

HOMEOWNERS

Applicants must provide the District of Hudson's Hope with the following permits and applications (if required) prior to a Building Permit being issued.

1. Form VI - Building Permit Application
2. Form VII – Plumbing Permit Application
3. Form VIII – Chimney/Fireplace/Woodstove Application
4. Form I - Owner's Authorization of Agent
5. Form II- Acknowledgements of Owner or Owner's Agent
6. Homeowner Protection Owner-Builder Authorization
7. Site Plan – which includes:
 - a. The bearing and dimensions of the parcel of land.
 - b. The location and dimensions of all existing and proposed buildings or structures on the parcel.
 - c. The location and dimensions of all statutory rights of way, easements and setback requirements.
 - d. Setbacks to the natural boundary of any lake, swamp, pond or watercourse where the municipality's land use regulations establish siting requirements related to flooding.
 - e. Building site elevation, finished ground levels.
8. Building Plans – showing all aspects of the building and materials.
9. Engineered Truss Plans
10. Application for Water Connection (if required)
11. Application for Sewer Connection (if required)

Before the permit will be issued the District of Hudson's Hope may also require and may check the following for compliance.

1. A geo-tech survey or property survey may be required.
2. A title search may be required to check for restricted coveanance.
3. Zoning will be checked against the building and site plans for compliance.
4. A variance permit may be required.

Contact: District of Hudson's Hope
9904 Dudley Drive
PO Box 330, Hudson's Hope, B.C . V0C 1V0
Tel: 250-783-9901
Fax: 250-783-5741
Email: buildingpermit@hudsonshope.ca



Building Inspection Homeowner Checklist

STANDARD BUILDINGS - the owner shall give at least 24 hours' notice to a building official, which need not be in writing unless required by the building official, when requesting an inspection and shall obtain an inspection and receive a building official's acceptance of the following aspects of the work prior to concealing it:

Footings

a. The installation of completed concrete footing formwork, prior to the placement of concrete therein;	
b. The installation of any concrete formwork requiring reinforcing steel, prior to the placement of concrete therein;	

Foundation

a. The installation of perimeter drain tile and damp proofing, prior to backfilling and after a copy of the survey certificate has been provided, if required by the building official;	
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Wood burning Appliances

a. The rough in of factory built chimneys and fireplaces and wood burning appliances;	
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Framing

a. The framing and sheathing, prior to the installation of any insulation or exterior finish including sheathing membrane;	
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Plumbing

a. The service plumbing from the building to the property line, or to any on-site water supply or sewage disposal system, after the required tests to sewage and water supply lines have been applied and prior to backfilling;	
b. The rough in of under slab drain, waste, vent and water supply plumbing, after the required tests have been applied and prior to the placement of concrete;	
c. The rough in of drain, waste, vent and water supply plumbing, after the required tests have been applied;	

Interior/Exterior Finishes

a. The framing and sheathing, prior to the installation of any insulation or exterior finish including sheathing membrane;	
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Occupancy

a. When the building or structure is complete, but before occupancy takes place of the whole or part of the building or structure.	
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NOTE: No aspect of the work shall be concealed until a building official has accepted it in writing.

MODULAR HOMES - the owner shall give at least 24 hours' notice for inspections.

Foundation

a. The installation of completed concrete footing formwork, prior to the placement of concrete therein;;	
b. The installation of any concrete formwork requiring reinforcing steel, prior to the placement of concrete therein;	
c. The installation of perimeter drain tile and damp proofing, prior to backfilling and after a copy of the survey certificate has been provided, if required by the building official;	

Pilings

a. Require Pile Specs and the Pile Record Chart from the company who drilled the pilings.	
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Poly

a. Poly must be on top of the gravel.	
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Inspection

a. Call for inspection when everything but the skirting has been done.	
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NOTE: No aspect of the work shall be concealed until a building official has accepted it in writing.

CHIMNEY/WOODSTOVE/FIREPLACE APPLICTION - The owner must contact their insurance company to ensure they do not require an inspection by a WETT (Wood, Energy, Technical Training) Certified official. If a WETT Certified official is not required the owner shall give at least 24 hours notice for inspection.





FORM VI

**DISTRICT OF HUDSON'S HOPE
Building Permit Application**

NOTE: All data fields must be filled in for the application to be processed. Please put N/A in any field that does not apply.

