



Building Permit– Commercial Checklist Tenant Improvement/Interior Renovation

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. 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 Building Permit Application (attached page 2). Please include construction value of project.
■	<input type="checkbox"/>	2. Application Fee - \$175.00
■	<input type="checkbox"/>	3. Two (2) copies of a Dimensioned Site Plan (Metric - 1:200 or Engineer - 1" = 20' 0" preferred scale). A key plan showing existing commercial unit layout may be sufficient for tenant alterations. The creation or modification of units will require addressing reviews. See item 10 below.
■	<input type="checkbox"/>	4. Two (2) complete sets of plans. (Metric 1:100 or 1/4"=1foot preferred scale). To include Floor Plans, Elevations & details, minimum one cross section. a. <input type="checkbox"/> Engineered truss, Engineered floor or beam systems if applicable.
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. Agency Agreement (attached). 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. HPO registration (if creating a residential unit).
<input type="checkbox"/>	<input type="checkbox"/>	3. Energy Performance Analysis- New and significant renovations or additions to Part 3 Buildings <input type="checkbox"/> 2011 National Energy Code for Buildings (NECB) <input type="checkbox"/> ASHRAE 90.1 (2010)
<input type="checkbox"/>	<input type="checkbox"/>	4. Plumbing permit for installation of new or alterations to existing including backflow devices.
<input type="checkbox"/>	<input type="checkbox"/>	5. Completed Sprinkler Permit Application, if new sprinkler or modification proposed
<input type="checkbox"/>	<input type="checkbox"/>	6. Letters of Assurance –Schedule B's for (Geotechnical , Structural, Mechanical, Electrical, etc). <input type="checkbox"/> Certificate of insurance also required. Please note that structural additions or alterations (such as a mezzanine) for commercial or multi-family projects will require the review of a Structural Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	7. Approved Development Permit if required under the Zoning Bylaw.
<input type="checkbox"/>	<input type="checkbox"/>	8. Confirmation of Design in Accordance with Development Permit. (attach if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	9. On-site sewer information required. (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	10. One (1) set reduced drawings – 8 ½ x 11 or 11 x 17 for addressing (for unit numbering)
<input type="checkbox"/>	<input type="checkbox"/>	11. Roof truss & floor system layouts & engineered beam designs (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	12. Alternate solutions. Please attach if applicable.

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



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

penticton.ca

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**

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: _____

Please Print Name (owner/agent):

Signature (owner/agent):



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.

For Office Use Only:

Building Official:

Folder(s):

BP #:

Distribution:

- ☐ Building
- ☐ Planning
- ☐ Engineering
- ☐ Other _____

Zone

OCP

Date/ Entered By:



Effective Date: November 1, 2018

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. 2018-01;
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.