



# Building Permit – Secondary Suite or Carriage House Checklist

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

penticton.ca

Project address: \_\_\_\_\_

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.

For more information please refer to the [Carriage House Bulletin](#) and the [Secondary Suite Bulletin](#):

Required	Received	Required Items (■ - Indicates required items)
■	<input type="checkbox"/>	1. <b>Completed Building Permit Application</b> (attached page 2). Please include construction value of project.
■	<input type="checkbox"/>	2. <b>Application Fee - \$175.00</b>
■	<input type="checkbox"/>	3. <b>Completed Plumbing Permit Application.</b>
■	<input type="checkbox"/>	4. <b>Two (2) copies of a Dimensioned Site Plan</b> (Metric - 1:200 or Engineer - 1" = 20' 0" preferred scale). Include all buildings with dimensions, landscape features such as retaining walls and pools, covenants, rights-of-way, easements. Include roof and site drainage.
■	<input type="checkbox"/>	5. <b>Two (2) complete sets of plans.</b> (1/4"=1foot preferred scale). To include Floor Plans, Elevations & minimum one cross section. <input type="checkbox"/> Engineered truss, Engineered floor or beam systems if applicable.
■	<input type="checkbox"/>	6. New Home Registration required for creation of new dwellings – SFD/TFD/Carriage House. Proof of Application to Register a New Home (including Owner Builder projects) at time of permit application – for more information contact BC Housing Consumer Licensing <a href="https://www.bchousing.org/licensing-consumer-services">https://www.bchousing.org/licensing-consumer-services</a> . (Proof of Registration required prior to permit issuance)
■	<input type="checkbox"/>	7. Letters of Assurance (Geotechnical, Structural, etc.) – <u>Review with Building Department prior to application</u> . Geotechnical required for – high water table areas, infill & steep slope properties. Storm water management to be confirmed. - Copy of certificate of insurance required.
<b>The following items may be required for further review (when applicable). Please contact the Building Department at 250 490-2571 if you require further clarification.</b>		
<input type="checkbox"/>	<input type="checkbox"/>	1. <b>Agency Agreement</b> (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. New driveway access, enlargement or relocation? Further reviews maybe required to ensure proposed meets City of Penticton Bylaws.
<input type="checkbox"/>	<input type="checkbox"/>	3. Carriage House Use – Zoning to conform. Note ALR restrictions.
<input type="checkbox"/>	<input type="checkbox"/>	4. Approved Development Permit if required under the Zoning Bylaw.

## Permit Submission (Office Use)

Screened by:	Date:	<input type="checkbox"/> <b>Insufficient information</b> for application as noted – Re-submit
		<input type="checkbox"/> <b>Accepted</b> for Application
Comments:		DATE STAMP



# Building Permit Application

Building and Licensing-Development Services Division

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

P: (250) 490-2571 | E: [buildinginfo@penticton.ca](mailto:buildinginfo@penticton.ca)

penticton.ca

**Project Address:**

**Construction Value:**

**Est. Start Date:**

**Permit Type:**

**Description: (Choose all that apply to this project)**

<input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Manufactured/Mobile Home <input type="checkbox"/> Duplex <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Accessory Building <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional	<input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Reno* <input type="checkbox"/> Tenant Improvement <input type="checkbox"/> Demolition* <input type="checkbox"/> Garage/Carport (detached) <input type="checkbox"/> Secondary Suite <input type="checkbox"/> Carriage House	<input type="checkbox"/> Locate/Relocate (home or mobile home) <input type="checkbox"/> Driveway (new access or parking area) <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Retaining Wall <input type="checkbox"/> <b>Other:</b> _____ <b>Mobile Home(s)/Manufactured Home(s):</b> Registration Number: _____ Serial Number: _____
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**\*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

<b>Agent:</b> (if applicant is other than owner, attached signed Agency Agreement Form required)	Company Name: _____
	Contact Name: _____
	Address: _____ <small>Unit/House/Street City Province Postal Code</small>
	Email: _____ Phone: _____
<b>Property Owner:</b>	Company Name: _____
	Contact Name: _____
	Address: _____ <small>Unit/House/Street City Province Postal Code</small>
	Email: _____ Phone: _____
<b>Builder:</b>	Company Name: _____
	Contact Name: _____
	Address: _____ <small>Unit/House/Street City Province Postal Code</small>
	Email: _____ Phone: _____

<b>Please Print Name (owner/agent):</b>	<b>Signature (owner/agent):</b>
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**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.  
 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.

