



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 – Exterior Alterations & Decks 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. Please call **Building Department at 250-490-2571** to arrange. **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 Fees and Charges Bylaw –Appendix 4	■	□	□
2. Development Permit (DP) or Variance (DVP) approvals prior to application	Please confirm the Zoning complies for your application, you do not require a DP, and you do not require any variances (DVP) for your 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. Deck Design Details	Complete the Deck Design Details form, if applying for a deck. Drawings are still required.	□	□	□
DRAWINGS:		REQUIREMENTS FOR ALL DRAWINGS:		
<ul style="list-style-type: none"> Provide metric 1:100 or ¼ foot scaled plans Include North arrow for all plans 		<ul style="list-style-type: none"> Include Civic Address One (1) complete copy of each plan is required with permit application 		
6. Site Plan: Confirm zoning setbacks, heights, etc.:	<ul style="list-style-type: none"> Landscape features such as retaining walls, pools, etc. Roof and site drainage, roof overhangs, cantilevers, etc. 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. Parking area, including dimensioned depth and width. 	■	□	□
<ul style="list-style-type: none"> 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. 				
Include any of the following: <ul style="list-style-type: none"> Covenants, easements, and rights-of-ways. 				
7. 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. Location and size of structural elements. Construction of all Wall assemblies. 	<ul style="list-style-type: none"> Effective Insulation values, if required Point loads to foundations (see Engineered Systems). 	■	□	□

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

8. Foundation Plans Show the following: Lay-out showing locations and sizes of footings, walls, columns, slab at grade, thickened slab	All Plans to be fully dimensioned	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Elevations: Show the following: <ul style="list-style-type: none"> • Natural and finished grades. • Storey Elevations related to building grades. • Exterior Cladding, roof finishes. 	All Plans to be fully dimensioned <ul style="list-style-type: none"> • Spatial separation percentage. • Roof drainage • Indicate all window & door openings. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Cross Sections: Min. 2 sections <ul style="list-style-type: none"> • Foundations, wall, floor, roof, ceiling assemblies. • Stair dimensions, height of guards, handrails. 	<ul style="list-style-type: none"> • Fire-resistance & sound ratings, if required. • Effective Insulation Values. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENGINEERING DOCUMENTS AND DRAWINGS: DEPENDING ON THE SCOPE OF THE PROJECT, ENGINEERING REVIEW MAY BE REQUIRED.				
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 <ul style="list-style-type: none"> o Geotechnical review will be required if the lot is in a covenant area. 				
Engineered Systems Note: Not required if provided for on sealed engineered drawings	Provide shop design drawings from suppliers 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"/>

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

Building and Licensing-Development Services Division

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P: (250) 490-2571 | E: 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.

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	

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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): 

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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.

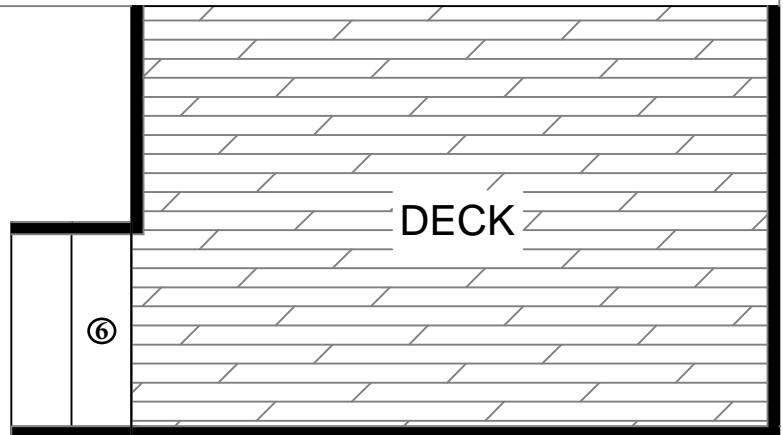
9.13. Every owner shall obtain, prior to the occupancy of a building or part thereof, written permission from the building official to occupy the building or part thereof, pursuant to Part 14.

DECK DESIGN FORM

HOUSE

Site Plan:

Deck size: ft X ft = ft²
 Deck height: ft
 Distance to Property Lines:
 Rear: ft
 Left side: ft
 Right side: ft
 Stairs: Y or No

