



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 – Solid Fuel Burning Appliance

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.

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. 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. Manufacturers Specifications	Including – Make, Model, and Type CSA # _____ ULC # _____	■	□	□
4. Type of Chimney □ Manufacturer's installation instructions are required to be provided	Indicate type of chimney: <input type="checkbox"/> Factory-Built Chimney <input type="checkbox"/> Site-Built Masonry <input type="checkbox"/> Steel Flue Line (Type of Flue Connector – Single) <input type="checkbox"/> Existing Make, Model, CSA # _____ ULC # _____	■	□	□
5. Indicate if any of the following equipment is located within the house:	<input type="checkbox"/> gas-forced air furnace <input type="checkbox"/> down draft cook-top <input type="checkbox"/> smoke alarms: battery or hard wired (circle one) <input type="checkbox"/> make-up air <input type="checkbox"/> gas-hot water heater <input type="checkbox"/> bath fan <input type="checkbox"/> carbon monoxide detector: plug in or hardwired (please circle one) <input type="checkbox"/> combustion air	■	□	□
6. Plumbing/Mechanical/Energy Worksheet	A completed Plumbing/Mechanical/Energy Worksheet is required for all new construction and alterations.	■	□	□
DRAWINGS:				
REQUIREMENTS FOR ALL DRAWINGS:				
<ul style="list-style-type: none"> • One (1) complete copy of each plan required with permit application • Provide metric 1:100 or ¼ foot scaled plans • Include North arrow for all plans • Include Civic Address 				
7. Floor Plans	All Plans to be fully dimensioned			
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 • Mechanical Room inc. water, electrical. 		■	□	□
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:				

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

Apr2022

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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.



Plumbing/Mechanical/Energy Worksheet

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penticton.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: _____

Applicant:

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

Owner: _____

Company & Contact Name (if app): _____

Address: _____

Unit/House/Street

City

Province

Postal Code

Email: _____ **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): _____ 

Office Use: _____

File Manager: _____

Date of Original Building Permit: _____

Associated Permit No.: _____

Permit: _____

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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