LEGAL DESCRIPTION OF LOT: _____

SITE ADDRESS: _____

PROJECT DESCRIPTION: _____

CONSTRUCTION VALUE: \$ _____

CONSTRUCTION TYPE (CHECK ONE): SINGLE FAMILY DWELLING DUPLEX MULTI-FAMILY
 COMMERCIAL INDUSTRIAL INSTITUTIONAL

HPO REQUIRED: Have you made application? YES NO

WORK TYPE (CHECK ONE): NEW ADDITION REPAIR RENOVATE

PROPERTY IS SERVICED BY: Municipal Sewer Municipal Water Supply Municipal Drain Connection at Street
 Private Septic System Private Well Water Other

OF UNITS: _____

OWNER:	DAY PHONE:	CELL PHONE:
ADDRESS:	EMAIL:	
CITY:	POSTAL CODE:	

As the owner, I agree to save harmless the District of Hudson's Hope and its employees from any claims, or action arising out of the construction of the building, development of the site, inspection of the building plans, site or building, including one based on negligence of the Municipality or its employees. I have read, understood and agreed to the above conditions.

* _____
Owner's Signature Print Name Date

* Owner's Authorization of Agent Form (Form I) is required if owner's signature does not appear above. Provided: YES NO

* _____
Owner's Agent Signature Print Name Date

Permit Application Fee:	\$50.00 (minimum application fee)
+	_____ (\$10.00/\$1000 or part thereof of construction value to \$10,000)
+	_____ (\$5.00/\$1000 or part thereof for remainder of construction value)
=	_____ TOTAL
Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Issued by: _____ Date: _____ Building Permit No. _____
Personal Information Declaration: The information on this form is collected under the authority of the Local Government Act. The information provided will be used to apply for a building permit. If you have any questions about the collection of this information, please contact the Administrator, PO Box 330, 9904 Dudley Drive, Hudson's Hope, BC, V0C 1V0, Telephone (250) 783-9901

DISTRICT OF HUDSON'S HOPE
Building Permit Application for Single Family Dwelling (cont'd)

DRAWINGS	Drawing Requirements		
	Site Plan Requirements	Provided	N/A
	<ul style="list-style-type: none"> ▪ Site Plan drawings with Full Dimensions of Lot with north arrow shown and all existing and all proposed buildings noted with dimensions from property lines. Identify which buildings are existing and which are proposed. 		
	<ul style="list-style-type: none"> ▪ Easements, covenants and rights-of-way identified and dimensioned on site plan. 		
	<ul style="list-style-type: none"> ▪ Elevations of existing natural grade shown at all external corners of all proposed new buildings. 		
	<ul style="list-style-type: none"> ▪ Location of driveway indicated on site plan 		
	Floor Plan Requirements	Provided	N/A
	<ul style="list-style-type: none"> ▪ Floor Plans with dimensions and <u>all</u> rooms labelled with their intended use, including all areas on the lower floor and all proposed "rooms for family members". 		
	Elevation Requirements	Provided	N/A
	<ul style="list-style-type: none"> ▪ Elevation drawings of all sides of proposed new or altered buildings 		
ZONING BYLAW CALCULATIONS	Project Data		
	Lot Coverage	Sq. Ft.	N/A
	<ul style="list-style-type: none"> ▪ Proposed new and additional lot coverage 		
	<ul style="list-style-type: none"> ▪ Existing lot coverage 		
	<ul style="list-style-type: none"> ▪ Total of proposed new and existing lot coverage 		
	<ul style="list-style-type: none"> ▪ The portion of the total lot coverage noted above representing existing and proposed accessory buildings 		
	Proposed New or Additional Floor Space	Sq. Ft.	N/A
	<ul style="list-style-type: none"> ▪ Top Floor 		
	<ul style="list-style-type: none"> ▪ Main Floor (not including attached garage or carport areas) 		
	<ul style="list-style-type: none"> ▪ Lower Floor (not including attached garage or carport areas) 		
<ul style="list-style-type: none"> ▪ Total Floor Area of attached garages and/or carports 			
Existing Floor Area	Sq. Ft.	N/A	
<ul style="list-style-type: none"> ▪ Top Floor 			
<ul style="list-style-type: none"> ▪ Main Floor (not including attached garage or carport areas) 			
<ul style="list-style-type: none"> ▪ Lower Floor (not including attached garage or carport areas) 			
<ul style="list-style-type: none"> ▪ Total Floor Area of attached garages and/or carports 			



**FORM VII
DISTRICT OF HUDSON'S HOPE
Plumbing Permit Application**

NOTE: All data fields must be filled in for the application to be processed. Please put N/A in any field that does not apply.