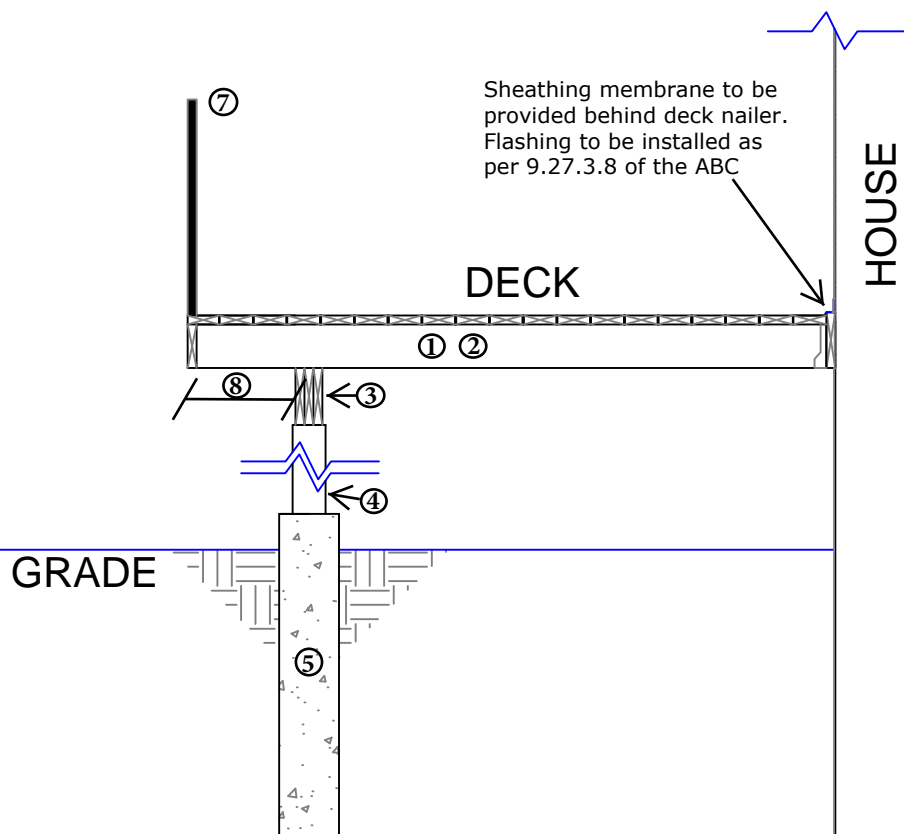


Construction Details:

- ① Joist size:(select one)
 2X6 or
 2X8 or
 2X10 or
 2X12
- ② Joist spacing:(select one)
 12" on centre or
 16" on centre or
 24" on centre
- ③ Beam Size(min 3 PLY):(select one)
 2X8 or
 2X10 or
 2X12
- ④ Post(min 6x6) spacing: ft
- ⑤ Foundation type:(select one)
 *Pile:
 Screw Pile(attach engineering):
- ⑥ Stair(when applicable):
 Min step run: 255mm(10.2")
 Max step rise: 200mm(8")
 Min stair width: 860mm(34.4")
- ⑦ Hand/Guardrail
- ⑧ Joist Overhang:
 Max 18" for 2X6/2X8 Joists
 Max 24" for 2X10/2X12 Joists

Span Table (Span Book 2009, Canadian Wood Council)
 spans based on S-P-F No.1&2

JOIST SIZE	SPAN @ 12" O/C	SPAN @ 16" O/C	SPAN @ 24" OC
2X6	9'-10"	8'-11"	7'-8"
2X8	12'-11"	11'-5"	9'-4"
2X10	16'-1"	13'-11"	11'-5"
2X12	18'-8"	16'-2"	13'-3"
BEAM (3 PLY)	POST SPACING		
2X8	8'-1"		
2X10	9'-11"		
2X12	11'-6"		



***Foundation Notes*:**

Concrete piles (min 9" in diameter) are to be installed not less than the depth of frost penetration and extend 150mm(6") above grade.

Checklist for Residential Deck Submission

Building Permit Requirements

-
1. Building Permit Application Form to be completed by owner. Review Application checklist for all requirements.
 2. Building Permit Agency Agreement to be signed by owner - if a third part is acting on the owners behalf.
 3. Deck Design Form to be completed by owner or builder.
 4. Include drawings of proposed deck, including site plan.

GENERAL REQUIREMENTS:

REQUIRED GUARDRAILS:

On each side of Stair Tread or Deck Floor not protected by a wall that is equal to or greater than 600 mm (2') above adjacent ground level or the adjacent surface within 1.2m(4') of the deck floor has a slope more than 1 in 2.

GUARDRAIL HEIGHTS:

Deck height of 600 mm (2') to 1.8m(5.9'), 900 mm(36") high guards required.

Deck height over 1.8 m(5.9'), 1070 mm(3.5') high guards required.

DESIGN OF GUARDS

Openings in Guards shall not exceed 100 mm(4").

REQUIRED HANDRAILS:

Stairs containg 3 risers or more require a handrail on at least one side

HANDRAIL HEIGHT:

Handrails on stairs shall not be less than 865 mm(34.6") and not more than 1070 mm(32") high.

DESIGN OF HANDRAIL:

A handrail shall have a clearance of not less than 50 mm(2") from any surface behind it. Handrails shall be constructed so as to be continually graspable along the entrie length.

Note: 2x4, or 2x6 on the flat is not permitted hand-rail. Handrail required to be graspable (finger and thumb to wrap around).

FOR ALL STAIR, RAMP, HANDRAIL AND GUARD REQUIREMETNS, PLEASE REFER TO SECTION 9.8 OF THE BC Buidling Code (2018).



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>
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:	File Manager:
Date of Original Building Permit:	Associated Permit No.:

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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