



Building Permit Checklist

Building and Licensing-Development Services Division

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penticton.ca

Building Permit – Solar Panels

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**

Bulletin: Refer to [Building Bulletin - Installation of Solar Panels](#)

Project Address:

Applying for Net Metering?

See www.penticton.ca/electrical/net-metering

Yes

No

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 see refer to Fees and Charges Bylaw – Appendix 4.	■	<input type="checkbox"/>	<input type="checkbox"/>
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.	□	<input type="checkbox"/>	<input type="checkbox"/>
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	□	<input type="checkbox"/>	<input type="checkbox"/>
4. Manufacturer Specifications	Manufacturer data for the proposed product required at time of application	■	<input type="checkbox"/>	<input type="checkbox"/>

PROFESSIONAL DOCUMENTS AND DRAWINGS:

Guides: Structural Reviews: Please refer to [Building Bulletin – When a Structural Engineer is Required.](#)

5. 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 – Structural – component(s) only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Schedule B – Structural <input type="checkbox"/> Sealed drawings from Professional <input type="checkbox"/> Additional documentation: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. 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 type="checkbox"/>	<input type="checkbox"/>

DRAWINGS - REQUIREMENTS FOR ALL DRAWINGS:

- 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. Site Plan: Confirm zoning setbacks, heights, etc.:	<ul style="list-style-type: none"> All heights and setbacks on site plans to be in both metric and imperial. Location of solar panels on the property or location on a building 	<ul style="list-style-type: none"> Include from the <i>proposed</i> structure/location to the property lines. Include from <i>existing</i> structures/location to the property lines 	■	<input type="checkbox"/>	<input type="checkbox"/>
8. Additional Plans: Show the following:	All Plans to be fully dimensioned		■	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Roof plan to show the solar panel location, size, height, and setback from roof edges 				<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:		

City of Penticton Building Bylaw

PART 22. SOLAR PANEL PERMIT

22.1 Without limiting Section 4.3 of this bylaw, a person must not install or alter a solar panel system without making application and receiving a valid building permit.

Application Requirements

22.2 An application for a building permit with respect to solar panel system must

- (a) Be made in the prescribed form and signed by the owner, or a signing officer if the owner is a corporation;
- (b) Pay applicable application fee as prescribed in the City's Fees and Charges Bylaw;
- (c) be accompanied by plans showing the location of the proposed solar panel location in relation to existing buildings on the property in the form of a site plan drawn to scale;
- (d) Construction details for the attachment of the panels to the building and provide a sealed drawing by a registered professional to confirm loading on structural members of building are designed to accommodate the anticipated loads for hot water solar systems and where photo-voltaic systems incorporate a ballast system.

22.3 For hot water systems, compliance with CAN/CSA-F383-87, Installation Code for Solar Domestic Hot Water Systems, as referred to in the British Columbia Building Code.

22.4 Prior to obtaining a permit for a photovoltaic solar panel system with connection to the City's electric system shall enter into a net-metering agreement with the City.

Commissioning

22.5 Prior to operating a solar panel system the owner shall provide:

- (a) Verification from the registered professional of record, where applicable, and
- (b) for photo-voltaic systems a fire safety plan approved by the City of Penticton Fire Department for the identification of shut down procedures in the event of an emergency.



Project Address: _____

Construction Value: \$ _____

Est. Start Date: _____

Permit Type:

Description: (Choose all that apply to this project)

- | | | |
|---|---|---|
| <input type="radio"/> Single Family Dwelling
<input type="radio"/> Manufactured/Mobile Home
<input type="radio"/> Duplex
<input type="radio"/> Multi-Family Residential
<input type="radio"/> Accessory Building
<input type="radio"/> Commercial
<input type="radio"/> Industrial
<input type="radio"/> Institutional | <input type="radio"/> New Construction
<input type="radio"/> Addition*
<input type="radio"/> Alteration/Reno*
<input type="radio"/> Tenant Improvement*
<input type="radio"/> Demolition*
<input type="radio"/> Garage/Carport (detached)
<input type="radio"/> Secondary Suite
<input type="radio"/> Carriage House | <input type="radio"/> Locate/Relocate (home or mobile home)
<input type="radio"/> Driveway (new access or parking area)
<input type="radio"/> Swimming Pool
<input type="radio"/> 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 OCP	Date/ Entered By:

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.



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.