



# 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](mailto:buildinginfo@penticton.ca)

penticton.ca

## Building Permit – Secondary Suite

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. **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 fee refer to <a href="#">Fees and Charges Bylaw</a> – Appendix 4.	■	□	□
2. Development Permit (DP) or Variance (DVP) Approvals	Please confirm your application complies with Zoning and does not require a DP, or any variances. If Planning applications required, approvals are required prior to application.	■	□	□
3. 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.	□	□	□
4. 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	■	□	□
5. Hazardous Materials Report Form	All Permit applications where the proposed works include alterations or renovations within an existing structure.	□	□	□
6. Plumbing/Mechanical/Energy Worksheet	A completed Plumbing/Mechanical/Energy Worksheet is required for all new construction and alterations.	■	□	□
<b>PROFESSIONAL DOCUMENTS AND DRAWINGS:</b>				
Guides: Structural Reviews: Please refer to Building Bulletin – <a href="#">When is a Structural Engineer Required</a> .				
7. Letters of Assurance (LOA) <ul style="list-style-type: none"> <li>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.</li> <li>All Letters of Assurance also require a copy of Certificate of Insurance from each Professional</li> </ul>	Schedule B – Structural – component(s) only	□	□	□
	Schedule B – Structural <input type="checkbox"/> Sealed drawings from Professional <input type="checkbox"/> Additional documentation: _____	□	□	□
8. 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. <b>All point loads to be indicated on floor plans to foundations.</b>	□	□	□
<b>DRAWINGS:</b>				
<b>REQUIREMENTS FOR ALL DRAWINGS:</b>				
<ul style="list-style-type: none"> <li>One (1) complete copy of each plan is required with permit application</li> </ul>		<ul style="list-style-type: none"> <li>Provide metric 1:100 or ¼ foot scaled plans</li> <li>Include North arrow for all plans</li> <li>Include Civic Address</li> </ul>		

<p><b>9. Site Plan:</b>  <b>Confirm zoning setbacks, heights, etc.:</b></p> <ul style="list-style-type: none"> <li>• All heights and setbacks on site plans to be in both metric and imperial.</li> <li>• From the proposed structure to the property lines.</li> <li>• From existing structures to the property lines.</li> </ul> <p><b>Site Plan – Continued</b>  <b>Include any of the following:</b></p> <ul style="list-style-type: none"> <li>• Covenants, easements, and rights-of-ways.</li> <li>• Landscape features such as retaining walls, pools, etc.</li> <li>• Roof and site drainage, roof overhangs, cantilevers, etc</li> <li>• Site coverage required.</li> <li>• Driveway slope maximum 20% with vertical transition clearances.</li> </ul>	<ul style="list-style-type: none"> <li>• Location of window wells and air condition equipment.</li> <li>• Natural and finished grades.</li> <li>• Grades exceeding 15% require site cross section showing drainage and required retaining.</li> <li>• Parking area, including dimensioned depth and width.</li> <li>• Parking Space (min. 3 stalls)</li> <li>• Amenity Space as defined in Zoning Bylaw</li> </ul> <p>See current <a href="#">Zoning Bylaw</a> for more details</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p><b>10. Floor Plans</b> <span style="float: right;">All Plans to be fully dimensioned</span></p> <p><b>Show the following:</b></p> <ul style="list-style-type: none"> <li>• Must include the <b>existing layout</b> and the <b>proposed layout</b></li> <li>• North arrow on all floor plans.</li> <li>• All plans to be fully dimensioned in metric.</li> <li>• Label all room names</li> <li>• Size of all windows and doors.</li> <li>• Location and size of structural elements.</li> <li>• Construction of all Wall assemblies.</li> <li>• Mechanical Room inc. water, electrical.</li> <li>• Effective Insulation values. Indicate fire and sound separations.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Point loads to foundations</b> (see Engineered Systems).</li> <li>• Fire-resistance rating (Inc. all mechanical rooms).</li> <li>• Sound ratings.</li> <li>• Exterior exit protection.</li> <li>• Ratio floor area of secondary suite to house.</li> <li>• Smoke alarm/CO alarm locations</li> <li>• Ventilation details</li> <li>• Fire door locations</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Permit Submission (Office Use)</b>				
Screened by:	Date:	<input type="checkbox"/> <b>Insufficient information</b> for application as noted – Re-submit <input type="checkbox"/> <b>Accepted</b> for Application		
Comments:				



# Building Permit Application

Building and Licensing-Development Services Division

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

P: (250) 490-2571 | E: [buildinginfo@pentiction.ca](mailto:buildinginfo@pentiction.ca)

pentiction.ca

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.

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

<b>Please Print Name (owner 1):</b>	<b>Signature (owner 1):</b> 
<b>Please Print Name (owner 2):</b>	<b>Signature (owner 2):</b> 

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**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

Building and Licensing-Development Services Division

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P: (250) 490-2571 | E: [buildinginfo@pentiction.ca](mailto:buildinginfo@pentiction.ca)

pentiction.ca

## 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:** \_\_\_\_\_

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

<small>Unit/House/Street</small>	<small>City</small>	<small>Province</small>	<small>Postal Code</small>
----------------------------------	---------------------	-------------------------	----------------------------

<b>Phone:</b> _____
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**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:**

<b>Please Print Name (owner/agent):</b>	<b>Signature (owner/agent):</b>
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<b>Office Use:</b>	<b>File Manager:</b>
<b>Date of Original Building Permit:</b>	<b>Associated Permit No.:</b>

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

Office Use: 1490-09 Forms Management\Building Dept\FORMS\Hazardous Materials Report Form-2022.docx



# asbestos: be aware

inspecting sites | protecting workers | preventing disease

## 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