



OBTAINING A BUILDING PERMIT in BC

1. BC HOUSING DOCUMENT

Builder must obtain the “BC Housing New Home Registration Form” directly from Licensing and Consumer Services (formerly the HPO) prior to submitting a housing registration to Travelers Insurance Company of Canada.


PLEASE NOTE:

The BC Housing New Home Registration Form is only available once Travelers Canada has registered the residential unit for warranty coverage and electronically sealed the form. Refer to the HPO Builder Bulletin dated March 5, 2009 – Online Registration of New Homes.

Please refer to www.bchousing.org/licensing-consumer-service to request a BC Housing New Home Registration Form for your current project(s). You will require the civic address and legal description for the project. If you have any questions or problems with the system please contact Licensing and Consumer Services (formerly the HPO) at (604) 646-7050 or toll free: 1-800-407-7757 or contact Travelers Canada.

If you require your Account Name and Password, please contact BC Housing directly.

All Travelers Schedule C's can be emailed to housingregistrations@travelers.com

TRAVELERS  **Schedule "C-1"-BC**

Application for Home Warranty Coverage in BC
Detached Dwelling

Applicant Information:
 Builder (Company Name): _____ Builder No.: _____
 Contact Person: _____

New Home Information:
 Project Address: _____ (Street) _____ (City) _____ (Postal Code)
 Legal Description: _____ (Lot) _____ (Section) _____ (Block) _____ (District Lot)
 _____ (Plan) _____ (Township) _____ (Range)
 Parcel Identifier (PID): _____
 Custom Home gg Spec Home Registered Owner of Land: _____
 Est. Date of Completion: _____ Construction Cost \$: _____

Plan Review: Where the construction cost exceeds \$750,000, a unique design exists, or the house is in an exposed location, the building plans/elevations must be submitted. A PDF copy is preferred and can be directed to a Travelers Insurance Company of Canada's area representative.

Unit Ownership Type:
 Freehold Leased Land Bare Land Strata First Nations Land Other: _____

Unit Type:
 Site built Factory Built (site assembled) Major Conversion – Heritage Redevelopment (subject to conversion audit approval) Other: _____

Notes:
 • All Detached Dwellings in unregulated territories are subject to Building Code compliance inspections. Contact your Travelers Insurance Company of Canada's Underwriter or Technical Representative for further information.
 • If any labour, materials, or design is provided by Owner, inform Travelers Insurance of Canada.

CONSTRUCTION REQUIREMENTS: THE ATTACHED "PROJECT INFORMATION SHEET" MUST BE COMPLETED AND SUBMITTED WITH THIS APPLICATION. INCOMPLETE APPLICATIONS WILL CAUSE DELAYS.

Warranty Premiums
 1) Refer to Warranty Premium from Travelers Insurance Company of Canada's Terms & Conditions letter
 2) Payment options:
 a) Cheque payable to Travelers Insurance Company of Canada (must be issued by the Builder), or
 b) Complete and return Credit Card Authorization Form
 Premium \$ _____ Warranty Premium is tax exempt

New Home Registration Form: A completed New Home Registration Form will have to be completed by the Builder with the Licensing & Consumer Services (formerly the HPO) prior to Travelers Canada registering this project for home warranty coverage. Please contact Licensing & Consumer Services at www.bchousing.org/licensing-consumer-services or 1-800-407-7757.

Authorized Signature: Upon execution of this application form, the terms and conditions as set out herein and in the Builder Agreement apply, and the undersigned certifies that the information provided is accurate and does not omit any relevant facts. Travelers Insurance Company of Canada will place full reliance on this information.

 (Builder's Signature) _____ (Date of Application)

*** The Builder cannot submit an application for home warranty coverage for any other party. ***

Travelers Canada:
 Toll Free: 1-800-555-9431
 Toll Free Fax: 1-877-762-7922
 Office Use Only: Home Warranty Certificate No. _____

Vancouver: 200 - 600 West Georgia St.
 P.O. Box 11542
 Vancouver, BC V6B 4W7
 Tel (604) 682-3095

Edmonton: 2000 Tower 1, Coatta Plaza
 10000 Jasper Avenue
 Edmonton, AB T5J 3R6
 Tel (780) 425-0881

Calgary: Suite 1700, 777 - 8th Ave. S.W.
 Calgary, AB T2P 2R5
 Tel (403) 231-6000

Winnipeg: Unit 340 - 530 Kenaston Blvd.
 Winnipeg, MB R3N 1Z4
 Tel (204) 453-1155

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2. TRAVELERS CANADA DOCUMENTS


Builder must complete all Sections & all Pages of the applicable Travelers Canada “Application for Home Warranty Coverage” document:

- Single Detached Dwelling Unit (Schedule C-1)
- Duplex or Triplex (Schedule C-2)
- Multi-Unit Building (Schedule C-3)

Questions? Helpful instructions and sample documents are contained within this section of your Travelers Canada binder.

Need Additional Assistance? A Travelers Canada Housing Registration staff member will be pleased to help you.

OBTAINING A BUILDING PERMIT in BC

TRAVELERS  **Schedule "C-1"-BC**

Application for Home Warranty Coverage in BC
Detached Dwelling

Applicant Information:
Builder (Company Name): _____ Builder No.: _____
Contact Person: _____

New Home Information:
Project Address: _____ (City) _____ (Prov) _____ (Postal Code)
Legal Description: _____ (Lot) _____ (Block) _____ (Dist/Lot)
Parcel Identifier (PID): _____ (PID) _____ (Township) _____ (Range)

Custom Home Spec Home Registered Owner of Land: _____

Est. Date of Completion: _____ Construction Cost \$: _____
Plan Review: Where the construction cost exceeds \$750,000, a project design needs, or the house is in an exposed location, the building plans/elevations must be submitted. A PDF copy is preferred and can be directed to a Travelers Insurance Company of Canada's area representative.

Unit Ownership Type:
 Freehold Leased Land Free Land Strata First Nations Land Other _____
 Site Use Factory Built (site assembled) Major Conversion - Heritage Redevelopment (subject to conversion audit approval) Other _____

CONSTRUCTION REQUIREMENTS: THE ATTACHED "PROJECT INFORMATION SHEET" MUST BE COMPLETED AND SUBMITTED WITH THIS APPLICATION. INCOMPLETE APPLICATIONS WILL CAUSE DELAYS

Warranty Premiums
1) Return to Warranty Premium from Travelers Insurance Company of Canada's Terms & Conditions letter
2) Payment options:
a) Cheque payable to Travelers Insurance Company of Canada (must be issued by the Builder), or
b) Complete and return Credit Card Authorization Form
Premium \$ _____ Warranty Premium is tax exempt

New Home Registration Form: A completed New Home Registration Form will have to be completed by the Builder with the Licensing & Consumer Services (formerly the HPO) prior to Travelers Canada registering this project for home warranty coverage. Please contact Licensing & Consumer Services at www.bchousing.org/licensing-consumer-services or 1-800-407-7757.

Authorized Signature: Upon execution of this application form, the terms and conditions as set out herein and in the Builder Agreement apply, and the undersigned certifies that the information provided is accurate and does not omit any relevant facts. Travelers Insurance Company of Canada will place full reliance on this information.

