



Building Permit Checklist

Building and Licensing-Development Services Division

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

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

pentiction.ca

Building Permit – Crane Permit

Crane Permits are required when erecting an overhead crane which swings over City Property and/or adjacent private property. 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		
		Submitted	Accepted	
DOCUMENTS: (■ Required at time of application / □ May be required)				
1. Completed and Signed Building Permit Application	Please include construction value of project. For current application fee refer to Fees and Charges Bylaw –Appendix 4	■	□	□
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.	□	□	□
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	■	□	□
4. Proof of Liability Insurance	Proof of insurance in the amount of \$5,000,000 City of Penticton to be named as an additional insured	■	□	□
5. Crane Type Credentials	Name of Operator and ITA Number or, CraneSafe Number	■	□	□
6. Road/Sidewalk Closure Permit (Construction)	Required if use part or all of a City road, boulevard or sidewalk for construction, temporary placement of a bin/container or to operate a private/business event (not open to the public). www.pentiction.ca/dev-eng/applications	□	□	□

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 	<ul style="list-style-type: none"> Include North arrow for all plans Include Civic Address 			
1. Site Plan: Confirm zoning setbacks, heights, etc.: <ul style="list-style-type: none"> Location of buildings and structures, and the existing driveway, if applicable Covenant Boundaries, Right-of-Ways, or easements (see Title Search) City utilities, such as service connections (sanitary and water), power poles, street signage, and hydrants 	<ul style="list-style-type: none"> Type of curb – rolled curb, barrier curb, curb and sidewalk, separate sidewalk Direction and percentage of slope of driveway, including retaining or drainage. 	■	□	□

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:		



Crane Permit Application

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Project Address/Work Location:				Est. Const. Value:	
				Est. Start Date:	
Type of Crane:	<input type="checkbox"/> Tower Crane	<input type="checkbox"/> Mobile	<input type="checkbox"/> Cherry Picker	<input type="checkbox"/> Boom Life	<input type="checkbox"/> Other:
All Crane Operators are required to have the appropriate crane type credentials as issued by the BC Association for Crane Safety (BCACS) or Fulford CraneSafe. For more information go to http://www.bcacs.ca or https://www.WorkSafeBC.com					
Name Of Operator:			ITA# or CraneSafe #:		
Please Note: Separate approval is required from the Ministry of Transportation to operate your crane within Ministry Right-of-Way. Please contact BC Ministry of Transportation and Infrastructure: 102 Industrial Pl, Penticton, BC V2A 7C8, Phone: 250-490-8200 or visit their website at www.th.gov.bc.ca/permits/index.asp					
Owner					
Name		E-Mail Address		Phone #	
				Cell #	
Address				Fax Number	
City		Province		Postal Code	
Agent (please complete agency agreement form)					
Name		E-Mail Address		Phone #	
				Cell #	
Address				Fax Number	
City		Province		Postal Code	
Contractor (all contractors must have valid COP Business License or Inter-municipal license)					
Name		E-Mail Address		Phone #	
				Cell #	
Address				Fax Number	
City		Province		Postal Code	
Owner/Agent to complete below:					
I hereby apply for a Crane 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.					
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 or agent)		
For Office Use Only:		Distribution:		Zone	
Building Official: _____		<input type="checkbox"/> Building		OCP	
PR # _____		<input type="checkbox"/> Planning		Legal	
		<input type="checkbox"/> Engineering		PID	
		<input type="checkbox"/> Other _____		Date Entered: (by)	



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.