<b>For Office Use Only:</b> Building Official:	<b>Folder(s):</b> BP #:	<b>Distribution:</b> <input type="checkbox"/> Building <input type="checkbox"/> Planning <input type="checkbox"/> Engineering <input type="checkbox"/> Other _____	<b>Zone</b>	<b>Date/ Entered By:</b>
			<b>OCP</b>	



# 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



# Plumbing Permit – Checklist Single & Two Family Dwellings

(New/Additions/Relocation/Alterations)

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

penticton.ca

Project address: \_\_\_\_\_

## Required Permits

Plumbing permits are required for the installation, extension, alteration, renewal or repair of a plumbing system and work shall conform to the 2012 BC Plumbing Code and City Regulations. Personal performing the work shall:

- a) possess a tradesman’s qualification certification as a plumber,
- b) be an indentured apprentice supervised by a journeyman who meets the criteria set out in Clause (a), or
- c) be a registered owner and occupant or intended occupant of the single family dwelling in which the plumbing work will occur (Does not include secondary suites).

## Application Types (complete page 2 and referred sections to be completed as noted below – fixture counts are required).

This permit application shall be used where water Pipe Sizing for buildings containing One or Two Dwelling Units or Row Houses with Separate Water Service Pipes as regulated under 2.6.3.4 of the 2012 BC Plumbing Code.

- **Single and Two family residential dwellings (new)** applications must **complete Sections A and B**. Homeowner projects must supply a drawing and will be charged an additional fee at time of permit release.
- **Alterations and additions to Residential dwellings** will require **completion of Sections A and B**. Replacing an existing fixture does not require a permit, however relocating a fixture requiring water and sanitary piping changes require inspections.
- **Fire suppression systems** (New or alterations) will require a separate application. [See Fire Sprinkler Permit Application.](#)
- **Water or sanitary services only** – (new and replacement) will require **completion of Sections A and B**. An additional fixture surcharge will be added for buildings not previously connected to City services.

**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.**

Required	Received	Required Items (■ - Indicates required items)															
■	<input type="checkbox"/>	1. <b>Completed Plumbing Permit application form (attached) including plumbing contractors trade qualification and business licence number.</b> Contractors acting on behalf of the registered owner for permit application and inspections (Agent) will be responsible for adhering to the regulations within the City’s Building Bylaw.															
■	<input type="checkbox"/>	2. <b>Application Fee</b> (Refer to COP Fees and Charges Bylaw for all Permit fees) Minimum fee of \$75.00 or \$125.00 depending on persons completing works (non-refundable application up to 10 fixtures). Any remaining balance owing at permit issuance. <table style="margin-left: 20px; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px dotted black;">• <b>Minimum application</b> (up to 10 Fixtures)</td> <td style="border-bottom: 1px dotted black; text-align: right;">Professional Plumbers</td> <td style="border-bottom: 1px dotted black; text-align: right;"><b>\$75.00</b></td> </tr> <tr> <td></td> <td style="text-align: right;">Non-professional</td> <td style="text-align: right;"><b>\$125.00</b></td> </tr> <tr> <td style="border-bottom: 1px dotted black;">• <b>Per Fixture Fee</b> (over 10)</td> <td></td> <td style="border-bottom: 1px dotted black; text-align: right;"><b>\$10.00 each</b></td> </tr> <tr> <td style="border-bottom: 1px dotted black;">• <b>Sanitary/Water service or Alterations</b> with no fixture count changes</td> <td></td> <td style="border-bottom: 1px dotted black; text-align: right;"><b>\$75.00</b></td> </tr> <tr> <td>• Per Fixture for connection for existing plumbing fixtures to City Sewer or Water System</td> <td></td> <td style="text-align: right;"><b>\$1.21 each</b></td> </tr> </table>	• <b>Minimum application</b> (up to 10 Fixtures)	Professional Plumbers	<b>\$75.00</b>		Non-professional	<b>\$125.00</b>	• <b>Per Fixture Fee</b> (over 10)		<b>\$10.00 each</b>	• <b>Sanitary/Water service or Alterations</b> with no fixture count changes		<b>\$75.00</b>	• Per Fixture for connection for existing plumbing fixtures to City Sewer or Water System		<b>\$1.21 each</b>
• <b>Minimum application</b> (up to 10 Fixtures)	Professional Plumbers	<b>\$75.00</b>															
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• <b>Per Fixture Fee</b> (over 10)		<b>\$10.00 each</b>															
• <b>Sanitary/Water service or Alterations</b> with no fixture count changes		<b>\$75.00</b>															
• Per Fixture for connection for existing plumbing fixtures to City Sewer or Water System		<b>\$1.21 each</b>															

The following items may be required for further review (when applicable). Please contact the Building Department at 250- 490-2571 if you require further clarification.