(Builder's Signature) (Date of Application)
* The Builder cannot submit an application for home warranty coverage for any other party. *

Travelers Canada:
Toll Free: 1-800-555-9431
Toll Free Fax: 1-877-782-7922
Office Use Only: Home Warranty Certificate No. _____

Vancouver: 603 West Georgia St.
Tel: (604) 682-3096
Tel: (604) 682-3096

Edmonton: 10010 101st Street
Edmonton, AB T5A 1G6
Tel: (780) 429-0881

Calgary: 117 - 29 Ave. SW
Calgary, AB T2P 2R6
Tel: (403) 243-6600

Winnipeg: 340 - 5th Avenue Blvd.
Winnipeg, MB R3M 1Z4
Tel: (204) 424-1125

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3. SUBMIT TO TRAVELERS CANADA

Once completed, submit ALL of the following documents to Travelers Canada:

- Travelers Canada *Application for Home Warranty Coverage and Project Information Sheet(s)*.
- Travelers Canada *List of Units* (if multi-family units).
- Additional documentation requested on the Travelers Canada *Application*.
- Cheque for Travelers Canada premiums or Credit Card Authorization Form.
- Incomplete documents will cause delays in obtaining your Building Permit.
- Courier, mail, email or drop off to Travelers Canada.
- In person: You are always welcome to visit our office, but please call in advance to schedule a meeting if you specifically wish to speak with a Home Registration Staff Member or Tech Rep.

Travelers Canada will:

- Review your application & any additional information required as quickly as possible.
- Assign a home registration # upon acceptance.
- Apply our electronic corporate seal to the Licensing and Consumer Services (formerly the HPO) *Registration Form* indicating warranty acceptance.
- Licensing and Consumer Services (formerly the HPO) will then have the BC Housing New Home Registration Form available via the Builder Portal. In the Enrollments

TRAVELERS  **TRAVELERS CANADA**
Suite 2000, P.O. Box 111642
600 West Georgia St.
Vancouver, British Columbia V6B 4H7
Tel: (604) 682-3096
www.travelerscanada.com

CREDIT CARD AUTHORIZATION FORM
For Application for Home Warranty Coverage

Builder Company Name: _____
Builder #: _____
Builder Company Address: _____
Contact Person: _____
Tel: _____ Fax: _____
Email: _____
Project Address: _____
Application Date: _____

When duly signed, this form gives Travelers Insurance Company of Canada authority to charge the sum detailed below to the following credit card:

Card Type (please circle one): Visa / MasterCard
Card #: _____ Expiry: _____
Name on Card: _____
Signature: _____
Amount to Charge to Card (GDN \$): _____
Amount in Words: _____
Notes/Comments: _____

Please submit original by mail or fax to (604)682-3096. Please note that this form will not be accepted by email.

© Paul Fire & Marine Insurance Company and Travelers Insurance Company of Canada are the Canadian Licensed Insurers Issues as Travelers Canada

PAYMENT OPTIONS:

By Cheque – please make all cheques payable to “Travelers Insurance Company of Canada”.

By Credit Card – please complete the Credit Card Authorization Form

OBTAINING A BUILDING PERMIT in BC



New Home Registration Form

The purpose of this form is to certify, for the purpose of section 30 of the Homeowner Protection Act, that a proposed new home is covered by home warranty insurance and built by a licensed residential builder.

Form: 310104

A. BUILDER INFORMATION

Licence Number: 42118 Expiry Date: March 31, 2017

Company Name: DSS Construction Ltd.

B. PROPERTY INFORMATION

Civic Address: _____

City/Town: Gabriola Island Province: British Columbia Postal Code: _____

PID: 003-281-264

Legal Description: Lot 20 Canso Rd Gabriola Island, District Plan 22347

Owner(s) of the Property: Debra Powley

C. CONSTRUCTION INFORMATION

Number of Dwelling Units: 1

Type of New Home: Single

D. PROOF OF HOME WARRANTY INSURANCE

Certified and sealed by warranty provider. Seal: _____

Warranty Provider: Travelers Insurance Company of Canada

Builder Warranty No.: 00005168 

Insurance No.: 80238918

Warranty Provider Seal Date: January 13, 2017

E. BUILDING PERMIT INFORMATION

To be completed by municipality or regional district and returned to the Licensing & Consumer Services Branch:

Municipality or Regional District: _____

Permit issued to: _____

Date Issued: (month/day/year) _____

Permit No.: _____


Correction to civic address, type of new home or other information, if applicable: _____

4. BUILDING PERMIT

Once the *BC Housing New Home Registration Form* has been sealed & you are able to download it and print it from the Licensing and Consumer Services Builder Portal, take it to your city, municipality or regional district. They will then process your application

SINGLE DETACHED DWELLING UNIT

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Schedule "C-1"-BC

Application for Home Warranty Coverage in BC

Detached Dwelling

Applicant Information:
 Builder (Company Name): _____ Builder No.: _____
 Contact Person: _____

New Home Information:
 Project Address: _____
(Street) (City) (Postal Code)
 Legal Description: _____
(Lot) (Section) (Block) (Unsrct Lot)
(Plan) (Township) (Range)
 Parcel Identifier (PID): _____
 Custom Home or Spec Home Registered Owner of Land: _____
 Est. Date of Completion: _____ Construction Cost \$: _____

Plan Review: Where the construction cost exceeds \$750,000, a unique design exists, or the house is in an exposed location, the building plans/elevations must be submitted. A PDF copy is preferred and can be directed to a Travelers Insurance Company of Canada's area representative.

Unit Ownership Type:
 Freehold Leased Land Bare Land Strata First Nations Land or Other: _____

Unit Type:
 Site built Factory Built (site assembled) Major Conversion - Heritage Redevelopment (subject to conversion audit approval) Other: _____

* All Detached Dwellings in unregulated territories are subject to Building Code compliance inspections. Contact your Travelers Insurance Company of Canada's Underwriter or Technical Representative for further information.
 * If any labour, materials, or design is provided by Owner, inform Travelers Insurance of Canada.

CONSTRUCTION REQUIREMENTS: THE ATTACHED "PROJECT INFORMATION SHEET" MUST BE COMPLETED AND SUBMITTED WITH THIS APPLICATION. INCOMPLETE APPLICATIONS WILL CAUSE DELAYS.

Warranty Premiums
 1) Refer to Warranty Premium from Travelers Insurance Company of Canada's Terms & Conditions letter
 2) Payment options:
 a) Cheque payable to Travelers Insurance Company of Canada (must be issued by the Builder), or
 b) Complete and return Credit Card Authorization Form

Premium \$ _____
Warranty Premium is tax exempt

New Home Registration Form: A completed New Home Registration Form will have to be completed by the Builder with the Licensing & Consumer Services (formerly the HPO) prior to Travelers Canada registering this project for home warranty coverage. Please contact Licensing & Consumer Services at www.bchousing.org/licensing-consumer-services or 1-800-407-7757.

Authorized Signature: Upon execution of this application form, the terms and conditions as set out herein and in the Builder Agreement apply, and the undersigned certifies that the information provided is accurate and does not omit any relevant facts. Travelers Insurance Company of Canada will place full reliance on this information.

(Builder's Signature) (Date of Application)

* The Builder cannot submit an application for home warranty coverage for any other party. *

Travelers Canada:
 Toll Free: 1-800-555-9431
 Toll Free Fax: 1-877-762-7922

Office Use Only: Home Warranty Certificate No. _____

Vancouver:
 2600 - 650 West Georgia St.
 P.O. Box 11542
 Vancouver, BC, V6B 4N7
 Tel (604) 682-3095

Edmonton:
 2500 Tower 1, Scotia Plaza
 15050 Jasper Avenue
 Edmonton, AB T5J 3R8
 Tel (780) 428-0861

Calgary:
 Suite 1706, 777 - 8th Ave. S.W.
 Calgary, AB T2P 3R5
 Tel (403) 231-6600

Winnipeg:
 Unit 340 - 530 Kenaston Blvd.
 Winnipeg, MB R3N 1Z4
 Tel (204) 453-1155

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Applicant Info: Insertion of all info helps to speed processing for Travelers Canada staff.

