



# DEVELOPMENT PERMIT PROCESS

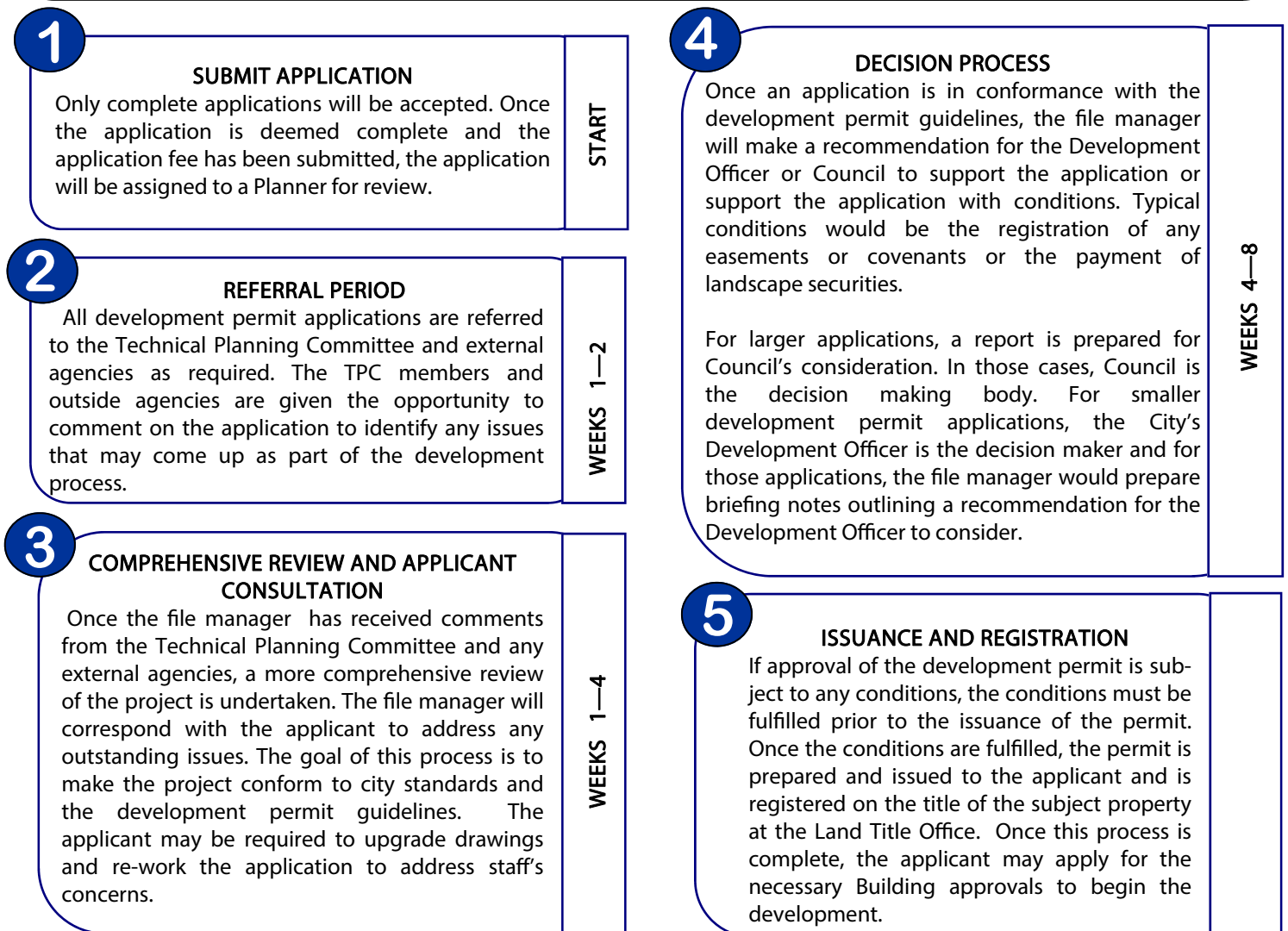
Planning Department-Development Services Division

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

P (250) 490-2501 | E: [planning@penticton.ca](mailto:planning@penticton.ca)

**DEVELOPMENT PERMITS IN GENERAL:** Development Permits allow the municipality to manage the type of development that occurs in specific areas of the city. A set of Development Permit Area Guidelines apply in each area where a Development Permit is required. These guidelines are listed in the city's Official Community Plan and are the basis for staff's analysis of the application. Once a Development Permit is issued, the permit is registered on the title of the property. Development Permits are valid for a two years. If a project is not substantially started within that time period a new application will be required.

**PRIOR TO APPLICATION:** It is the applicant's responsibility to know what permits are required for their development and make all applicable applications. It is also the responsibility of the applicant to know of any special conditions may exist on the subject property. For applications with identified hazards or environmental considerations, additional information is usually required. City staff are available to provide basic background information on any properties in the city. More detailed information, such as geotechnical data or servicing requirements is the requirement of the applicant and their consulting professionals. **Staff suggest that prospective applicants schedule a pre-application meeting to discuss their application prior to detailed plans being prepared.**



**PLEASE NOTE:**

- Processing times vary depending on the complexity of the project and the volume of applications being considered by the Department. The above noted timelines are a rough guide.
- Partial refunds on applications are given if an application is retracted prior to Council consideration or final consideration.