



This form is to be fully completed and approved by the City of Richmond prior to any plumbing work or changes to an interconnected plumbing system.

### Project Information

Project Address\*: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Work\*: ☐ New Construction ☐ Add Fixture(s) ☐ Alteration ☐ Completion  
Check one ☐ Irrigation ☐ Site Service ☐ Other: \_\_\_\_\_

Building Use: ☐ Single Family Residential ☐ Multi-Family Residential ☐ Retail ☐ Industrial  
Check one ☐ Restaurant ☐ Personal Services ☐ Other: \_\_\_\_\_

### Contractor Information (☐ Check if the homeowner is conducting the plumbing/gas work\*\*)

Business Name\*: \_\_\_\_\_ Business Tel.\*: \_\_\_\_\_

Business Email\*: \_\_\_\_\_ Business Licence/IMBL No.\*: \_\_\_\_\_

Trades Qualification (TQ) No.\*: \_\_\_\_\_ TQ Holder Name\*: \_\_\_\_\_

TQ Holder Email\*: \_\_\_\_\_ TQ Holder Tel.\*: \_\_\_\_\_

### Site Access Contact (SAC) Information

SAC Name\*: \_\_\_\_\_ SAC Tel.\*: \_\_\_\_\_

SAC Email\*: \_\_\_\_\_

### Owner Information

Owner Name\*: \_\_\_\_\_ Owner Tel.\*: \_\_\_\_\_

#### \*Required fields

\*\*All inside plumbing work must be done by a plumber holding a Trades Qualification (TQ) and a current Richmond Business License issued by the License Department, in compliance with the BC Plumbing Code, except in the case of a single family dwelling home owner/occupier, who personally does the work and signs a declaration (contact City for details).

### Fixtures and Services

Plumbing Fixtures	QTY
Auto Washer	
Backflow Preventer	
Backflow Preventer Size:	
Backflow Preventer Type:	
Bath/Shower	
Bidet	
Building Drain (metres)	m
Dishwasher	
Floor Drain	
Hot Water Tank	
Hub Drain	
Icemaker	
Interceptor	
Kitchen Sink	
Laundry Tub	
Rainwater Leader	
Service Sink	
Sink	
Steamer Unit	

Plumbing Fixtures	QTY
Urinal	
Wash Basin	
Water Closet	
Water Distribution (metres)	m

Site Service Fixtures	QTY
B.F.P. Irrigation	
Catch Basin	
Hydrant	
Manhole	
Manhole (Monitoring)	
Neutralizing Tank	
Septic Tank (Alter/Repair)	
Septic Tank (New)	
Sewer (metres)	m
Site Drainage (metres)	m
Storm (metres)	m
Sump	
Water Service (metres)	m
Water/Firemain (metres)	m

Duplex Split	Check one that applies
Volunteer – Water Service Connection and Water Meter	<input type="checkbox"/>
Secondary Connection – Water Meter Only	<input type="checkbox"/>

Scope of Work
<b>Others (please specify):</b> _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

## Additional Project Information

**Note: Changes to floor plan layout or the addition/alteration/removal of walls, floors, and ceilings will require a separate Building Permit application.** Any applicable Building Permit must be issued prior to Plumbing Permit issuance.

☐ Building Permit Required (Applicant to apply for BP and provide BP No.) ☐ Not Applicable

Permit Information (if applicable): \_\_\_\_\_ Related BP No.: \_\_\_\_\_

## Plumbing Permit Application Checklist (Commercial/Multi-Family Only)

Submission format is to be consistent. Electronic submissions must follow the [file naming convention](#).

- ☐ **Application Form:** All fields must be completed and accurate. Fixtures and services table (page 1 of application form) must be completed.
  - ☐ **Strata Letter:** Required if the property is a part of a strata.
  - ☐ **Plumbing Drawings and/or Site Service Drawings (Onsite Civil)**
    - ☐ Drain, vent, and water piping must be shown on drawings with sizing, loads and grades information.
    - ☐ All existing fixtures must be identified along with all fixtures removed/to be removed.
    - ☐ All fixtures to be installed and/or replaced must be shown.
    - ☐ Drawings must be signed and sealed if completed by a Registered Professional.
    - ☐ Site Service Drawings must show sanitary sewer, storm sewer, water/fire line and property line drainage.
    - ☐ Above must be shown on drawings with sizing, loads and grades information.
  - ☐ **Letters of Assurance** Required if project has Registered Professional involvement.
    - ☐ **Schedule B\*:** Assurance of Professional Design and Commitment for Field Review.
    - ☐ **Schedule E\*:** Confirmation of Insurance Coverage by Registered Professional and Copy of Valid Certificate of Insurance.
- \*Required for each Registered Professional on the project.*

**This application meets the requirement for the Plumbing Permit Application Checklist**

Applicant Initials \_\_\_\_\_

Fees will be calculated at permit intake according to the quantity of fixtures and services identified on the first page. For the breakdown of fees, please refer to the City of Richmond's [Consolidated Fees Bylaw 8636](#).

Where a professional engineer or architect, registered as such under provincial legislation, has certified that the plans comply with the current BC Building Code and any other applicable enactment, it should be expressly understood that the City has relied on such certification in issuing this permit and is not liable, directly or vicariously, for any damage, loss or expense caused or contributed to by an error, omission or other neglect in relation to its approval of the plans submitted. The issuance of a permit, the review of plans and supporting documents, or inspections by the building inspector or a registered professional are not a guarantee that the development complies with the BC Building Code or other applicable enactments and do not in any way relieve the owner, or his or her agent, from the responsibility of carrying out construction in substantial compliance with the requirements of the BC Building Code, this bylaw and other applicable bylaws of the City. By granting this permit, the City of Richmond assumes no responsibility whatsoever for opening roads and lanes or providing water or any other service for or in connection with the property concerned.

Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_  
*By signing I am acknowledging the above waiver*

**For Office Use Only**

Permit No.: \_\_\_\_\_

Fee: \$ \_\_\_\_\_