

Temporary Process for Incoming Building Permit Applications

While City Hall is temporarily closed to the public, those persons wishing to make Building Permit (BP) applications may do so through the following process.

- 1) **Prescreening by telephone MUST occur before any applications will be accepted.**
Please call the Building Dept at (604) 793-2905 and ask to speak to one of the Building Inspection staff who will determine if an application can be accepted. You **may be** asked to provide electronic copies of your plans to complete this pre-screening.
- 2) **If prescreening determines the application is sufficiently complete to be accepted, the applicant should:**
 - a) **Visit the City website: www.chilliwack.com**
 - b) **Click on the Green 'I want to' tab at the right side of the page and select... 'Apply for a Building Permit'**
 - c) **Open the 'BP application form' and complete it to the best of their ability**
Building Department administrative staff can help with completing that document over the phone and can be reached at (604) 793-2905.
- 3) **The completed Building Permit application should be bundled together and left in the receptacle marked 'Building Permits' in the vestibule at the front of City Hall. (Access to City Hall beyond the vestibule is not permitted at this time.)**

Temporary Process for Issuing Building Permits

Once a Building Permit is ready for issuance, applicants will be notified and given the following instructions by which they will be able to pick up their Building Permit and commence construction:

- 1) **The applicant will be e-mailed copies of their Building Permit documentation and informed of locations where signatures are required**
- 2) **The applicant will need to electronically return signed copies to the Building Department**
i.e. scans and e-mails to building.department@chilliwack.com
- 3) **If the Building Permit fee is less than \$10,000 and does not contain DCCs, payment can be made by credit card number**
Building Permit fees exceeding \$10,000 or containing DCCs may be paid by direct deposit through the Finance Department
- 4) **Once confirmation of fee payment is received, the Building Permit will be processed and made ready for pick up**
- 5) **Applicant will have the choice to pick up the permit in the vestibule at the front of City Hall or, alternatively, have it delivered to a local location by one of the Inspection staff**
The applicant will need to commit to a specific day for pick up. Please call the day of desired pickup to arrange this.