

NANOOSE BAY PENTECOSTAL CAMP

2531 Nanoose Beach Road, Nanoose Bay, B.C. V9P 9E5

Forward to: LEASE COORDINATOR – Sue Juthman

E-mail: sjuthman@yahoo.com

NBPC CONSTRUCTION PERMIT APPLICATION

All NBPC construction permit applications must be submitted to the Board for approval accompanied by site location drawings and construction plans sufficient to fully describe the proposal. Applications for standalone storage sheds and fencing (permanent or temporary) will not be approved.

The application process will take a minimum of 30 days for approval.

Name: _____ Date: _____

Phone # _____ Email: _____ Cabin /RV Site # _____

Description of proposed construction: _____

Proposed Start date: _____ Completion: _____

Constructed by Owner: Yes / No **Site Location Drawings & Construction plans must be attached to application.**

If No - Name of Contractor: _____

Phone Number of Contractor: _____

Municipal Building Codes checked (if required): Yes _____ No _____

NOTE: All changes to the structural components will require a Building Permit from Nanaimo Regional District. If demolishing a building, a Demolition permit from Nanaimo Regional District is required. A copy of these documents must be sent to the Lease Coordinator - see above. Either of the above noted construction projects will require prior written notice to the Board of Nanoose Bay Pentecostal Camp.

All debris from construction or renovation of cabins or RV's must be removed from the campgrounds for disposal by the Leaseholder or contractor.

Signature of Leaseholder(s): _____

Approved by Authorized Board Member: _____

(Required before construction can begin or materials delivered)

Construction completed as per plans submitted & approved: _____

NBPC CONSTRUCTION POLICY INFORMATION:

Including Decks and Walkways for private use on leased property.

1. NBPC Construction Permit Application

- a. All leaseholders will obtain a NBPC construction permit application from the lease coordinator or print a copy from the NBPC Website and submit to the Lease Coordinator or Board Member.
- b. All NBPC construction permit applications must be submitted to the Board for approval accompanied by site location drawings and construction plans sufficient to fully describe the proposal.
- c. NBPC Construction Permit applications must be signed as "approved" by an authorized Board member prior to initiation of any construction work or supplies assembly to avoid a \$300.00 penalty.

2. Plans and site Preparation

- a. Drawings, preferably to scale of 1/4" per foot or better, together with site location drawings must be supplied with the permit application
- b. Materials used for construction must not interfere with roadways, fire paths or other leaseholder properties without permission.
- c. Site preparation and construction **must not include any digging, excavation &/or movement of earth** nor interfere with any natural drainage if such changes to natural drainage will cause added burden to camp properties or other leaseholders.

3. Materials and Methods

- a. Decks and walkways may be constructed of wood, pavers or concrete.
- b. Poured concrete pathways must not cross or interfere with any easements, underground cables, pipes, electrical posts or similar erected structures.
- c. Wooden decks and pathways must be raised above ground by a minimum of 5 cm (2"), on concrete or rock supports.
- d. Minimum construction materials for wooden joists or beams is 2x6" dimensional lumber. Minimum deck thickness for wooden decks is 5/4" dimensional lumber.
- e. **R.V. SITES:** Maximum gross footprint for deck or walkway is **225 square feet**. "Gross Footprint" is defined as the outer edges of deck.
- f. **CABIN SITES:** Maximum gross footprint for cabin construction is **500 sq. ft.** Maximum gross footprint of cabin & deck combined is not to exceed 850 sq. ft. "Gross Footprint" is defined as the outer edges of building and/or decks.
- g. Surface coverings must not permit water retention or decay in wooden decks or walkways.
- h. Pavers must be bedded in a compacted sand base and be smooth to avoid water pooling as well as reasonably level or gently sloped to avoid undue water displacement.

4. Construction Timeline - Initiation to Completion

- a. Following receipt of an approved NBPC permit application, the leaseholder will complete all necessary construction within 60 days. Any extension must be approved by the Lease Coordinator.
- b. Following construction and initial inspection will be made by the Lease Coordinator or his appointee on behalf of the Board to ensure compliance with both policy and drawings.
- c. During construction time, site must be cordoned off with Yellow Caution Tape.
- d. No construction is permitted on Sunday or during any Camp Service Time.
- e. All debris from construction to be removed from camp grounds by leaseholder.

5. Inspection, Maintenance and Approval

- a. Decks and walkways must be inspected annually each Spring by the leaseholder for signs of deterioration, unevenness or safety issues and must make repairs within 3 months of inspection.
- b. Any signs of rot or decay in wooden decks or walkways must be repaired immediately or the deck/walkway removed.
- c. All necessary repairs, removal, improvements or disposal of decks and walkways are the responsibility of the leaseholder. All costs incurred by the Camp in enforcing maintenance of deck and walkways or in removing unsafe structures will be charged to the leaseholder.