<input type="checkbox"/>	<input type="checkbox"/>	1. <b>Current Title Search</b> (must be current within 30 days) If not submitted at time of application the Building Department can produce for a fee of \$20.00 + GST = \$21.00
<input type="checkbox"/>	<input type="checkbox"/>	2. <b>Total fixture load calculations and servicing sizes.</b>
<input type="checkbox"/>	<input type="checkbox"/>	3. <b>Isometric drawing</b> required if work completed by building owner (Single Family only)

## Permit Submission (Office Use)

Screened by:	Date:	<input type="checkbox"/> <b>Insufficient information</b> for application as noted – Re-submit
Comments:		<input type="checkbox"/> <b>Accepted</b> for Application



# Plumbing Permit Application Single & Two Family Dwellings New/Alterations/Relocations/Additions

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

**penticton.ca**

**Use this form for:** (please refer to Multi-Family/Commercial forms for all other work including backflow devices)

- New One or Two Dwelling Units with Separate Water Service Pipes (with or without suites),
- Alterations and additions to Residential dwellings (other than multi-family),
- Accessory buildings and Carriage homes,
- New and replacement water or sanitary services (show estimated hydraulic load – Section B).

<b>PROJECT ADDRESS:</b>		<b>Est. Const. Value:</b>	
		<b>Est. Start Date:</b>	
<b>Description of Work:</b>			
<input type="checkbox"/> Water/Sewer Service <input type="checkbox"/> New Construction <input type="checkbox"/> Alteration <input type="checkbox"/> Removal <input type="checkbox"/> Other: _____			
<b>OWNER</b>			
Name		E-Mail Address	Phone #
			Cell #
Address		Fax #	
City	Province	Postal Code	
<b>CONTRACTOR</b>			
Contractors applying and coordinating inspections, as an agent, on behalf of an owner will be required to conform to conditions within City Building Bylaw 94-45. All contractors must have valid Trades qualification, COP Business or Inter-municipal licence.			
Name		E-Mail Address	Phone #
<b>Plumber's TQ #:</b>		<b>Bus Lic#:</b>	Cell #
Address		Fax #	
City	Province	Postal Code	
<b>Owner/Agent to complete below:</b>			
I/We hereby make application under provisions of pertinent Bylaws for permission to install or alter plumbing in the above building and agree to conform to all the requirements of the said Bylaws and all other Statutes and Bylaws in force in the City, and to indemnify and keep harmless the City against all claims, liabilities, judgments, costs and expenses of whatever kind which, in any way, accrue against the said City in consequence of, and incidental to, the granting of this Permit if issued.			
<b>Please Print Name (owner/contractor)</b>		<b>Signature (owner or contractor)</b>	
<b>For Office Use Only:</b>	<b>Distribution:</b>	Zone	OCP
Building Official: _____	<input type="checkbox"/> Building	Date Entered: (by)	
BP# _____	<input type="checkbox"/> Planning		
	<input type="checkbox"/> Engineering		
	<input type="checkbox"/> Other _____	Legal	
		PID	

<b>A. Total Number of Fixtures (new and alterations):</b>							
					<b>For Service Size</b>	<b>For Office Confirmation</b>	
<b>Fixture Type</b>	<b>Existing</b>	<b>Deleted</b>	<b>New</b>	<b>Total Fixture</b>	<b>Hydraulic Load P/F/U – 2012 BCPC</b>	<b>Total Hydraulic Load</b>	<b>Reviewed</b>
<b>BATHROOMS:</b>							
Bathtubs (with or without shower head)					1.4		
Shower (standalone)					1.4		
Water Closet (toilet)					2.2		
Lavatory (bathroom sink)					0.7		
<b>KITCHEN:</b>							
Kitchen Sink					1.4		
Dishwasher (domestic)					1.4		
Bar Sink					1.0		
<b>LAUNDRY:</b>							
Clothes washer					1.4		
Laundry Sink (1 or 2 compartments)					1.4		
<b>MISCELLANEOUS:</b>							
Hose Bibb – ½"(outside tap)					2.5		
Hose Bibb – hot & cold					2.5		
Floor Drains					NA		
Other:							
Other:							
<b>TOTALS:</b>							
<b>FIRE SPRINKLERS:</b>	Please complete a separate "Fire Sprinkler" Application and note total hydraulic loads						

<b>B. Service Sizing (new and alternations including replacement of services)</b>							
<b>WATER PIPE SERVICE</b>	<b>Size of Water Pipe (inch)</b>		<b>1/2"</b>	<b>3/4"</b>	<b>1"</b>	<b>1 ¼"</b>	
	<b>Max Hydraulic Load</b>		<b>7</b>	<b>16</b>	<b>31</b>	<b>57</b>	
<b>Total Hydraulic load calculation:</b>		<b>Size of Pipe required:</b>			<b>Pipe Material:</b>		
<b>SEWER CONNECTION – Size and material to conform to 2012 BC Plumbing code – Section 2.4 Drainage Systems.</b>							
Size of pipe & material:				Sump pump installed:		Yes	No
On-Site Waste Water Sys. Installer:				Backwater valve required:		Yes	No
<b>METER SIZE (SFD or Duplex)</b>							
<b>Size of Water Meter</b>		3/4" Type T-10 Neptune			1" Type T-10 Neptune		
<b>Hydraulic Load, fixture units</b>		54			130		
<b>Total Fixture Unit Load for Dwelling Unit:</b>		<b>Size of Water Service Pipe from Property Line to House:</b>			<b>Size of Water Meter:</b>		

## What is a secondary suite?

A secondary suite is a self-contained, accessory dwelling unit located within a single detached dwelling or duplex, which is used as a residence by one (1) or more persons living as a household, with self-contained sleeping, living, cooking and sanitary facilities and that has direct access to the outside, without passing through any part of the principal residence.