New Home Information
 Provide as much information as possible (i.e. indicate full civic **and** legal description of new home). If there is only a legal description available & the municipality has not assigned a full civic address, provide legal description **and** street name (if available).

Construction Cost: Provide the estimated construction costs not including land and soft costs.

Travelers Canada Warranty Premium

- Refer to your *Terms & Conditions of Acceptance* letter for your confidential & unique warranty premium.
- NO GST required.
- Cheque payable: "Travelers Canada"
- Cheque **must** be submitted in the name of the Travelers Canada Builder.
- Payment can be made by Credit Card. Complete the Credit Card Authorization Form and submit it by mail, email or fax.

BC Housing Fees (See Section 2 of this binder for fee information)


1) Licensing Fee..... \$ 40.00 per residential unit.

- NO GST required on either fee.

BC Housing - Licensing and Consumer Services (formerly the HPO) will collect the \$40.00/Residential Unit Licensing Fee and \$750.00 per unit Reconstruction Levy directly. This must be done in connection with their issuance of a BC Housing New Home Registration Form for each new residential unit that will be required to be registered for Home Warranty. **This *must* be done prior to submitting this form to Travelers Canada. Please contact Licensing and Consumer Services at www.bchousing.org/licensing-consumer-services or 1-800-407-7757.**

SINGLE DETACHED DWELLING UNIT

(Page 2 of 2)



Schedule "C-1"-BC

Project Information

1. GENERAL INFORMATION

a) Finished Area: _____ + Unfinished Area: _____ = Size: _____ (sq. ft.)

b) Unfinished Basement: No Yes Number of Stories: _____

c) Garage: Attached / Detached No Garage:

d) Swimming Pool: Exterior / Indoor No Swimming Pool:

e) City Sanitary Sewer Septic Tank City Water Well Water

f) Drainage System connected to: City Storm Rock Pit Other: _____

g) Geothermal Heat: No Yes Engineer's name: _____

h) House to Lock-up Stage Only: No Yes

i) Work provided by Owner: No Yes If yes, provide a detailed list of work to be provided by Owner.

j) Structural Engineer: No Yes Name: _____

2. SOILS. For many areas in B.C., especially in the Interior, challenging soils or site conditions exist. Failures due to building defects, non-compliance, errors, omissions, not completing a thorough geotechnical investigation, or not following competent engineering practices may be considered a Builder responsibility.

a) Soil Type: _____

b) Fill on Site: No Yes Fill Depth: _____

c) Fill below detached dwelling: No Yes Fill Depth: _____

d) Sloped Site: No Yes Approx. Slope: _____

e) High Water Table: No Yes Flood Plain: No Yes

f) Geotechnical Engineering: No Yes Name: _____

g) Retaining Wall(s): No Yes Approx. Height: _____

h) Retaining walls engineered? No Yes Engineer's Name: _____

* A retaining wall or vertical series of retaining walls with a height greater than four (4) feet requires engineering.

Travelers Insurance Company of Canada's requires a geotechnical review and written report(s) by an experienced engineer if any of the following conditions apply:

QUESTIONABLE SOILS OR CONDITIONS (any of the following)		
Swelling Clays	Peat	Organic materials
Sulphates	Steep hillsides (greater than 10%)	Fill
Flood plains	Cut and fill	Soils gases/ Methane

FOUNDATION SYSTEMS (any of the following)	
Pressure Treated Wood	Raft Slab
Foundations Dependent on Retaining Wall(s)	Piles

LOCATIONS (the locations noted below including surrounding areas)				
Armstrong	Cache Creek	Chase	Coldstream	Dawson Creek
Enderby	Fort St. John	Kamloops	Kelowna	Lumby
Monte Creek	Naramata	Penticton	Sicamous Narrows	Spallumcheen
Summerland	Vernon	West Kelowna	Winfield	

*All of the Okanagan, Shuswap, Thompson Nicola Valley, and unregulated territories (for the Province) are also included.

Provide a copy of the geotechnical report with Schedule "C-1". The geotechnical engineer must be insured and acceptable to Travelers Insurance Company of Canada. As not all consultants may be suitable, contact your Travelers Insurance Company of Canada's Underwriter or Technical Representative for further information and prior to construction.

3. FOUNDATION SYSTEM

a) Basement: Height: _____ Crawspace: Height: _____ Slab on Grade:

b) Foundation: Concrete ICF Pressure Treated Wood Other: _____

c) Engineering: No Yes Name: _____

4. BUILDING ENVELOPE

a) Below Grade Foundation: Damp-proofing Waterproofing Type: _____

b) Drain Tile: No Yes Type: _____

c) Insulation Type: Walls _____ Ceiling _____ "SIP" Panels: No Yes

d) Cladding: Stucco Vinyl Siding Wood Siding Masonry Cement Board Other: _____

e) Roof: Overhang Size: _____ Roof Slope: _____ Roofing Type: _____

f) Green Roof: No Yes (if yes, provide details)

g) Deck(s): No Yes Membrane Type: _____

h) Windows: Vinyl Aluminum Wood Fiberglass Other: _____

i) Window Manufacturer: _____

j) Building Envelope Consultant: No Yes Name: _____

For Office Use Only:
 Preliminary Project Approval for Warranty Coverage: _____ Signature: _____ Date: _____

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Applicant Info: Insertion of all information helps to speed processing for Travelers Canada staff.

MISSING INFORMATION?
 For Items 1 to 4:
 If an item is not applicable or info is not available yet, please indicate "not applicable", "n/a" or "to follow".


Geotechnical Review Required:
 If any one of these three conditions apply to the detached dwelling being registered, a Geotechnical Report will be required. In addition, Travelers Canada Technical Representative may request additional information on the project – please see the Soils and Foundation Details Addendum on Pg 3.7

Owner Exclusions

- As per HPA Regs, Sec 11 re: "permitted exclusions"- (Owner supplied or installed materials, labour and design) – Travelers Insurance Company of Canada will require a copy of the construction contract if the Builder intends to build anything less than a complete project (i.e.: the homeowner requests to do their own finishing or a builder is hired to construct a home to lock up only – foundation, framing, roof on, windows and doors in and all cladding)

SINGLE DETACHED DWELLING UNIT

(Addendum to the Schedule C-1 for Soils & Foundations Details)



Schedule "C-1"
Soils & Foundation Details

Builder (company name):		
Contact:	Phone #:	Builder No.:
New Home Address:		

Soils & Foundations Details - to be completed at Travelers Insurance Company of Canada's direction.