LEGAL DESCRIPTION OF LOT: _____

SITE ADDRESS: _____

PROJECT DESCRIPTION: _____

DWELLING UNITS: _____ ROUGH IN ONLY: _____

OWNER:		CONTRACTOR:	
ADDRESS:		NAME OF COMPANY:	
CITY: POSTAL CODE:		ADDRESS OF COMPANY:	
DAY PHONE:	CELL PHONE:	CITY: POSTAL CODE:	
EMAIL:		PHONE:	FAX:
SIGNATURE:		SIGNATURE:	

FIXTURES	QUANTITY	OTHER	QUANTITY
TOILETS		HOT WATER STORAGE TANK	
URINALS		FLOOR DRAIN FOR HOT WATER TANK	
BATHS		SEWER PERMIT	
SHOWERS		SEWER PERMIT/NEW AREA	
BASINS		SEPTIC TANK CONNECTION	
SINKS		STORM DRAIN PERMIT	
DRINKING FOUNTAINS		WATER SERVICE PERMIT	
JANITOR SINKS		ROOF DRAINS	
BAR SINKS		INTERNAL ROOF LEADER	
GREASE TRAP		MANHOLES/INTERCEPTORS/PUMP STATION	
FLOOR DRAINS		FIRE SPRINKLER HEADS	
LAUNDRY TRAYS		STANDPIPE HOSE OUTLETS	
DISHWASHERS		IRRIGATION SYSTEMS - COMMERCIAL	
OTHER		IRRIGATION SYSTEMS - RESIDENTIAL	
OTHER		SWIM, POOL WATER AND DRAIN CONNECTIONS	

The owner and contractor agrees to save harmless the District of Hudson's Hope and its employees from any claims, or action arising out of the installation of the plumbing system, development of the site, inspection of the building plans, site or building, including one based on negligence of the Municipality or its employees. I have read, understood and agreed to the above conditions.

Permit Application Fee:	<u> \$50.00 </u> (first 12 fixtures)	Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No
	+ <u> </u> (\$5.00 for each additional fixture)	
	+ <u> </u> (\$50.00 for first sprinkler head)	
	+ <u> </u> (\$5.00 for each additional sprinkler head)	
	= <u> </u> TOTAL	

Issued by: _____ Date _____ Plumbing Permit No. _____

Personal Information Declaration: The information on this form is collected under the authority of the Local Government Act. The information provided will be used to apply for a permit to install plumbing. If you have any questions about the collection of this information, please contact the Administrator, PO Box 330, 9904 Dudley Drive, Hudson's Hope, BC. VOC 1V0, Telephone (250) 783-9901



**FORM VIII
DISTRICT OF HUDSON'S HOPE
Chimney/Fireplace/Woodstove Application**

NOTE: All data fields must be filled in for the application to be processed. Please put N/A in any field that does not apply.

LEGAL DESCRIPTION OF LOT: _____

SITE ADDRESS: _____

TYPE OF WORK: NEW REPLACEMENT

LOCATION OF INSTALLATION (ROOM): _____

OWNER:		CONTRACTOR:	
ADDRESS:		NAME OF COMPANY:	
CITY:	POSTAL CODE:	ADDRESS OF COMPANY:	
DAY PHONE:	CELL PHONE:	CITY:	POSTAL CODE:
EMAIL:		PHONE:	FAX:
SIGNATURE:		SIGNATURE:	

INSTALLATION	QUANTITY	INSTALLATION	QUANTITY
CHIMNEY – MASONRY		WOODSTOVE - INSERT MAKE:	
CHIMNEY – METAL MAKE:		WOODSTOVE – FREESTANDING MAKE:	
FIREPLACE – MASONRY		OTHER:	
FIREPLACE – METAL MAKE:		OTHER:	

The owner agrees that this application is made with the understanding that all new or existing woodstoves, inserts and chimneys must comply to the present standards in the *BC Building Code*. Units cannot be approved for use unless they comply to these standards. Note: A carbon monoxide detector is required by the *BC Building Code* in each room containing a solid fuel burning appliance.

The owner agrees to save harmless the District of Hudson's Hope and its employees from any claims, or action arising out of the installation, development of the site, inspection of the building plans, site or building, including one based on negligence of the Municipality or its employees. I have read, understood and agreed to the above conditions.