## When is a business licence required?

Prior to the rental of a secondary suite a business licence must be obtained from the City's Business Licence Department. It is the owner's responsibility to renew the business licence yearly.

## Where are secondary suites permitted?

Secondary suites are permitted within a single detached dwellings and duplexes in any of the following zones:

Rural Zones	Urban Residential Zones
FG (Forestry and Grazing)	R1 (Large Lot Residential)
A (Agriculture)	R2 (Small Lot Residential)
RC (Country Residential)	R3 (Small Lot Residential: Lane)
	RD1 (Duplex Housing)
	RD2 (Duplex Housing: Lane)
	RM1 (Low Density Cluster Housing)

## What are the zoning regulations that apply to secondary suites?

City of Penticton Zoning Bylaw 2011-23 has a number of regulations which encourage the successful integration of secondary suites into the city. Adherence to these regulations must be shown on building plans drawn to scale and including a compliance table:

Development Regulations	
Maximum gross floor area:	90m <sup>2</sup> or 40% of the habitable floor area of the building, whichever is less.
Minimum gross floor area:	32m <sup>2</sup>
Amenity space:	15m <sup>2</sup>
Parking:	One (1) space in addition to the required parking for the single detached dwelling or duplex dwelling.
Limitations of Suites	
Only one (1) secondary suite shall be permitted per single detached dwelling or duplex unit.	
Strata Title	
A secondary suite may not be sited or located on a separate parcel from the principle residence or be created as a strata lot within a single detached dwelling.	

**Building Permit approval:** Prior to constructing a secondary suite, a building permit and/or plumbing permit must be issued. Applications for building permit approval are made through the City of Penticton

Building Department and must include sufficient information for City staff to evaluate the plans against the BC Building Code requirements for secondary suites. Some of the things that building officials will be looking for are interconnected smoke and carbon monoxide detectors, proper fire separation between the suite and the principal dwelling and suitable access and egress, upon other items.

The Building Department will require the following materials prior to accepting an application for building permit approval:

- A completed building permit application package
- State of Title Certificate (including any restrictive covenants and easements)
- Agency agreement (if the property owner wishes to assign an agent to make the application on their behalf)
- Two (2) sets of plans, including a site plan and floor plan of the suite AND of the principal dwelling

An application package may be picked up at City Hall (171 Main Street, Penticton) or downloaded on-line. It is recommended that the applicant speak with a staff member from the Building Department prior to making a formal application to go over the expectations of the application documentation. Building Department staff can be reached at 250-490-2501. Inspections will be conducted to ensure compliance with BC Building Code requirements.

### **How can I legalize a pre-existing suite?**

Getting an occupancy permit for a pre-existing suite is a similar process to constructing a new suite. Evidence must be provided that the suite generally conforms to the BC Building Code requirements for secondary suites. This is done through the building permit process spoken to above. Plans must be provided that show that the work that was done was completed in-line with the BC Building Code. Alternatively, a report from a registered professional confirming that the suite meets the minimum health and safety standards may be submitted with the building permit application. Either way, an inspection of the existing suite by a city Building Inspector will be required before the suite can legally be occupied.

### **What is the cost for a secondary suite building permit application?**

The cost for a building permit is based on the value of construction; so the price will vary based on the amount of work to be done. When an application for building permit is made, an application fee of \$150.00 must accompany the application. If the construction cost is such that the permit fee is higher than \$150.00 then the remainder is due at the time that the permit is ready to be picked up.

### **Speak with your neighbours:**

Prior to making plans to create a secondary suite, it is recommended that property owners speak with neighbouring property owners and residents and take into consideration any concerns they may have into the plans. Integrate parking and amenity areas in a way that will not infringe on the privacy of neighbouring residents or in a way that changes the character of the existing neighbourhood. City staff are available to help with planning for your suite.

### **Bylaw enforcement:**

Please be advised that City of Penticton Bylaw Enforcement Officers will be actively enforcing the secondary suite regulations. Property owners who operate secondary suites without City approvals will be subject to bylaw enforcement, which may include fines and decommissioning the suite.

For further information, please contact the City of Penticton Development Services Department at (250) 490-2501 or [development@penticton.ca](mailto:development@penticton.ca).