

Wood or Pellet Stove Checklist

Address: _____ Date: _____

***Please note that only complete applications will be accepted.
Please attach this checklist when submitting the application.***

- ☐ Building Permit Application
Complete form attached
- ☐ Owner Authorization Form (If Applicable)
Required when an agent is submitting the application on behalf of the property owner.
Must be completed and signed by the property owner.
- ☐ Picture or Copy of Manufacturers Label (found on back of the stove)
- ☐ Room Layout Drawing
Drawn to scale showing:
 - Layout plan of existing room (including walls, doors, windows, stairs, etc.)
 - Placement of proposed stove in room (including location of CO and smoke detectors)
- ☐ Wood or Pellet Stove Detail Drawing (Provided by the City)
Drawn to scale showing:
 - Placement in Room (including location of CO and smoke detectors)
 - Stove Pipe Exiting and Attachment to Chimney
 - Chimney Details (Material, Size, and Total Height)
- ☐ WETT Inspection Report
 - Copy of inspection report must be submitted

Building Permit Application

Property Information

Civic Address		PID
Legal Description		
Property Area (m ²)	Zoning Designation	

Project Information

☐	Single Family Dwelling/Duplex	☐	New construction (Commercial/Industrial)	☐	Weeping Tile
☐	Tri-plex or Greater/Apartment	☐	Tenant Improvements (Commercial/Industrial)	☐	Demolition
☐	SFD Renovation/Addition	☐	Detached Garage	☐	Wood Stove
☐	Secondary Suite	☐	Shed	☐	
☐	Manufactured Home	☐	Deck	☐	
Estimated Value			Area of Project (m ²)		
Occupancy Classification			Does this Building Fall Under Part 3 or Part 9 of BC Building Code?		
Occupancy Classifications: Group A: Assembly Group B: Care, Treatment, and Detention Group C: Residential Group D: Office & Personal Services Group E: Mercantile Group F: F-1 High Hazard Industrial F-2 Medium Hazard Industrial F-3 Low Hazard Industrial			Part 3 Buildings Consist of: • Group A • Group B • Group F-1 • Buildings exceeding 600m² in building area		Part 9 Building Consist of: • Group C • Group D • Group E • Group F-2 • Group F-3 • Buildings under 600m² in building area

Property Owner Information

Name	Company
Address	City & Province
Email	Postal Code
Phone	Fax

Contractor Information

Name		Company	
Address		City & Province	
Email		Postal Code	
Phone	Fax	Business Licence Number	

Agent / Tenant Information

Is an agent submitting the application on behalf of the property owner? ☐ Yes ☐ No	
If Yes, the Owner Authorization form needs to be completed and submitted.	
Will there be commercial tenants? ☐ Yes ☐ No	Tenant Company Name
Contact Person	Business Licence Number
Address	City & Province
Email	Postal Code
Phone	Fax

1. I acknowledge that if I am granted a building permit pursuant to this application that I am responsible for compliance with the current edition of the British Columbia Building Code, this bylaw and any other applicable enactment, code, regulation or standard relating to the work in respect of which the permit is issued, whether or not the said work is undertaken by me or by those whom I may retain or employ to provide design and/or construction services.
2. I acknowledge that neither the issuance of a permit under this bylaw, the acceptance nor review of plans, specifications, drawings or supporting documents, nor inspections made by or on behalf of the City constitute a representation, warranty, assurance or statement that the current edition of the British Columbia Building Code, the City of Dawson Creek's Building Bylaw, Subdivision and Development Servicing Bylaw, and Sign Bylaw or any other applicable enactment, code, regulation or standard has been complied with.
3. Where the City requires that Letters of Assurance be provided by a Registered Professional pursuant to Section 11 of the City of Dawson Creek Building Bylaw and Section 55 of the Community Charter I confirm that I have been advised in writing by the City that it relied exclusively on the Letter of Assurance of "Professional Design and Commitment for Field Review" prepared by in reviewing the plans, drawings, specifications and supporting documents submitted with this application for a building permit.
4. I confirm that I have relied only on the said Registered Professional for the adequacy of plans, drawings, specifications and supporting documents submitted with this application.
5. I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a building permit by the City pursuant to this application and in respect of the execution of this acknowledgement.

I hereby agree to indemnify and keep harmless the City of Dawson Creek against all claims, liabilities, judgements, costs and expenses which may, in any way, occur against the said City in consequence of and incidental to, the granting of this permit, if issued. I further agree to conform to all requirements of the Building Bylaw and all other statutes and bylaws in force in the City of Dawson Creek.

Name (Please Print)

Signature

Date

Arrange for inspections by phone or email

Phone: 250-784-3618

Email: buildinginspection@dawsoncreek.ca



Owner Authorization Form

FILE NUMBER: _____ - _____

PROPERTY INFORMATION

Municipal Address(es): _____

Legal Description(s): _____

Project Description: _____

Registered Owner Name(s): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ E-mail Address: _____

Please be advised that I/we, the registered owner(s) of the above mentioned property(ies),
(select one)

- ☐ will apply for all applications related to the above mentioned project.
- ☐ authorize the following agent to apply for all applications related to the above mentioned project on my/our behalf

Agent Name		Agent Company	
Mailing Address			
City:	Province:	Postal Code:	
Telephone:	Cell:		
Email address:			

I/We agree to immediately notify the City of Dawson Creek, in writing, of any changes regarding this information.