1. Soils
Foundation systems must be situated on competent soil (undisturbed soil or properly compacted fill) capable of supporting the building/structure design loads

a) Type of soil: _____

b) Fine grain soils (clays and silts): No Yes Course grain soils: No Yes

c) Expanding clays: No Yes

d) Organic material/peat on site: No Yes

e) Fill on site: _____ (provide details)

f) Excavation overburden on site: _____ (provide details)

g) Soil moisture content: _____

h) Groundwater table level is above basement / crawlspace slab: No Yes

2. Sloped Sites
Hillsides can be subject to settlement or slope slippage.

a) Slope of Site (%): _____ Elevation change from top - toe of slope: _____

b) House setback from slope: _____

c) Pier footings setback from slope: _____

d) Fill placed at the top of the slope: _____ (provide details if yes)

e) Hillside slope changed/increased: _____ (provide details if yes)

f) Hillside toe change/excavated: _____ (provide details if yes)

g) Other site improvements: Pool Detached buildings Other: _____

h) Structural retaining walls required: _____ (provide details if yes)

i) Surrounding site topography: Flat Maximum 10% slope or greater than a 10% slope

3. Site and Subsurface Drainage
Proper drainage is important in order to prevent overloading of the soil and slope. Complete the following:

a) Drain tile for house: No Yes _____ (provide details if No)

b) Sump pump for house: No Yes _____ (provide details if Yes)

c) Separate roof water drain system: No Yes _____ (provide details if No)

d) Utility lines protection (backfill material): _____

e) Utility lines/trenches water dams: No Yes

f) Landscaping provided: No Yes Dry land landscaping provided: No Yes

g) Landscape water/irrigation to be provided: No Yes

h) Positive surface grading provided: No Yes

i) Subsurface drainage provided: No Yes

j) Site vegetation removed: No Yes _____ (provide details if yes)

k) Adjacent Waterways: River/Creek Lake Ocean or Canals

4. Foundation

a) Foundations on competent soil: _____

b) Foundation on compacted fill: _____

c) Stepped foundation: No Yes

d) Foundation reinforcing: No Yes

e) Pier footings on competent soil? _____

f) Pier footings on compacted fill: _____

g) Pier footing depth/excavations: _____

h) Frost depth (heated area): _____ Frost depth (unheated area): _____

If any soils or foundation related labour, materials, or design is provided by an Owner, inform Travelers Insurance Company of Canada.

BUILDER SIGNATURE - Upon execution of this application form, the terms and conditions as set out herein and in the Builder Agreement apply. The undersigned certifies that the information provided is accurate and does not omit any relevant facts. Travelers Insurance Company of Canada will place full reliance on this information.

_____ (Authorized Builder Signature)
_____ (Application Date)

Rev. 24May2012

As Per Page 2, Section 2 of the Schedule C-1 (on Page 3.6):

Travelers Insurance Company of Canada may require the following information be submitted upon request of the Technical Representative for the Questionable Soils or Conditions, Foundations Systems and Locations identified in this section.

Any questions should be directed to the Technical Representative for your area



DUPLEX OR TRIPLEX

(Page 1 of 2)

Builder Name: Insert name of company registered with Travelers Canada.

Builder No: Refer to your *Terms & Conditions of Acceptance* letter.

BC Housing No: Refer to your Licensing and Consumer Services (formerly the HPO) Binder, the Residential Builder License (wallet card) or www.bchousing.org/licensing-consumer-services

TIME SAVER re: Blocks/Subdivisions New Home Information
1) Insert all *generic* information. (i.e. Applicant Info, Unit Ownership Type, Unit Type, Fees)
2) *Photocopy* Application Forms.
3) Write in *specific* details re: each dwelling unit (e.g. unit #'s, strata lots, estimated date of completion, estimated range of unit purchase \$).

Construction Requirements: Ensure your technical personnel are familiar with these construction requirements. For questions or clarification, contact a Travelers Canada Technical Representative *before* proceeding.

Travelers Canada Warranty Premium:
1) Refer to your confidential *Terms & Conditions of Acceptance* letter for your unique warranty premium.
2) Complete "*List of Units*" documents on next page, calculate total Warranty premium & insert on both pages.
• NO GST required.
• Cheque payable: "Travelers Canada".
• Cheque must be submitted in the name of the Travelers Canada Builder.
• Payment can be made by Credit Card. Complete the Credit Card Authorization Form and submit it by mail, email or fax.

TRAVELERS

Schedule "C-2"-BC

Application for Home Warranty Coverage in BC

Duplex or Triplex

Applicant Information:
 Builder (Company Name): _____ Builder No.: _____
 Contact Person: _____

New Home Information: Number of Units _____

Project Address: _____
 (Street) (City) (Postal Code)

Legal Description: _____
 (Lot) (Section) (Block) (District Lot)

Parcel Identifier (PID): _____
 (Plan) (Township) (Range)

Est. Date of Completion: _____ Construction Cost \$: _____

Plan Review: Where the construction cost exceeds \$350,000/unit, a unique design exists, or the house is in an exposed location the building plans/elevations must be submitted. A PDF copy of the plan is preferred.

Unit Type:
 ATT Major conversion or heritage redevelopment (subject to conversion audit approval)

Unit Ownership Type:
 Freehold Bare Land Strata Strata Title (Condominium) Party Wall Agreement Leased First Nations Land
 Leased Land Other

* All Detached Dwellings in unregulated territories are subject to Building Code compliance inspections. Contact your Travelers Insurance Company of Canada's Underwriter or Technical Representative for further information.
 * If any labour, materials, or design is provided by Owner, inform Travelers Insurance of Canada.

CONSTRUCTION REQUIREMENTS: THE ATTACHED "PROJECT INFORMATION SHEET" MUST BE COMPLETED AND SUBMITTED WITH THIS APPLICATION. INCOMPLETE APPLICATIONS WILL CAUSE DELAYS.

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 b) Complete and return Credit Card Authorization Form

Premium \$ _____ Warranty Premium is tax exempt

New Home Registration Form: A completed New Home Registration Form will have to be completed by the Builder with Licensing and Consumer Services (formerly the HPO) prior to Travelers Canada registering this project for home warranty coverage. Please contact them at www.bchousing.org/licensing-consumer-services or at 1-800-407-7757.

Authorized Signature: Upon execution of this application form, the terms and conditions as set out herein and in the Builder Agreement apply, and the undersigned certifies that the information provided is accurate and does not omit any relevant facts. Travelers Insurance Company of Canada will place full reliance on this information.

 (Builder's Signature) (Date of Application)

* The Builder cannot submit an application for home warranty coverage for any other party.*

Travelers Canada:
 Toll Free: 1-800-555-9431
 Toll Free Fax: 1-877-762-7922

Office Use Only: Home Warranty Certificate No. _____

Vancouver: 2500 - 650 West Georgia Street
 P.O. Box 11542, Vancouver, BC, V6B 4N7
 Tel (604) 682-3095

Edmonton: 2500 Tower 1, Scotia Plaza
 10060 Jasper Avenue
 Edmonton, AB T5J 3R8
 Tel (780) 428-0881

Calgary: 777 - 8th Avenue S.W.
 Suite 1700, Calgary, AB T2P 3R5
 Tel (403) 231-6502

Winnipeg: Unit 300 - 530 Kenaston Blvd.
 Winnipeg, MB R3N 1Z4
 Tel (204) 453-1155

(Page 1 of 2) (Rev Jan 2017)


BC Housing Fees (See Section 2 of this binder for fee information)
2) Licensing Fee..... \$ 40.00 x # of units (2 or 3).
3) Reconstruction Fee..... \$750.00 x # of units (2 or 3).
• NO GST required on either fee.