Plumbing Contractor Signature

Print Name

Date

Permit Application Fee:

\$50.00

Paid: Yes No

Personal Information Declaration: The information on this form is collected under the authority of the Local Government Act. The information provided will be used to apply for a permit to install plumbing. If you have any questions about the collection of this information, please contact the Administrator, PO Box 330, 9904 Dudley Drive, Hudson's Hope, BC. VOC 1V0, Telephone (250) 783-9901

Issued by:

Date

Building Permit No.



**HUDSON'S
HOPE**
PLAYGROUND OF THE PEACE

Box 330
9904 Dudley Drive
Hudson's Hope BC VOC 1V0
Telephone 250-783-9901
Fax: 250-783-5741

FORM I

**DISTRICT OF HUDSON'S HOPE
Owner's Authorization of Agent**

The undersigned registered owner of land in the District of Hudson's Hope legally described as

and having a civic address of _____

hereby authorizes _____

to:

1. apply for and obtain as my agent a building permit in respect of the land from the District of Hudson's Hope under the provisions of Building Bylaw, No. 718, 2007;
2. provide to the District of Hudson's Hope as my agent all information and documents required by the bylaw for such an application;
3. execute and deliver to the District of Hudson's Hope, as my agent, a document in the form set out below when obtaining the permit.

Name of Registered Owner (please print)

Signature of Registered Owner or
Authorized Signatory of Corporate Owner

Date of Authorization

Acknowledgement of Owner or Owner's Agent

I acknowledge that the owner of the land in respect of which this permit is issued is solely responsible for carrying out the work authorized by this permit in accordance with the *Building Code* and other applicable laws respecting health and safety.

I acknowledge that the owner is solely responsible for determining whether the work authorized by this permit contravenes any easement, right of way, or covenant charging the land, or requires the involvement of an architect under the *Architect's Act* or an engineer under the *Engineers and Geoscientists Act*.

I acknowledge that the District of Hudson's Hope provides a limited monitoring service in relation to building construction and does not, by accepting or reviewing plans, inspecting construction, monitoring the inspection of construction by others, or issuing building or occupancy permits, make any representation or give any assurance that the construction authorized by this permit complies in every or any respect with the *Building Code* or any other applicable laws respecting health and safety.

If the District of Hudson's Hope has so indicated on this permit, I acknowledge that the District of Hudson's Hope has issued the permit in reliance on the certification of a registered professional, engaged by me to provide such a certification, that the plans for the work authorized by the permit comply with the *Building Code* and other applicable enactments, and that the fee for the permit has been accordingly reduced. I acknowledge that the District of Hudson's Hope, by issuing this permit or by authorizing occupancy, makes no representation to me or any other person as to any such compliance.

If I am executing this acknowledgement as the agent of the owner, I represent to the District of Hudson's Hope that:

- I am authorized by the owner to receive this permit and make these acknowledgements on the owner's behalf; and
- The owner is aware that the owner is solely responsible for carrying out the work authorized by this permit in accordance with the *Building Code* and other applicable laws respecting health and safety.



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FORM II

**DISTRICT OF HUDSON'S HOPE
Acknowledgements of Owner or Owner's Agent**

NOTE: An agent may not apply for or obtain a building permit on behalf of an owner without having provided a written authorization by the owner, in the form provided by the District of Hudson's Hope for that purpose.

I acknowledge that the owner of the land in respect of which this permit is issued is solely responsible for carrying out the work authorized by this permit in accordance with the *Building Code* and other applicable laws respecting health and safety.

I acknowledge that the owner is solely responsible for determining whether the work authorized by this permit contravenes any easement, right of way, or covenant charging the land, or requires the involvement of an architect under the *Architect's Act* or an engineer under the *Engineers and Geoscientists Act*.

I acknowledge that the District of Hudson's Hope provides a limited monitoring service in relation to building construction and does not, by accepting or reviewing plans, inspecting construction, monitoring the inspection of construction by others, or issuing building or occupancy permits, make any representation or give any assurance that the construction authorized by this permit complies in every or any respect with the *Building Code* or any other applicable laws respecting health and safety.

