



# Building Permit Application Checklist

Building Division

604.469.4534 • www.portmoody.ca

## Temporary Structures – Tents, Trailers, Stages

Please complete checklist and submit with your application.

<b>Civic Address:</b>	_____
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Included	N/A	To Come	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Digitally sealed structural drawings from engineer, if required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Digitally sealed Letter of Assurance from engineer, if required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City of Port Moody Building Bylaw - Schedule 4 – Confirmation of Professional Liability Insurance from all Registered Professionals • Must be accompanied with a copy of Certificate of Insurance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule 1 - Owner Authorization Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Strata Authorization, required if property is within a strata
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bond Release Form with void cheque

### For Tents Only:

Included	To Come	
<input type="checkbox"/>	<input type="checkbox"/>	Confirmation that tent material meets CAN / ULC – S109 Flame Tests of Fire Resistant Fabrics and Films