BC Housing - Licensing and Consumer Services (formerly the HPO) will collect the \$40.00/Residential Unit Licensing Fee and \$750.00 per unit Reconstruction Levy directly. This must be done in connection with their issuance of a BC Housing New Home Registration Form for each new residential unit that will be required to be registered for Home Warranty. **This must be done prior to submitting this form to Travelers Canada. Please contact Licensing and Consumer Services at www.bchousing.org/licensing-consumer-services or 1-800-407-7757.**

TRAVELERS J

DUPLEX OR TRIPLEX

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Schedule "C-2"-BC

Project Information Sheet - Duplex-Triplex Units

Unit Number	Strata Lot Number	Street Address

1. GENERAL INFORMATION

a) Type of Home: Rancher Two Storey Other _____

b) Geothermal Heat: No Yes Engineer's name: _____

c) Structural Engineer: No Yes Name: _____

2. SOILS For many areas in B.C., especially in the Interior, challenging soils or site conditions exist. Failures due to building defects, non-compliance, errors, omissions, not completing a thorough geotechnical investigation, or not following competent engineering practices may be considered a Builder responsibility.

a) Soil Type: _____

b) Fill on Site: No Yes Fill Depth: _____

c) Fill below detached dwelling: No Yes Fill Depth: _____

d) Sloped Site: No Yes Approx. Slope: _____

e) High Water Table: No Yes Flood Plain: No Yes

f) Geotechnical Engineering: No Yes Name: _____

g) Retaining Wall(s): No Yes Approx. Height: _____

h) Retaining walls engineered? No Yes Engineer's Name: _____

* A retaining wall or vertical series of retaining walls with a height greater than four (4) feet requires engineering.

Travelers Insurance Company of Canada's requires a geotechnical review and written report(s) by an experienced engineer if any of the following conditions apply:

QUESTIONABLE SOILS OR CONDITIONS (any of the following)		
Swelling Clays	Peat	Organic materials
Sulphates	Steep hillsides (greater than 10%)	Fill
Flood plains	Cut and fill	Soils gases/ Methane

FOUNDATION SYSTEMS (any of the following)	
Pressure Treated Wood	Raft Slab
Foundations Dependent on Retaining Wall(s)	Piles

LOCATIONS (the locations noted below including surrounding areas)				
Armstrong	Cache Creek	Chase	Coldstream	Dawson Creek
Enderby	Fort St. John	Kamloops	Kelowna	Lumby
Monte Creek	Naramata	Penticton	Sicamous Narrows	Spallumcheen
Summerland	Vernon	West Kelowna	Winfield	

*All of the Okanagan, Shuswap, Thompson Nicola Valley, and unregulated territories (for the Province) are also included.

Provide a copy of the geotechnical report with Schedule "C-2". The geotechnical engineer must be insured and acceptable to Travelers Insurance Company of Canada. As not all consultants may be suitable, contact your Travelers Insurance Company of Canada's Underwriter or Technical Representative for further information prior to construction.

3. FOUNDATION SYSTEM

a) Basement: Height: _____ Crawlspace: Height: _____ Slab on Grade:

b) Foundation: Concrete ICF Pressure Treated Wood Other: _____

c) Engineering: No Yes Name: _____

4. BUILDING ENVELOPE

a) Below Grade Foundation: Damp-proofing Waterproofing Type: _____

b) Insulation Type: Walls _____ Ceiling _____ "SIP" Panels: No Yes

c) Cladding: Stucco Vinyl Siding Wood Siding Masonry Cement Board Other: _____

d) Roof: Overhang Size: _____ Roof Slope: _____ Roofing Type: _____

e) Deck(s): No Yes Membrane Type: _____

f) Windows: Vinyl Aluminum Wood Fiberglass Other: _____

g) Window Manufacturer: _____

h) Building Envelope Consultant: No Yes Name: _____

For Office Use Only:

Preliminary Project Approval for Warranty Coverage: _____ Signature: _____ Date: _____

(Page 2 of 2) (Rev. Jan. 2017)

Applicant Info: Insertion of all info helps to speed processing for Travelers Canada staff. Thank you.

Table
Complete all columns to ensure the correct information is established upon registration.

Construction Requirements:
Ensure your technical personnel are familiar with these construction requirements. For questions or clarification, contact a Travelers Canada Technical Representative *before* proceeding.

"Proof of Insurance"
Refers to E & O Insurance/ Professional Liability Insurance carried by Architect or Engineer. (This includes Schedules B's & C's signed off by an Engineer).


Owner Exclusions

- Reference: HPA Regs, Sec 11 re: "permitted exclusions" - (Owner supplied or installed materials, labour and design) – Travelers Insurance Company of Canada will require a copy of the construction contract if the Builder intends to build anything less than a complete project (i.e.: the homeowner requests to do their own finishing or a builder is hired to construct a home to lock up only – foundation, framing, roof on, windows and doors in and all cladding)

TRAVELERS

MULTI-UNIT BUILDING

(Page 1 of 2)

TRAVELERS  **Schedule "C-3"**

Application for Home Warranty Coverage

Multi Unit Building

Applicant Information:
 Builder Name: _____ Builder No.: _____

Project Information: Project Name: _____

Project Address: _____
 (Street) (City) (Postal Code)

Additional Phases: Yes No Number of Units: _____

Legal Description: _____
 (Lot) (Section) (Block) (District Lot)
 (Plan) (Township) (Range)

Est. Date of Completion: _____
 Construction Cost per unit: _____ Est. Range of Unit Selling Prices: \$ _____

Unit Ownership Type:

<input type="checkbox"/> Freehold	<input type="checkbox"/> Leased First Nations Land	Unit Type:
<input type="checkbox"/> Bare Land (Strata)	<input type="checkbox"/> Leased Land	<input type="checkbox"/> Attached (Townhouse)
<input type="checkbox"/> Strata Title (Condominium)	<input type="checkbox"/> Unorganized territory *	<input type="checkbox"/> Low-Rise (up to four storeys)
<input type="checkbox"/> Party Wall Agreement	(*Subject to Code compliance inspections.)	<input type="checkbox"/> High-Rise
<input type="checkbox"/> Co-operative	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Major conversion or heritage redevelopment*
<input type="checkbox"/> Social Housing - Rental Units		(*Subject to conversion audit approval)

Home Warranty Premiums (Make cheques payable to Travelers Insurance Company of Canada)

Warranty premium from List of Units (page 2 of this Document):

\$ _____ X _____ = Total \$ _____
 (Warranty Premium per unit) (No. of Residential Units) (Warranty premium is GST exempt)
 (Cheques must be submitted in the name of the Builder.)

New Home Registration Form:

Alberta: The Builder is required to register the units with the New Home Buyers Protection Office. Please contact them at www.homewarranty.alberta.ca or 1-866-421-6925 for more information.
 B.C.: The Builder is required to register the units with Licensing and Consumer Services (formerly the HPO). Please contact Licensing and Consumer Services at www.bchousing.org/licensing-consumer-services or 1-800-407-7757.
 Manitoba: As of January 1, 2016 all Builders will be required to submit an additional fee of \$40 dollars per unit to Travelers Insurance Company of Canada who will be acting on behalf of the Government of Manitoba in the collection of government registration fees. These fees will be due at the time of each new home enrolment.

Authorized Signature:
 Upon execution of this application form, the Terms and Conditions as set out herein and in the Builder Agreement apply, and the undersigned certifies that the information provided here and in the Preliminary Project Information for Multi-Unit Building form is accurate and does not omit any relevant facts. Travelers Insurance Company of Canada will place full reliance on this information.

 (Builder's Signature) (Date of Application)

* The Builder cannot submit an application for home warranty coverage for any other party.*

Travelers Canada: Toll Free: 1-800-555-9431
 Toll Free Fax: 1-877-762-7922

Office Use Only: Home Warranty Certificate No. _____

Vancouver: 2500 - 650 West Georgia Street
 P.O. Box 11542, Vancouver, BC, V6B 4N7
 Tel: (604) 692-9099

Edmonton: 2500 Tower 1, Scotia Plaza
 10050 Jasper Avenue
 Edmonton, AB T5J 3R8
 Tel: (780) 428-0881

Calgary: 777 - 6th Avenue S.W.
 Suite 1700, Calgary, AB T2P 3R5
 Tel: (403) 331-6600

Winnipeg: Unit 340 - 530 Kenaston Blvd.
 Tel: (204) 453-1155
 Winnipeg, MB R3N 1Z4

(Page 1 of 2) Rev. Jan 2017

Builder No: Insert name of company registered with Travelers Canada.

