APPLICANT IS NOT THE OWNER: www.nelson.ca/forms**

The City of Nelson is collecting your personal information in accordance with Section 26 of the *Freedom of Information and Protection of Privacy Act*. The City of Nelson collects your information for the purposes of administering City programs and services, including permits and licensing services. If you have any questions, please contact the Privacy Head at 310 Ward Street, Nelson, BC V1L 4P1 or FOI@nelson.ca or 250-352-8234.