



Environmental Public Health – Engineering Department

Submitting a **Construction Permit Application** for Island Health review.

All Applications are submitted through the Public Health Engineering Department now located at our **Courtenay office**.

Submit a complete Application (may include, but not limited to: Application Form/cover letter/design brief/drawings/manufacturer information/lab reports/etc.) – *submit both hard copy and digital copy:*

1. Submit a hard copy via mail or courier to:

**Attention: Public Health Engineering
Island Health – Environmental Public Health
355 – 11th Street,
Courtenay, BC V9N 1S4**

1. Full size hard copy of drawings (seal stamped, dated and signed)
2. Cover letter / design brief
3. Complete Application Form

Note: full-size drawings are required for all engineered civil works (ex. water main extension/replacement) and major construction for large water systems (new intake, source, transmission, treatment, storage, pump station, distribution).

2. Send via email and attach .pdf copies to:

Email address: HPES.Engineering@islandhealth.ca

1. .pdf digital copy of drawings (seal stamped, dated and signed)
2. .pdf Cover letter / design brief
3. .pdf Complete Application Form

(Note: if your file is larger than 10mb please include a memory stick within your hard copies and we will ensure it is returned to you. Alternatively, you may also provide a link to a file sharing server/site to access your digital file submission.)

3. For any questions please email: HPES.Engineering@islandhealth.ca

Thank you