BC Housing No: Refer to your Licensing and Consumer Services (formerly the HPO) Binder, the Residential Builder License (wallet card) or www.bchousing.org/licensing-consumer-services

Project Information:

- Provide as much information as possible (i.e. indicate full civic and legal description of project).
- If there is only a legal description available and the municipality has assigned no full civic address yet, provide legal description and street name (if available).

Travelers Canada Warranty Premium

- 1) Refer to your confidential *Terms & Conditions of Acceptance* letter for your unique warranty premium.
- 2) Complete "*List of Units*" documents on next page, calculate total Warranty premium & insert on both pages.

- NO GST required.
- Cheque payable: "Travelers Canada".
- Cheque must be submitted in the name of the Travelers Canada Builder.
- Payment can be made by Credit Card. Complete the Credit Card Authorization Form and submit it by mail, email or fax.

BC Housing Fees (See Section 2 of this binder for fee information)

- 4) Licensing Fee..... \$ 40.00 x # of units (2 or 3).
- 5) Reconstruction Fee..... \$750.00 x # of units (2 or 3).


- NO GST required on either fee.

BC Housing - Licensing and Consumer Services (formerly the HPO) will collect the \$40.00/Residential Unit Licensing Fee and \$750.00 per unit Reconstruction Levy directly. This must be done in connection with their issuance of a BC Housing New Home Registration Form for each new residential unit that will be required to be registered for Home Warranty. **This must be done prior to submitting this form to Travelers Canada. Please contact Licensing and Consumer Services at www.bchousing.org/licensing-consumer-services or 1-800-407-7757.**

Preliminary Project Information for Multi-Unit Buildings

This application is to be submitted along with the Builder Application for Project Specific Entity or prior to Travelers Canada quoting terms and conditions for warranty coverage on any multi-unit development project.

(Page 1 of 3)



Preliminary project information for multi-unit buildings (5 units or more)

APPLICATION INFORMATION (PLEASE COMPLETE FOR ALL NEW PROJECTS)

Builder Name: _____ Phone: _____

Project Name: _____

Project Address: _____
(Street) (City) (Postal Code)

Number of Units: _____

Est. Construction Start Date: _____ Est. Date of Completion: _____

Unit Ownership Type:		Unit Type:
<input type="checkbox"/> Bare Land Strata	<input type="checkbox"/> Leased First Nations Land	<input type="checkbox"/> Attached (Townhouse)
<input type="checkbox"/> Strata or Condominium	<input type="checkbox"/> Leased Land	<input type="checkbox"/> Low-Rise (up to four storeys)
<input type="checkbox"/> Party Wall Agreement	<input type="checkbox"/> Unorganized territory *	<input type="checkbox"/> High-Rise (>four storeys)
<input type="checkbox"/> Social Housing - Rental Units	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Major conversion or heritage redevelopment**
<input type="checkbox"/> Co-operative	<small>*Subject to Code compliance inspections</small>	<input type="checkbox"/> Mixed use
		<small>**Subject to special approval</small>

1. General project information:

a) Building structure: # of Stories: _____ Wood Frame Steel frame Concrete ICF

b) Foundation type: Raft Slab Post Tension Slab Conventional Other _____
* Note: Sandwich slabs are not acceptable.

c) Suspended Slab: Yes No # of floors _____

d) Heating System: Geo-Thermal Yes No If No, Type: _____

Building envelope:

e) Cladding: Stucco Vinyl Siding Brick Fibre Cement Board Metal Wood Stone Veneer
 Other _____

f) Waterproofing Membranes:
 Roof, Type 1: Type: _____ Location: _____
 Roof, Type 2: Type: _____ Location: _____

NOTE: Travelers Canada does not support the use of cold-applied asphalt modified elastomeric polyurethane waterproofing in an inverted roof assembly on concrete surfaces.

Decks/Balconies: Type: _____
 Membrane Over Parking Structure: Type: _____
 Below Grade: Type: _____

h) Green Roof: Type: _____ Location: _____ % coverage over living space _____

Note: Green roofs will be reviewed on a case by case basis. Green roofs on wood frame construction will not be considered.

i) Windows: Type: Residential Commercial Wood Vinyl Aluminum
 Window supplier*: _____
* Please list the supplier under contract or the shortlist being considered.
 Note: Minimum field test ratings of B-3 required.

Project Information:

- Provide as much information as possible (i.e. indicate full civic and legal description of project).
- If there is only a legal description available and the municipality has assigned no full civic address yet, provide legal description and street name (if available).

MISSING INFORMATION?

If an item is not applicable or info is not available yet, indicate "not applicable", "n/a", or "to follow".

Required Certification / On-Site Testing

Ensure your technical personnel are familiar with these construction requirements. For clarification or questions, contact a Travelers Canada Technical Representative *before* proceeding.

Window testing is *mandatory* for low-rise and high-rise multi-unit buildings.

Preliminary Project Information for Multi-Unit Buildings

(Page 2 of 3)

2. Construction group:

In-House Personnel Project Manager General Contractor (Bonded: Yes No)

Name: _____ HPO Registration License No. _____
 Contact: _____ Tel: _____
 Superintendent (if known): _____ Cell: _____

3. Project professionals:

(i) Architect: _____
 Contact: _____ Tel: _____

(ii) Envelope Consultant: _____
 Contact: _____ Tel: _____
Note: The envelope consultant should be retained at the design stage to provide proper consulting services.

(iii) Roofing/ Membrane Consultant: (if different from Envelope Consultant): _____
 Contact: _____ Tel: _____

(iv) Structural Engineer: _____
 Contact: _____ Tel: _____

(v) Geotechnical Engineer: _____
 Contact: _____ Tel: _____

(vi) Mechanical Engineer: _____
 Contact: _____ Tel: _____

(vii) Electrical Engineer: _____
 Contact: _____ Tel: _____

(viii) Code Consultant: _____
 Contact: _____ Tel: _____

Regarding the above-noted professionals, Travelers Insurance Company of Canada requires proof of their Errors and Omissions insurance stating the insurance provider, the amount and the term of coverage. The recommended minimum insurance levels for project professionals is \$1,000,000.00 per claim / \$1,000,000.00 aggregate/annum.

4. Documents required to be submitted with this application:

a) Geotechnical Soils Report.	<input type="checkbox"/>
b) Site Plan.	<input type="checkbox"/>
c) Building elevations, assemblies & cross-section(reduced set only).	<input type="checkbox"/>
d) Proof of E & O insurance for ALL project professionals.	<input type="checkbox"/>
e) A copy of the Disclosure Statement (draft copy is acceptable).	<input type="checkbox"/>
f) A copy of Building Envelope Consultant's Plan Review (if/when available)	<input type="checkbox"/>

Authorized signature:
 Upon execution of this form the undersigned certifies that the information provided is accurate and does not omit any relevant facts. Travelers Insurance Company of Canada will place full reliance on this information.

Builder's signature _____ **Date of application** _____

* The Builder cannot submit an application for Home Warranty Coverage for any other party

Page 2 of 2

Item 3: Project Professional

Ensure your technical personnel are familiar with these construction requirements. For clarification or questions, contact a Travelers Canada Tech Rep *before* proceeding.

Minimum Levels of Insurance

Think in advance! Ensure you hire professionals who carry the required levels of insurance noted & who are acceptable to Travelers Canada.

