



Building Permit Checklist

Building and Licensing-Development Services Division

171 Main St. | Penticton B.C. | V2A 5A9

P: (250) 490-2571 | E: buildinginfo@penticton.ca

penticton.ca

Building Permit – Interior Alterations Checklist – Residential Only

Please provide clear, legible, and precise information. If incomplete applications are submitted, the Permit Process will not be expedited in a timely manner. Please note zoning specifies the regulations and permitted uses for properties within those designations. We highly recommend a **pre-application meeting** to discuss your project, determine the application requirements and potentially arrange a site visit. Please call **Building Department at 250-490-2571** to arrange. **ALL Builders/Contractors to have current City of Penticton Business Licence or an OSICBL.**

- If you are proposing a [Secondary Suite](#) or [Carriage House](#), see respective application packages.
- If you are proposing interior alterations to a commercial or industrial building see [Tenant Improvement](#) Application package.

Project Address: _____ **Office Use Only**

DOCUMENTS: (■ Required at time of application / □ May be required)

			Submitted	Accepted
1. Completed and Signed Building Permit Application	Please include construction value of project. For current application fees, refer to Fees and Charges Bylaw –Appendix 4.	■	<input type="checkbox"/>	<input type="checkbox"/>
2. Building Permit Agency Agreement	If a third party is representing the owner of the property for building permits, a signed and completed Agreement form is required.	□	<input type="checkbox"/>	<input type="checkbox"/>
3. Owner’s Acknowledgement Form	All permit applications that include a new foundation or the use of heavy equipment on the property must include a signed Owner’s Acknowledgement Form	■	<input type="checkbox"/>	<input type="checkbox"/>
4. Plumbing/Mechanical/Energy Worksheet	A completed Plumbing/Mechanical/Energy Worksheet is required for all new construction and alterations.	■	<input type="checkbox"/>	<input type="checkbox"/>
5. Hazardous Materials Report Form	Required for all applications where the proposed works include alterations or renovations within an existing structure.	■	<input type="checkbox"/>	<input type="checkbox"/>
6. Letter of confirmation from Strata Council	Required for projects within stratified residential buildings.	□	<input type="checkbox"/>	<input type="checkbox"/>

ENGINEERING DOCUMENTS AND DRAWINGS:

Guide: Structural Reviews: Please refer to **Building Bulletin – [When is a Structural Engineer Required.](#)**

7. Letters of Assurance (LOA) <ul style="list-style-type: none"> Schedule B is required from a registered professional when one has been retained or if during the plan review it is determined by the Building Officials. All Letters of Assurance also require a copy of Certificate of Insurance from each Professional 	Schedule B – Geotechnical - (Temporary/Permanent)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Schedule B – Plumbing (Roof/Site and Foundation systems)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Excavation and Storm Management plan <input type="checkbox"/> Geotechnical Site Report (when applicable)			
	Schedule B – Structural – component(s) only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Engineered Systems Note: Not required if provided for on sealed engineered drawings	Schedule B – Structural	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Sealed drawings from Professional <input type="checkbox"/> Additional documentation: _____			
8. Engineered Systems Provide shop design drawings for all roof truss, floor and beam designs at time of application submission. All point loads to be indicated on floor plans to foundations.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DRAWINGS:

- One (1) complete copy of each plan is required with permit application
- Provide metric 1:100 or ¼ foot scaled plans
- Include North arrow for all plans
- Include Civic Address

9. Floor Plans Show the following: <ul style="list-style-type: none"> Must include the existing layout and the proposed layout with building area(s) Label all room names. 	All Plans to be fully dimensioned <ul style="list-style-type: none"> Size of all windows and doors. Include all plumbing, existing and proposed. Mechanical Room inc. water, electrical. 	■	<input type="checkbox"/>	<input type="checkbox"/>
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Permit Submission (Office Use)		
Screened by:	Date:	<input type="checkbox"/> Insufficient information for application as noted – Re-submit <input type="checkbox"/> Accepted for Application
Comments:		



Building Permit Application

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Project Address:

Construction Value: \$

Est. Start Date:

Permit Type:

Description: (Choose all that apply to this project)

- Single Family Dwelling
- Manufactured/Mobile Home
- Duplex
- Multi-Family Residential
- Accessory Building
- Commercial
- Industrial
- Institutional

- New Construction
- Addition*
- Alteration/Reno*
- Tenant Improvement*
- Demolition*
- Garage/Carport (detached)
- Secondary Suite
- Carriage House

- Locate/Relocate (home or mobile home)
- Driveway (new access or parking area)
- Swimming Pool
- Retaining Wall

Other: _____

Mobile Home(s)/Manufactured Home(s):

Registration Number: _____

Serial Number: _____

***All Alteration/Reno and most Demo applications must be accompanied by a City of Penticton Hazardous Materials Form**

Description of Project:

(Please be as specific as possible)

For Residential New Construction: Are you applying for Plumbing/Mechanical at this time? Yes No

ALL Builders/Contractors to have current City of Penticton Business Licence or an OSICBL.

