



Building Permit Checklist

Building and Licensing-Development Services Division

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penticton.ca

Building Permit – Carriage House

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. A Development Permit is required for all Carriage House applications as per OCP – see Planning for requirements. **ALL Builders/Contractors to have current City of Penticton Business Licence or an OSICBL.**

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	■	□	□
2. Development Permit (DP) Approval	Carriage Houses require a Development Permit prior to applying for Building Permits to ensure compliance with the City's design guidelines. Contact planning@penticton.ca	■	□	□
3. Building Permit Agency Agreement	If a third party is representing the owner of the property for building permits, a signed and completed Agency form is required.	□	□	□
4. Licensing and Consumer Services Registration	Proof of registration from Government of BC Licensing and Consumer Services is required for all New Single Family Dwellings, Duplexes and Carriage Houses.	■	□	□
5. 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	■	□	□
6. BC Energy Compliance Report	Pre-Construction – Performance Path for Part 9 Buildings from an Energy Advisor (https://energystepcode.ca/)	■	□	□
7. Hazardous Materials Report Form	All Permit applications where the proposed works include alterations or renovations within an existing structure.	□	□	□
PROFESSIONAL DOCUMENTS AND DRAWINGS:				
8. Topographical Survey (unless current Registered Lot Grading Plan)		□	□	□
<ul style="list-style-type: none"> Prepared by a Registered BC Land Surveyor with original seal or stamp; Reference geodetic datum points and lot area in meters. 				
Engineering Guides: <ul style="list-style-type: none"> Structural Reviews: Please refer to Building Bulletin – When a Structural Engineer is Required. Geotechnical Reviews: Please refer to Building Bulletin – Geotechnical Requirements 		Overview of Geotechnical Reviews: Unless otherwise confirmed by the Building Official all additions and new construction will require a Geotechnical Engineer with submission of Letters of Assurance as well as an excavation and storm water management plans. Please note that some sensitive sites may require geotechnical reports and registration of covenants prior to permit release.		
9. 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)	■	□	□
	Schedule B – Plumbing (Roof/Site and Foundation systems)	■	□	□
	<input type="checkbox"/> Excavation and Storm Management plan <input type="checkbox"/> Geotechnical Site Report (when applicable)	□	□	□
	Schedule B – Structural – component(s) only	□	□	□
	Schedule B – Structural	□	□	□
	<input type="checkbox"/> Sealed drawings from Professional <input type="checkbox"/> Additional documentation: _____	□	□	□

10. Engineered Systems Note: Not required if provided for on sealed engineered drawings	Provide shop design drawings for all roof truss, floor and beam designs at time of application submission. All point loads over 4000 lbs to be shown on shop drawings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DRAWINGS:				
REQUIREMENTS FOR ALL DRAWINGS: <ul style="list-style-type: none"> • 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 				
11. Site Plan: Confirm zoning setbacks, heights, etc.: <ul style="list-style-type: none"> • Zoning compliance table required. • Site coverage identified • All heights and setbacks on site plans to be in both metric and imperial. • From the proposed structure to the property lines. • From existing structures to the property lines. • Location of window wells and air condition equipment. • Natural and finished grades. • Grades exceeding 15% require site cross section showing drainage and required retaining. • Driveway slope maximum 20% with vertical transition clearances. Include any of the following: <ul style="list-style-type: none"> • Covenants, easements, and rights-of-ways. • Landscape features such as retaining walls, pools, etc. • Roof and site drainage, roof overhangs, cantilevers, etc. • Parking area, including dimensioned depth and width. • Amenity Space 				
12. Floor Plans All Plans to be fully dimensioned Show the following: <ul style="list-style-type: none"> • North arrow on all floor plans. • All plans to be fully dimensioned in metric. • Main Floor Elevations identified • Size of all windows and doors. • Location and size of structural elements. • Construction of all Wall assemblies. • Mechanical Room inc. water, electrical. • Effective Insulation values. Indicate fire and sound separations. • Point loads to foundations (see Engineered Systems). 				
13. Foundation Plans All Plans to be fully dimensioned Show the following: <ul style="list-style-type: none"> • Lay-out showing locations and sizes of footings, walls, columns. • Radon layout and details. • Geodetic Elevations. • Slab and top of wall drainage. 				
14. Elevations: All Plans to be fully dimensioned Show the following: <ul style="list-style-type: none"> • Natural and finished grades. • Storey Elevations related to building grades. • Exterior Cladding, roof finishes. • Indicate all window & door openings. • Spatial separation percentage. • Fire protection provision as per BCBC 9.10 for assemblies <1.2m from lines of limiting distance • Roof drainage. 				
15. Cross Sections: Min. 2 sections <ul style="list-style-type: none"> • Foundations, wall, floor, roof, ceiling assemblies. • Stair dimensions, height of guards, handrails. • Fire-resistance & sound ratings, if required. • Effective Insulation Values. 				
16. Additional Requirements: <ul style="list-style-type: none"> • Fire-resistance rating (Inc. all mechanical rooms). • Sound ratings. • Exterior exit protection. • Ratio floor area of secondary suite to house. 				
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:				