If the District of Hudson's Hope so indicates in issuing a building permit, I acknowledge that the District of Hudson's Hope has issued the permit in reliance on the certification of a registered professional, engaged by me to provide such a certification, that the plans for the work authorized by the permit comply with the *Building Code* and other applicable enactments, and that the fee for the permit has been accordingly reduced. I acknowledge that the District of Hudson's Hope, by issuing this permit or any occupancy permit, makes no representation to me or any other person as to any such compliance.

If I am executing this acknowledgement as the agent of the owner, I represent to the District of Hudson's Hope that:

- I am authorized by the owner to receive this permit and make these acknowledgements on the owner's behalf; and
- The owner is aware that the owner is solely responsible for carrying out the work authorized by this permit in accordance with the *Building Code* and other applicable laws respecting health and safety.

Name of Registered Owner or Agent (please print)

Signature of Registered Owner or Agent or
Authorized Signatory of Corporate Owner

Date of Acknowledgement

Affix
PROFESSIONAL SEAL
here



Registering and Enrolling New Homes for Home Warranty Insurance Coverage

Who Should Read this Bulletin

Licensed Residential Builders (including developers and general contractors), property owners working with builders to construct a custom home, real estate licensees, legal professionals and home buyers.

Overview

Before construction begins on new homes, they must either be enrolled in home warranty insurance, be subject to an applicable exemption such as a rental covenant exemption, or be issued an Owner Builder Authorization. Continued enrollment is essential throughout the construction and sale of the new home. This bulletin outlines the legal requirements for home warranty insurance and the steps for obtaining home warranty insurance so that construction can begin.

Legal Requirements for Home Warranty Insurance

Under section 22(1.1) of the *Homeowner Protection Act* (the "Act"), a person must not build a new home unless it is first registered for coverage by home warranty insurance provided by a warranty provider.

A home or a multi-unit building must be registered with the Homeowner Protection Office (HPO) and enrolled in home warranty insurance before a building permit is obtained and construction begins. Before issuing building permits, municipalities, regional districts and treaty first nations are required to obtain proof of home warranty insurance or proof of an applicable exemption (Owner Builder Authorization or purpose-built rental). The proof of enrollment or exemption is a valid New Home

Registration Form, obtained from the HPO. In jurisdictions where no building permit is required, construction of a new home may not commence before a New Home Registration Form is obtained.

In addition, a new home without home warranty insurance may not be sold during or after construction, according to section 22(1.1) of the *Act*. Home buyers, real estate licensees and legal professionals involved in real estate transactions should be aware of this restriction and know where to look for information.

Available on the HPO website, a searchable New Homes Registry lists all homes registered with the HPO on or after November 19, 2007. This includes both single detached homes and multi-unit homes, including duplexes. The New Homes Registry identifies if a home or multi-family building is enrolled in home warranty insurance, and displays the name and contact number of the warranty provider and the builder. A call to the HPO will verify if a home registered prior to November 19, 2007 is enrolled in a policy of home warranty insurance or if it is exempt.



Regulatory Bulletins are a series of publications developed by the Homeowner Protection Office (HPO), a branch of BC Housing, to provide information on and interpretation of the *Homeowner Protection Act* and regulations. All current regulatory bulletins can be viewed on the HPO website.

This bulletin and the website copy are for convenience only and do not constitute legal advice. For complete details consult the Act and its regulations. For more information, contact the HPO at:

Homeowner
Protection Office,
Branch of BC Housing

Phone: 604-646-7050
Toll-free: 1-800-407-7757
Fax: 604-646-7051

licensinginfo@hpo.bc.ca
www.hpo.bc.ca

Who is Responsible for Arranging Warranty?

The Act does not specify who must ensure a new home or homes are registered for coverage, just that they must be registered. The following are the three most common scenarios:

1. When the residential builders own the land on which the home is being built, they or their company will be licensed with the HPO and register and enroll the home.
2. In custom home contracts, the general contractors will be licensed with the HPO and then register and enroll the home, not the homeowners.
3. If both a developer and general contractor working for the developer are involved in a project, both must be licensed, and either HPO licensee may be responsible for registering and enrolling the project. Sometimes the warranty provider will dictate who they would like to register the home.

Continuation of Coverage

Enrolling a home in home warranty insurance before building permits are obtained and construction begins is an important requirement in the process. However, it is a revocable commitment and does not constitute a policy of home warranty insurance until the home is completed and the policy has commenced. There must be continuous coverage by home warranty insurance in order for construction to legally continue through to completion and the policy to commence. De-enrollment information, as well as details about policy commencement dates, is available through the HPO's online New Homes Registry or by contacting the Homeowner Protection Office.