Agent:

(if applicant is other than owner, attached signed Agency Agreement Form required)

Company Name: _____

Contact Name: _____

Address: _____

Unit/House/Street

City

Province

Postal Code

Email: _____

Phone: _____

Property Owner:

Company Name: _____

Contact Name: _____

Address: _____

Unit/House/Street

City

Province

Postal Code

Email: _____

Phone: _____

Builder:

Company Name: _____

Contact Name: _____

Address: _____

Unit/House/Street

City

Province

Postal Code

Email: _____

Phone: _____


Owner/Agent acknowledges:

I hereby apply for a Building Permit for the construction as described herein and I hereby certify that the above information is correct and I agree to comply with all pertinent Bylaws whether the detailed information is contained herein or not, and that, if I am not the owner of the property upon which the above construction is to be carried out on, I have been authorized by way of an Agency Agreement, by the Owner as his/her Owner's Agent to act on his/her behalf.

If I am an owner of a partial interest in the property upon which the above construction is to be carried out on, I hereby represent and warrant to the City of Penticton that I have been duly authorized by each owner who holds an interest in the property to make this application on their behalf.

Owner/Agent acknowledges:

In consideration of the granting of the permission applied for I/we hereby agree to indemnify and keep harmless the City of Penticton (Corporation) against all claims, liabilities, judgments, costs and expenses of whatsoever kind, which may in any way accrue against the said Corporation in consequence of and incidental to the granting of this permit, if issued. And I further agree to pay the full cost of repairing any damage to the Corporation works occasioned by the building operations in respect of which this application is made.

Please Print Name (owner/agent):		Signature (owner/agent): 		
For Office Use Only: Building Official:	Folder(s): BP #:	Distribution: <input type="checkbox"/> Building <input type="checkbox"/> Planning <input type="checkbox"/> Engineering <input type="checkbox"/> Other _____	Zone	Date/ Entered By:
			OCP	

Information collected on this form is done so under the authority of the Freedom of Information and Protection of Privacy Act (FOIPPA) and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For further information regarding the collection, use, or disclosure of personal information, please contact the Corporate Services Department at 250-490-2400.



Effective Date: June 15, 2021

Project Address(es): _____

The agent is authorized to:

1. Apply for and obtain a building permit in respect of the land from the City of Penticton under the provisions of Building Bylaw No. 2021-21;
2. Provide to the City as my agent all information and documents required by the bylaw for such an application;

Agent Contact Information:

Company Name: _____
 Contact Name: _____
 Address: _____
Unit/House/Street City Province Postal Code
 Email: _____ Phone: _____

Owner Responsibility:



I/We accept and understand that during any construction I/we have the overall responsibility for assuring the building conforms to the requirements of the Building Code. The process of assessing conformity to the requirements during construction is the responsibility of the registered professionals for complex (Part 3 BC Building Code) buildings, and the designer/builder for standard (Part 9 BC Building Code) buildings.

I/we further understand that this authorization will remain in full force and effect until the permit expires, which is two (2) years after the permit has been issued OR until I/we notify the City of Penticton in writing that it has been revoked. Person(s) wishing to extend the Agency agreement must have the request in writing to the Building Official.

All registered owners or authorized signatory of Corporate Owner must sign below.

Property Owner Information:

Company Name: _____
 Contact Name 1: _____
 Contact Name 2: _____
 Address: _____
Unit/House/Street City Province Postal Code
 Email: _____ Phone: _____

Please Print Name (owner 1):	Signature (owner 1): 
Please Print Name (owner 2):	Signature (owner 2): 

This information is collected by City of Penticton under section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA). The information collected will be used to process your application(s). If you have any questions about the collection, use or disclosure of your personal information, please contact the Head of FOI at City of Penticton at 250-490-2400.



Owner's Acknowledgement

TO: CITY OF PENTICTON

FROM: _____
 (Owner/Agent)

Applicant is: OWNER AGENT

CIVIC ADDRESS: _____

I acknowledge I am the owner/owner's agent of the above noted property.

