



Building Permit – Temporary Structures Checklist

171 Main St. | Penticton B.C. | V2A 5A9 | www.penticton.ca | 250-490-2501

penticton.ca

Project address: _____

As outlined in Section 3.4 (b) of COP Building Bylaw, the placement or erection of temporary buildings or structures such as sales offices, tents, bleachers, stages must obtain a temporary structures permit. The maximum duration of the permit shall be six months after the date of issuance. All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise. To achieve this level of customer service, staff have been instructed to accept only complete applications which **include plans prepared to professional drafting standards**. Please refer to **Part 7 of the City of Penticton Building Bylaw #94-45 for drawing requirements**.

Required	Received	Required Items (■ - Indicates required items)
■	<input type="checkbox"/>	1. Completed Temporary Structures Application (attached page 2) . Please include construction value of project.
■	<input type="checkbox"/>	2. Application Fee - \$130.00
■	<input type="checkbox"/>	3. Current Title Search (must be current within 30 days) . Sale agreement if new ownership. \$20.00 + GST = \$21.00 if not supplied at time of application.
■	<input type="checkbox"/>	4. Two (2) copies of a Dimensioned Site Plan . (Metric – 1:200 or Engineering – 1"=20' 0" preferred scale) Include all buildings with dimensions, landscape features such as retaining walls, pools, covenants, rights-of-way, easements, etc.
■	<input type="checkbox"/>	5. Two (2) complete sets of plans . (Metric 1:100 or 1/4"= 1 foot preferred scale). To include Floor Plans, Elevations, and structural details related to tents, bleachers or stages. <ul style="list-style-type: none"> <input type="checkbox"/> Engineered Truss, Engineered Floor or Beam Systems, if applicable <input type="checkbox"/> Note that all tent structures shall conform to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films."
The following items may be required for further review (when applicable). Please contact the Building Department at 250 490-2501 if you require further clarification.		
<input type="checkbox"/>	<input type="checkbox"/>	1. Agency Agreement (attached page 3). An Agency agreement is required where a third party (designer or contractor) will be involved in the permit application and or inspection process.
<input type="checkbox"/>	<input type="checkbox"/>	2. Letters of Assurance – Schedule B (Geotechnical or Structural Engineer) <ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Insurance, also required
<input type="checkbox"/>	<input type="checkbox"/>	3. Approved Temporary Use Permit , if required under the Zoning Bylaw
<input type="checkbox"/>	<input type="checkbox"/>	4. Alternate Solutions (if applicable), to be attached

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:		DATE STAMP

Permit applications and inspection status can be tracked through Development Services On-line.

Link to city webpage www.penticton.ca - Community – Resident Services - [Online Services](#)



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Project Address:	Est. Const. Value:
	Est. Start Date:
Permit Type: <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Special Event	Duration of Permit: (#days or months)
Details: (i.e. sales trailer) _____	

Owner

Name	E-Mail Address	Phone #
		Cell #
Address		Fax #
City	Province	Postal Code

Agent (please complete agency agreement form)

Name	E-Mail Address	Phone #
		Cell #
Address		Fax #
City	Province	Postal Code

Contractor (all contractors must have valid COP Business Licence or Inter-municipal licence)

Name	E-Mail Address	Phone #
		Cell #
Address		Fax #
City	Province	Postal Code

Owner/Agent to complete below:

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.

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)
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For Office Use Only: Building Official: _____ PR # _____	Distribution: <input type="checkbox"/> Building <input type="checkbox"/> Planning <input type="checkbox"/> Engineering <input type="checkbox"/> Other _____	Zone	OCP	Date Entered: (by)
		Legal		
		PID		



Agency Agreement

Planning & Building Department – Development Services
 171 Main St. | Penticton B.C. | V2A 5A9
 P: (250) 490-2501 | F: (250) 490-2502
 24 Hour Inspection Line: (250) 490-2511



SUBJECT PROPERTY(IES)	
PID(s) & LEGAL DESCRIPTION(S)	

AGENT'S NAME (& COMPANY NAME)	MAILING ADDRESS

I/We, the **Registered Owner(s)** of the property identified above, hereby appoint the person(s), identified above, as my/our agent with authority to endorse on my/our behalf, applications, documents and/or permits, other than documents to be registered in the Land Title Office, pertaining to the construction of a building, structure, or other improvement in, on, over or under the aforementioned property (the "project") and to represent me/us in all discussions with the City of Penticton and its employees regarding the construction of the building, structure or improvement.

Any correspondence in relation to the project may be sent to the Agent's address indicated above. Yes No

If no, please use this address for all correspondence: _____

The above agent(s) shall be authorized to act on my behalf on the applications below and/or to access the information below (initial all that apply):

APPLICATION	INITIAL	APPLICATION	INITIAL
OCP Amendment Application		Subdivision Permit Application	
Rezoning Application		Strata Conversion Application	
Development Permit Application		Strata Subdivision Application	
Development Variance Application		Building Permit Application**	
Board of Variance Application		Plumbing Permit Application**	
Access to property files		Demolition Permit Application**	
ALR Application		Sign Permit Application**	
Temporary Use Permit Application			

Specific to Building Permit Applications**

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 Development Services Director."

Signature(s) of Registered Owner(s) or Signing Officer(s):

Please Print Name

Signature

Date