Owner's Name(s) (printed): _____

Owner's Signature(s): _____ Date: _____

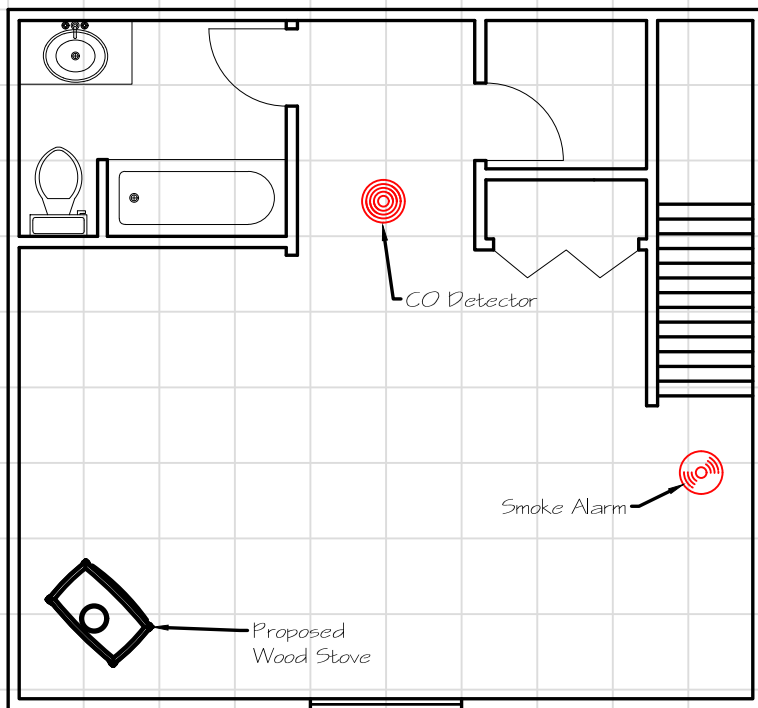
FLOOR PLAN EXAMPLE

Address: 2997 Main Street

Contact Name/Number: Mike Homes 250-555-1234

This template does not need to be used if submitted on graph paper or as an architectural drawing set.

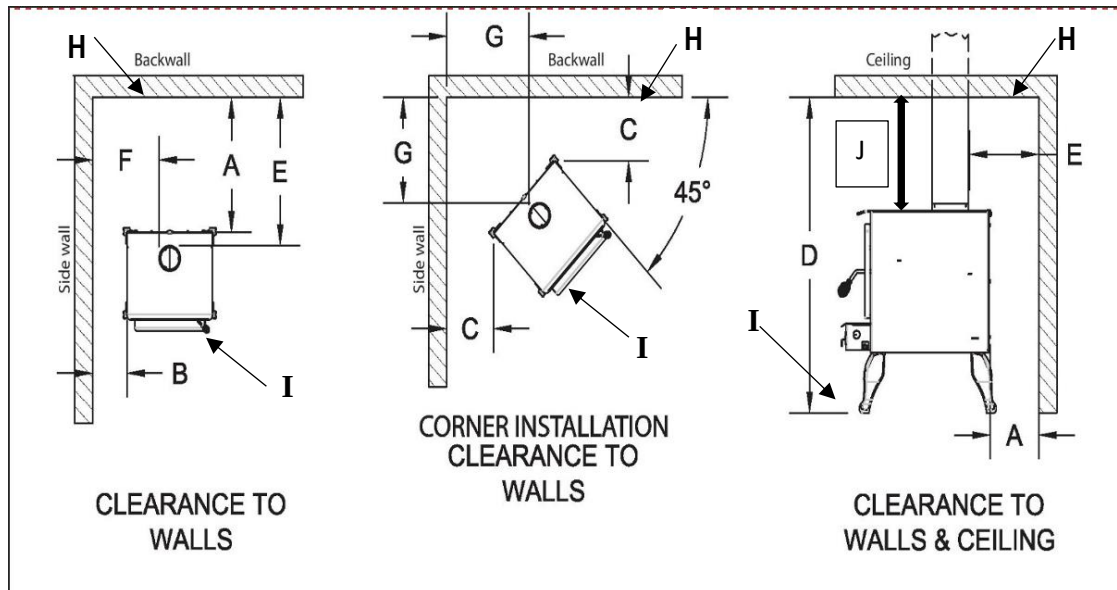
Scale: 1 Square = 1m



[illegible]

Address: _____ Date: _____

Certification Standard of the Wood Stove:		
Make:	Model:	Serial #:
☐ Picture of Manufacturers Label (Found on the back of the stove)		
Flue Collar Size:		
Installed in: ☐ Residence ☐ Mobile Home		
Appliance Location: ☐ Basement ☐ Main Floor ☐ Other		
Connected to chimney: ☐ Masonry (follows Part 9.21 of the BCBC) ☐ Factory Built (follows CSA B365-17 Installation code for solid-fuel-burning appliance and equipment)		
Stove Pipe Style: ☐ Single wall ☐ Double Wall		



Dimension		
A	Backwall to Stove	
B	Sidewall to Stove	
C	Wall to Corner (Angled Installation)	
D	Ceiling Height	
E	Backwall to Flue	
F	Sidewall to Flue	
G	Wall to Flue (Angled Installation)	
H	Ceiling and Wall Finish	
I	Hearth (size, material/finish)	
J	Stove to Ceiling Height	