I acknowledge that I have read Part 9 – Owners Obligations of Building [Bylaw 2021-21](#)(see the reverse side of this memo). I further acknowledge that I understand the definition of damage with respect to the depositing of dirt, debris, and other material on the road right of way.

I understand that as owner of the property noted above under section 9.5 and 9.6, I am responsible for the cost of repair and/or cleanup of any damage to City works or property that occurs as a result of the construction on my property. If I am an owner of a partial interest in the property, I hereby represent and warrant to the City of Penticton that I am duly authorized by each owner who holds an interest in the property to provide this acknowledgement of responsibility on their behalf.

I understand that if the damage is not corrected within the time limit set by the inspector, the City will repair and/or cleanup the damage. Further, if the invoice for the cleanup is not paid within 30 days the amount will be added to the property taxes.

I understand a security deposit with the City of Penticton in accordance with Sections 14.19 and 14.20 *may be* required to protect against damages if I am working (excavation or construction) on lands within 3.0 meters of works or services owned by the City.

Please Select One:

- 1. I have inspected the City works and property adjacent to my property and find it in good condition and I observed no damage.
- 2. I have inspected the City works and property adjacent to my property and found the following damage (ex. Broken sidewalk, laneway cracked, etc.).

(If there is any existing damage, report it to the Building Official prior to commencing any work.)

Please Print Name (owner/agent): _____

Signature (owner/agent): _____ 

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PART 9. OWNER'S RESPONSIBILITIES

Owner's Obligations

9.1. Every owner must

- (a) comply with the Building Code, the requirements of this bylaw and the conditions of a permit, and must not omit any work required by the Building Code, this bylaw or the conditions of a permit;
- (b) ensure that all permits, all plans and specifications and supporting documents on which a permit was based, all municipal inspection certificates, and all professional field reviews are available at the site of the work for inspection during working hours of the building official, and that all permits are posted conspicuously on the site during the entire execution of the work; and
- (c) prior to the issuance of a building permit, execute and submit to the City an owner's undertaking in the prescribed form, where required by the building official.

9.2. Every owner and every owner's agent, must carry out construction or have the construction carried out in accordance with the requirements of the Building Code, this bylaw and other bylaws of the City and none of the issuance of a permit under this bylaw, the review of plans and supporting documents, or inspections made by a building official or a registered professional shall relieve the owner, or his or her agent, from full and sole responsibility to perform the work in strict accordance with this bylaw, the Building Code and all other applicable codes, standards and enactments.

9.3. Every owner must allow a building official to enter any building or premises at any reasonable time to administer and enforce this bylaw.

9.4. Every owner to whom a permit is issued must, during construction,

- (a) post a civic address on the property so that it may be easily read from the public highway from which the property takes its address;
- (b) post the permit placard on the property so that it may be easily read from the public highway from which the property takes its address;
- (c) provide building officials with safe access to the work site and all areas requiring inspection.

Damage to Municipal Works

9.5. Every owner to whom a permit is issued is responsible for the cost to repair any damage to municipal works or land that occurs during and arises directly or indirectly from the work authorized by the permit.

9.6. In addition to payment of the security deposit under City bylaws, every owner must pay to the City, within 30 days of receiving an invoice for same from the City, the cost to repair any damage to public property or works located on public property arising directly or indirectly for which a permit was issued.

Notice

9.7. Every owner must, at least 24 hours prior to commencing work at a building site, give written or online notice to a building official of the date on which the owner intends to begin such work.

9.8. Every owner must give written or online to a building official of any change in or termination of engagement of a registered professional, including coordinating registered professional, during construction, within 24 hours of when the change or termination occurs.

9.9. If an owner or a registered professional terminates the engagement of the registered professional, including a coordinating registered professional, the owner must terminate all work under a building permit until the owner has engaged a new registered professional, including a coordinating registered professional, and has delivered to a building official new letters of assurance in the form of a Schedule A and or B as outlined in the Building Code.

9.10. Without limiting Sections 14.45 to 14.50, every owner must give at least 24 hours' online or written notice to a building official

- (a) of intent to do work that is required or ordered to be corrected during construction;
- (b) of intent to cover work that is required under this bylaw to be, or has been ordered to be inspected prior to covering; and
- (c) when work has been completed so that a final inspection can be made.