Item 4 - Required Documents

- Plan in advance!
- Submit as much info as possible.
- These documents enable Travelers Canada to fully assess technical & financial risk.
- Travelers Canada Tech Reps will consult with the builder & consultants prior to acceptance of the project. (Thus, allow some extra time.)

Preliminary Project Information for Multi-Unit Buildings

(Page 3 of 3)

Project construction requirements (Please Review)

Required certification/on-site testing

a) Soils:
 For all multi-family projects, especially in areas of known or suspected questionable soils, the adequacy of soils conditions and foundation design shall be examined and certified by an appropriately qualified, insured, and independent geotechnical engineer. Known or suspected questionable soils include, but are not limited to: expanding soils, glacial deposits, geotechnical hazards within or adjacent to the site being certified, natural and man-made slopes and fills, site drainage and irrigation, groundwater levels and seepage, in-ground discharge from septic fields, rock pits, and environmental issues, soils gases, and sites not serviced by municipal drainage systems. In areas of questionable soils, Travelers Insurance Company of Canada may require a third party geotechnical engineer review.

b) Building Envelope:
 In all cases, Travelers Insurance Company of Canada requires third party building envelope certification. A building envelope consultant who is acceptable to Travelers Insurance Company of Canada and is appropriately qualified and insured shall supply the certification. The certification shall certify that the cladding, sheathing paper/membranes, fasteners, flashing, and all other related building envelope components of the project, including below grade waterproofing/damp-proofing, all waterproof membranes and roofing, as well as their installation, comply with recognized industry/Building Standards and manufacturer's specifications. In cases where the building envelope consultant does not provide review services on the waterproof membranes and roofing components, Travelers Insurance Company of Canada will require a third party approved roofing inspection.

c) Windows:
 All windows supplied or specified for multi-family projects must conform to NAFS (North American Fenestration Standard) and the Canadian Supplement to NAFS. Stamped and sealed shop drawings are to be provided to your envelope consultant for review. On-site window/assembly testing by your envelope consultant is required to ensure water tightness of the windows and assembly to the designed B rating. Test procedure for water tightness to be in accordance with ASTM E 1105, Standard Test Method for Field Determination of Water Penetration of Installed Exterior Windows, Skylights, Doors and Curtain Walls by Uniform or Cyclic Static Air Pressure Difference, using procedure B for four cycles. Testing is required on a minimum of 1% of the windows in a project and at least one exposed sliding door, if applicable. If failure occurs, remediation must be undertaken and the window/assembly re-tested with an additional two windows added for testing. All window-testing reports must be provided to Travelers Insurance Company of Canada within 14 days of testing.

In regards to all required certifications, Travelers Insurance Company of Canada will place full reliance on these certifications. Travelers Insurance Company of Canada, acting reasonably, reserves the right to examine, audit, and reject any product, manufacturer, architect, engineer, consultant or their reports. Travelers Insurance Company of Canada may require inspections to be performed by its Technical Representatives at four key stages during the construction process: (1) foundation, prior to backfill, (2) framing, (3) prior to the completion of the exterior cladding and interior drywall, and (4) completion.

- Required documents to be submitted to register the project for home warranty:**
- a) Completed Application for Home Warranty Coverage (Schedule C-3)
 - b) Cheque for Travelers Insurance Company of Canada (Warranty Premium)
 - c) In BC: HPO Registration Form – to be completed online on the HPO Builder Portal
 In AB: NHBPO Enrollment Form – to be completed online through the NHBPO Portal
 - d) Building Envelope Consultant's Plan Review (if not previously submitted)

- Required documents upon project completion:**
- a) Copy of Substantial Completion/Occupancy Certificate
 - b) Copies of all final engineering certifications: i.e. signoffs/schedules
 - Envelope Consultant - Geotechnical
 - Architect - Mechanical
 - Structural - Electrical
 - c) Copy of the maintenance manual that was provided to the Strata or Condominium Corporation
 - d) Copy of your planned inspection program to deal with 5 year water ingress phase of the warranty



travelerscanada.ca

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Project Construction Requirements:

- Ensure that you read and understand all of the information listed on this page. Any questions should be directed to the Technical Representative for your area.

Online Registration of New Homes

Information for Licensed Residential Builders



Homeowner
Protection Office

Branch of BC Housing

Ordering HPO New Home Registration Forms is now quicker and easier. Using the new system you will be able to register new homes with the HPO and pay the related HPO fees online at any time, with wait times eliminated as the new home information is electronically transferred to your warranty provider.

Once your project has been enrolled and electronically sealed by your warranty provider, you will be able to download and print the form for the building department in order to obtain a permit. Your online HPO account also contains a record of your construction activity, as well as electronic copies of your approved forms and is accessible at any time.

Follow the step-by-step guide contained in this bulletin to register a new home.

See an animated [Online Registration of New Homes demonstration](#).

The image shows a sample 'New Home Registration Form' from the Homeowner Protection Office, Branch of BC Housing. The form is divided into several sections: A. BUILDER INFORMATION, B. PROPERTY INFORMATION, C. CONSTRUCTION INFORMATION, D. PRECISE OR HOME WARRANTY INSURANCE, and E. BUILDING DEPARTMENT INFORMATION. A large 'Sample' watermark is overlaid on the form. The form includes fields for licence number, expiry date, city/town, province, PID, legal description, and owner information. It also has a section for warranty provider details and a 'Seal' area.

Login and Password Protection

Log in with your account name and password at <https://lims.hpo.bc.ca/LIMSPortal/LRBPortal/>.

If you have forgotten your password, simply click on "Forgot your password?" A new password will be generated for you and sent to the email address you have provided to the HPO. When you receive your new password, we encourage you to change it to one of your own choosing as soon as possible. Once you have decided on a password, keep it for further use and, for your own security, only share it with authorized individuals.

To change your password, choose the "My account" tab and enter the new password of your choice into the "New password" data field. Re-enter the new password in the data field below. In the final data field "Enter your password to confirm changes", enter your old password. Finally, click "Save Changes". Next time you log in you will use your new chosen password.

The image shows the login screen of the HPO online portal for Licensed Residential Builders. It features a header with the text "Welcome to the HPO online portal for Licensed Residential Builders". Below this, there are input fields for "Account name:" and "Password:", followed by a "Login" button. There are also links for "Forgot your password?" and "Start a new licence application".

The image shows the password change screen of the HPO online portal. It starts with a "< Go back" link. Under the heading "Change login:", there is an input field for "Account name:" with the value "johnbuilder" and a question mark icon. Under the heading "Change password: (optional)", there are input fields for "New password:" (with a note "(at least 5 characters)") and "Re-enter:". At the bottom, there is an input field for "Enter your password to confirm changes:" and a "Save Changes" button.

Requesting an HPO New Home Registration Form

A step-by-step guide to registering new homes online

1. Review your home page

Once you log in, the first page you will see is your home page. Your home page informs you of your licence status. If you are “Approved” you can request forms. If your licence is “Expired”, or if specific conditions are placed on your licence preventing the registration of new homes, you cannot.

You must also have current acceptance with one or more warranty providers.



Licence: 32123
Licensee: John's Construction Company
Status: Approved
Licence expiry date: 2011/Sep/30

Current warranty acceptance:
Warranty provider: XYZ Warranty Co.
Warranty expiry date: 2011/Sep/03
Warranty number: jcc123

2. Open the New Home Registration tab

When you open your home page, the “Home” tab will be in the upper left side. To order forms, click once on the “New Home Registration” tab.

The screen shows your record of New Home Registration. If you have never registered a home under this licence, you will have no records. Click on “Request new form”.