See Regulatory Bulletin Number 10 for more information about what happens when a home is de-enrolled from coverage and the options to remedy a de-enrollment.

How to Register and Enroll a Project

Registering and enrolling a project is now quicker and easier using the HPO's online system. Licensed Residential Builders can log into their individual online account on the HPO website and order a New Home Registration Form by entering all the project information and paying the applicable HPO fees.

To enroll new homes for home warranty insurance, Licensed Residential Builders must first complete the online HPO New Home Registration information for each proposed single detached home and/or multi-unit building, and pay the applicable HPO fees. Please contact the HPO for information on how to register a new home(s) manually if online registration is not possible. Licensed Residential Builders are responsible for providing the HPO with detailed and accurate construction information, including:

- Type of home (e.g. a single family home, a duplex, or a multi-unit dwelling)
- Name of the warranty provider to which the request would be submitted
- Civic and legal addresses including the PID (Parcel Identifier)
- Property owner name and contact number
- Construction details

Once payment is made, the New Home Registration information is transferred to the residential builder's warranty provider, who assesses the enrollment request after obtaining additional required information and warranty fees from the builder. The New Home Registration Form is sealed electronically if enrollment is approved.

The HPO encourages Licensed Residential Builders to register new homes with their warranty providers early in the construction process. The various warranty providers may have different processes and documentation requirements. To avoid unnecessary construction delays, builders should contact their warranty provider to learn about their registration procedures, documentation requirements and forms to register different types of new construction.

Once the enrollment is complete, the sealed New Home Registration Form will serve as the residential builder's proof of licensing and home warranty insurance for the municipality or regional district in order to obtain a building permit for new home construction.

For a step-by-step guide to register a new home online through the HPO portal, please see the Information Bulletin *Online Registration of New Homes – Information for Licensed Residential Builders*.

For more information on this topic, please contact the Homeowner Protection Office by phone at 604-646-7050, toll-free at 1-800-407-7757, or by email: licensinginfo@hpo.bc.ca.



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SCHEDULE "A"
APPLICATION FOR SEWER CONNECTION

Application is for (check as applicable): _____ Tax Roll No: _____

Legal Description of Property: Lot _____ Block _____ Section _____ Plan _____

I/We _____, the registered owner/owners of the
(property owners name/names)
above-mentioned property do hereby apply for a _____" sewer service connection from the
street main to my/our property line and agree to follow all regulations contained in the Sanitary
Sewer Regulation and Connection Bylaw.

Installation required by (date): _____ Dated: _____

Signature (owner/agent): _____ Phone No: _____

Mailing Address: _____

Use: Residential - Single Duplex Other: # units: _____

Commercial/Industrial: Type: _____

OFFICE USE:

Approval is hereby given for a _____" street connection to be installed (date) _____

Applicant notified on _____ by _____
(print name)

Signature: _____ Date: _____

Payment Received: _____ Amount \$: _____ Receipt #: _____

Balance: \$ _____ to be paid in equal instalments over a period of one (1) year with
interest at 6% per annum calculated on the monthly unpaid balance.

Notes: (with regards to actual or other charges as per "Schedule "B" which may be amended
from time to time):

Date Installed: _____ Signature: _____



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APPLICATION FOR WATER CONNECTION

Application is for (check as applicable): _____ Tax Roll No: _____

Legal Description of Property: Lot _____ Block _____ Section _____ Plan _____

I/We _____, the registered owner/owners of the
(property owners name/names)
above-mentioned property do hereby apply for a _____" water service connection from the
street main to my/our property line and agree to follow all regulations contained in this bylaw and
in the Water Service Regulation Bylaw.

Installation required by (date): _____ Dated: _____

Signature (owner/agent): _____ Phone No: _____

Mailing Address: _____

Use: Residential - Single Duplex Other: # units: _____

Commercial/Industrial: Type: _____

OFFICE USE:

Approval is hereby given for a _____" street connection to be installed (date) _____

Applicant notified on _____ by _____
(print name)

Signature: _____ Date: _____

Payment Received: _____ Amount \$: _____ Receipt #: _____

Balance: \$ _____ to be paid in equal instalments over a period of one (1) year with
interest at 6% per annum calculated on the monthly unpaid balance.

Notes: (with regards to actual or other charges as per "Schedule "B" which may be amended
from time to time):

Date Installed: _____ Signature: _____