9.11. Every owner must give notice in writing to a building official and pay the non-refundable fee set out in the City's Fees & Charges Bylaw immediately upon any change in ownership or change in the address of the owner, which occurs prior to the issuance of an occupancy permit.

9.12. Every owner must give such other notice to a building official as may be required by the building official or by a provision of this bylaw.

9.13. Every owner shall obtain, prior to the occupancy of a building or part thereof, written permission from the building official to occupy the building or part thereof, pursuant to Part 14.



Plumbing/Mechanical/Energy Worksheet

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Plumbing/Mechanical/Energy Worksheet

Project Address: _____

Confirmation of Mechanical System:

Heating System (9.32 BCBC):

- Forced Air
- Hydronic
- Elec. Baseboards
- Split Ductless
- Other? Please describe: _____

Ventilation System (9.32 BCBC)

- Option 1 – Integrated Forced Air
- Option 2 – HRV
- Option 3 – CRV
- Option 4 - Passive

Energy Efficiency (9.36 BCBC) Select your method of 1, 2 or 3

1. Prescriptive Method

- a. Show Effective RSI assembly values for all exterior assemblies Yes No
- b. Are there any proposed simple tradeoffs? Yes No
(see 9.36.2.11 BCBC)
If yes, please provide calculations and show on drawings

2. Performance modeling path – 9.36.5 BCBC

Information package provided? Yes No

3. National Energy Code (NECB) Compliance Method

If yes, please provide calculations Yes No

Plumbing System

Location of water meter station _____

See Standard Detail S-W15 for minimum requirements

Contacts (if known at time of application)

Mechanical

Contractor

Company Name: _____

Contact Name: _____

Address: _____

Unit/House/Street

City

Province

Postal Code

Email: _____ Phone: _____

Plumbing

Contractor

Company Name: _____

Contact Name: _____

Address: _____

Unit/House/Street

City

Province

Postal Code

Email: _____ Phone: _____

Handouts are updated periodically. Please ensure you have the most recent edition

Nov2018



Hazardous Materials Report Form

This form is to be completed and submitted in association with an application for a Building Permit where the proposed works include **alterations or renovations within an existing structure.**

The information provided here is intended to assist the Building Official in determining if a Hazardous Material Survey (HMS) in compliance with WorkSafeBC guidelines has been completed. If an HMS has **not** been completed the Building Official will request further information regarding the scope of the project and the presence of any potentially asbestos-containing materials prior to the entry of the structure. If deemed necessary, a Building Official may ask that an HMS be produced. If it cannot be produced, the Building Official may stop the inspection to ensure his/her safety.

Project Address: _____

Applicant: <small>(if applicant is other than owner, attached signed Agency Agreement Form required)</small>	Owner: _____
	Company & Contact Name (if app): _____
	Address: _____
	Email: _____

<small>Unit/House/Street</small>	<small>City</small>	<small>Province</small>	<small>Postal Code</small>
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Phone: _____

Was the Existing Building constructed prior to 1990?

Yes No

Has a Hazardous Material Survey (HMS) as per WorkSafeBC Guideline 6.6-3 been completed for this structure?

Yes No

Please note, if an HMS has been completed, documentation including the survey and evidence that the material was removed and disposed of properly must be available and produced upon request for inspection purposes. Once the hazardous materials are removed, an "All Clear" must be posted, which signifies the dwelling is safe to enter.

If Hazardous Material Survey (HMS) has not been completed, please explain why:

Please Print Name (owner/agent): _____	Signature (owner/agent): _____
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Office Use: Date of Original Building Permit: _____	File Manager: Associated Permit No.: _____
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Abatement Contractors' Checklist

After you have **safely removed asbestos** from a house or building, you must provide the owner or developer with a **written confirmation letter** stating that the asbestos identified in the **hazardous materials survey** and **notice of project** has been removed.

The written confirmation letter must include the following:

- Date the confirmation letter was issued
- Address of the asbestos removal project
- Name of the asbestos contractor who performed the removal
- Description of the scope of work that was performed (for example, what was removed and when)
- Reference to the hazardous material survey (name of the surveyor or company and when the survey was conducted)
- Reference to the WorkSafeBC Notice of Project number
- Name of the consultant or person who performed the final visual inspection
- Name of the consultant or contractor who collected the air clearance sample
- A statement indicating the asbestos removal was conducted in accordance with regulatory requirements (both the Occupational Health and Safety Regulation and the BC Ministry of Environment regulations)
- Proof of waste disposal (waste manifest)
- Name of the consultant or contractor who issued the written confirmation letter