Home **New Home Registration** Licence Logout

Record of New Home Registration Forms:

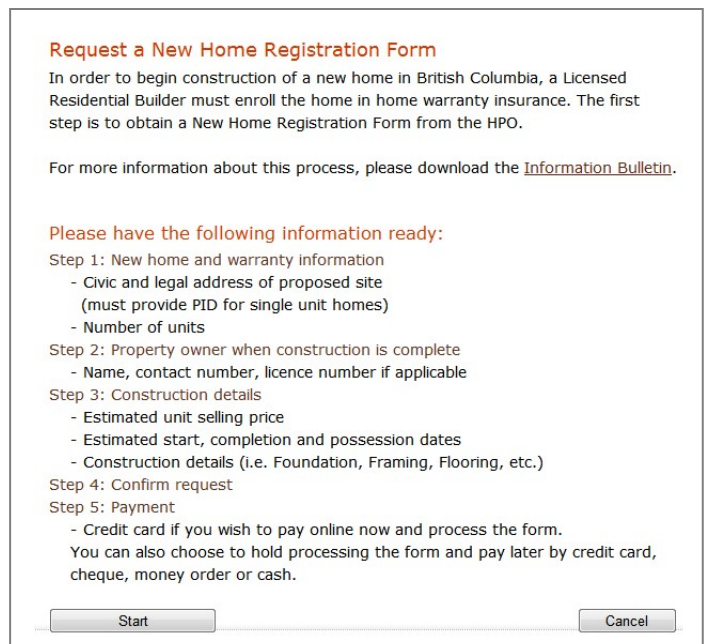
Form	Address	City	Status
Open	212345 122 Main Street	Vancouver	Ready for download

[Request new hom](#)

3. Start a new request

You will see an information screen of details that you will be required to provide, such as construction and payment information.

When you are ready, click “Start”. This will take you to the first of five pages that you must complete in order to successfully submit your HPO New Home Registration request to your Warranty Provider.



Request a New Home Registration Form

In order to begin construction of a new home in British Columbia, a Licensed Residential Builder must enroll the home in home warranty insurance. The first step is to obtain a New Home Registration Form from the HPO.

For more information about this process, please download the [Information Bulletin](#).

Please have the following information ready:

- Step 1: New home and warranty information
 - Civic and legal address of proposed site (must provide PID for single unit homes)
 - Number of units
- Step 2: Property owner when construction is complete
 - Name, contact number, licence number if applicable
- Step 3: Construction details
 - Estimated unit selling price
 - Estimated start, completion and possession dates
 - Construction details (i.e. Foundation, Framing, Flooring, etc.)
- Step 4: Confirm request
- Step 5: Payment
 - Credit card if you wish to pay online now and process the form.

You can also choose to hold processing the form and pay later by credit card, cheque, money order or cash.

4. Provide new home and warranty information

“Type of home” can be a single family home, a duplex or a multiple unit dwelling. If you choose multiunit, it will ask you how many units the project will include.

If you have more than one warranty provider you will need to choose the provider to which you will submit this request.

Enter the civic and legal addresses including the PID (Parcel Identifier). The PID always has 9 digits. You will find the PID on your property tax receipt or on your BC Assessment Notice.

Click on “Next”.

New Home and Warranty Information

Type of home: Multi-unit
Number of buildings: 1
Number of units: 4
Name in project: Ocean View

Warranty provider you wish to enroll the project:
 Warranty Company XYZ (jcc123)

Civic address: [Help](#)

Apt./Unit/Suite: _____
Number: 11 Street name: Ocean Type: Crescent Direction: W
 Address has not been assigned yet (must provide City)

Postal code: A1B2C3 City: Vancouver British Columbia
[Find a postal code](#)

Legal address:
PID: 123456789
Legal description: _____

5. Complete property owner information

You will be asked if your company currently owns the land upon which you want to build. If you answer “No” the system will ask you to identify the property owner as well as list a contact number for the property owner.

6. Provide construction details

You will be asked to give the estimated selling price and also the start, completion and possession date. You will also be asked for details of the proposed construction such as how many stories the dwelling will have, what kind of foundation and framing will be used, etc.

Please provide construction details:

Unit selling price: 600000 \$
Example: 50000 or 50000.00

Est. start date: 6/2009 Est. completion date: 1/2010 Est. possession date: 2/2010
month/year, example: 05/2009

Unit Description: Building Type: Ownership Type:
 1 storey site built bare land strata
 2 Storey custom timber strata property
 3 storey nre-fabricated leased land

7. Confirm your request

Page 4 summarizes the data you have just entered, asks you to review it for accuracy, lets you know what your HPO fee will be, and asks you to confirm your request for new home registration. If you see errors, click on “Edit” and make your changes. Once your changes are complete, click on “Confirm request now”. If you choose “Cancel” all your details will be erased.

On the next page, you can make another request or go directly to the payment screen.

8. Payment options

- A. You can pay online with a credit card.
- B. You can mail or courier a cheque, or you can visit the HPO office and pay by cash.
- C. If you wish to defer payment you can click on “Pay Later”. Doing this will add the form request to your list of pending payments. You can then return later to complete the payment.

Once you complete the payment section, you will be given a confirmation number that will include the form number. This number is important for you to keep in your records.

9. Enrollment of new homes

Once your payment is made, the system automatically submits your form request to your warranty provider. After obtaining additional required information and warranty fees from you, they will assess your request to

enroll the property and if they approve the enrollment, they will seal the form electronically. Once they do this, the system automatically changes the status of the registration on your online account. The status for that property will now read "Ready for download".

Review Your Records

If you have enrolled homes in the past, your previous construction history will show under the "New Home Registration" tab. These entries represent only those properties you have already enrolled. The form status of homes enrolled before April 1, 2009 will read "Manual form only."

Record of New Home Registration Forms:				
	Form	Address	City	Status ▲
Open	231234	11 Ocean Crescent W	Vancouver	Waiting for HPO payment
Open	231233	123 Main Street	Vancouver	Ready for download
Open	231112	122 Main Street	Vancouver	Ready for download
Open	231033	120 Main Street	Richmond	Ready for download
Open	241020	9511 Bakerview Drive	Richmond	Ready for download

Projects registered using the online system will be listed and show you whether the enrollment is pending or ready for download once the enrollment is approved. You can open any of your new registrations and review the information or print a receipt for the registration.

How to Obtain Your Building Permit

Once the property has been enrolled and your form has been sealed by your Warranty Provider, you will be notified by email. You can also check your "New Home Registration" page and look to see if the "Enrollment pending" status has changed to "Ready for download".

Printing the form

To print the form in order to obtain your permit from the building department, click on "Open" next to the property address in which you want the permit. Then click on "Download form". Click once on "Click to download form." This will generate a one-page .PDF form that you can print on a plain white 8 1/2 " x 11" piece of paper. You may print a copy for yourself if you wish or simply access your online account at any time to download and reprint the form. You will not need to sign the New Home Registration Form because the electronically-applied seal of the warranty provider is sufficient proof of enrolment. If you do not have access to a printer please contact the HPO or your warranty provider for assistance.

Submitting electronically

Building departments will also be given access to an online database of New Home Registration forms and may not require a paper copy of your form. Check with your building department to see if they need a paper copy of the form. If they are using the online database and do not need a paper copy, make sure you arrive with the New Home Registration Form number.

Building areas with no building permits

In areas where building permits are not required, you will need to ensure that the project is enrolled and the form is sealed by your warranty provider prior to beginning construction.

For More Information Contact

Homeowner Protection Office
Branch of BC Housing
650 – 4789 Kingsway
Burnaby, BC V5H 0A3

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