Building Permit Checklist

Building and Licensing-Development Services Division
171 Main St. | Penticton B.C. | V2A 5A9
P: (250) 490-2571 | E: applybuildingpermit@penticton.ca

penticton.ca

Building Permit – Locate/Relocate Mobile Home Checklist

Moving, Removal and Placing of Mobile Homes.

Please note, more than one application may be necessary depending on the situation. 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.**

Project Address:		Office Use Only

Complete Steps 1-6 for all moving, removal and placing of mobile homes.

Please see our "Workflow to Relocate a Mobile Home" for the entire permit process including requirements with other departments and authorities.

DOCUMENTS: (■ Required at time of application / ⊡ May be required)			Submitted	Accepted
1. Completed and Signed Building Permit Application	Please include construction value of project. Please include value of project, mobile home registration number and serial number. For current application fee refer to Fees and Charges Bylaw – Appendix 4.	■	☐	☐
2. Development Permit (DP) or Variance (DVP) Approvals	Please confirm your application complies with Zoning and does not require a DP, or any variances. If Planning applications required, approvals are required prior to application.	■	☐	☐
3. Building Permit Agency Agreement	**If** a third party is representing the owner of the property for building permits, a signed and completed Agency form is required.	⊡	☐	☐
4. Site Plan (Dimensioned) Preferred scale: Metric - 1:200 or Engineer - 1" = 20' 0"	**Provide one (1) copy.** Include all buildings with dimensions, landscape features such as retaining walls and pools, covenants, rights-of-way, easements. Include location of refuse bin locations if applicable.	■	☐	☐
5. Road Closure Permit: Construction Road Closure Application	Required if you need to use part or all of a City road, boulevard or sidewalk for construction, (not open to the public). Submit to development@penticton.ca	⊡	☐	☐
6. Schedule G – Road Permit	Public works and Electrical will confirm a safe route for transport. Submit to publicworks@penticton.ca or call 250-490-2500	■	☐	☐
Moving a Mobile Home (Relocate) (additional steps for removing a mobile home):				
7. Security Deposit	**See refer to** Fees and Charges Bylaw–Appendix 4. Required prior to permit release. Deposit will be returned once permit conditions are met and permit file completed.	■	☐	☐
8. Utilities Department	Prior to permit issuance, the utility CUSTOMER must apply to "finalize" the utility billing account. Applications are to be made at the "Utility" counter on the Main Floor of City Hall.	■	☐	☐
9. Tax Department	Prior to permit issuance, the owner must finalize any taxes owing.	■	☐	☐
Placing a Mobile Home (Locate) (additional steps for placing a mobile home):				
10. Plumbing and Trade Permit	A Plumbing permit is required for all mobile home installations.	■	☐	☐
Demolishing a Mobile Home:				
11. Demolition Permit	If existing mobile home is being demolished, please complete demolition permit. If a new mobile home is going to be placed in the existing location the "Locate/Relocate Permit" application is required.	■	☐	☐

Permit Submission (Office Use)

Screened by:	Date:	☐ **Insufficient information** for application as noted – Re-submit ☐ **Accepted** for Application
Comments:		

Workflow to Relocate a Mobile Home

Method



By Mail In Person

STEP 1 **AT THE BUILDING DEPARTMENT:**

Apply for "Locate/Relocate" Permit
Please see fees & documents required on the checklist.

STEP 2 **AT THE UTILITIES DEPARTMENT:**

Account holder must request to disconnect services. Please allow time for this to occur. Wait times vary based on request volume.

STEP 3 **AT THE TAX DEPARTMENT:**

Finalize any taxes owing.

STEP 4 **AT THE BUILDING DEPARTMENT:**

$500 Security Deposit due and "Locate/Relocate Permit" will be issued.

STEP 5 **AT TAX DEPARTMENT**

Obtain Collector's Certificate for Transport Purposes.

STEP 6 **AT THE CITY YARD (616 Okanagan Avenue)**

Apply for Schedule G: Road Permit (no fee applies) Public Works & Electrical will confirm a safe route for transport.

STEP 7 **AT SERVICE BC (40 Calgary Avenue):**

Take Collector's Certificate to Service BC in order to receive a permit to "Transport a Manufactured Home". More info at: www.bcregistryservices.gov.bc.ca/bcreg/mhrpg/faq.page#mhr-move-home/q

STEP 8 **AT THE BUILDING DEPARTMENT:**

Follow Permit instructions for inspection process.

STEP 9 **AT THE BUILDING DEPARTMENT:**

Once Inspections are complete, the Security Deposit will be refunded and the Completion Certificate will be issued.

PERMIT CLOSED

Workflow for a Demolition Permit

Method

By Mail | In Person

STEP 1 **AT THE BUILDING DEPARTMENT:**

Apply for "Demolition Permit"
Please see fees & documents required on the checklist.

STEP 2 **AT THE UTILITIES DEPARTMENT:**

Arrange to disconnect your services. Please consider any remediation work required before water & electrical are disconnected

Physical disconnections for electrical and water meters will be carried out. Please allow time for this to occur. Wait times vary based on request volume.

Confirmation of disconnection for electrical and water will be issued internally to the Building Department.

STEP 3 **ARRANGE FOR GAS DISCONNECTION:**

Please contact Fortis BC
1-888-224-2710

STEP 4 **AT THE BUILDING DEPARTMENT:**

$500 Security Deposit due.
Demolition Permit will be issued.
Inspection process to follow.

STEP 5 **AT THE BUILDING DEPARTMENT:**

Once Inspection is complete, the Security Deposit will be refunded and the Completion Certificate will be issued

PERMIT CLOSED

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	○ New Construction	○ Locate/Relocate (home or mobile home)
○ Manufactured/Mobile Home	○ Addition*	○ Driveway (new access or parking area)
○ Duplex	○ Alteration/Reno*	○ Swimming Pool
○ Multi-Family Residential	○ Tenant Improvement*	○ Retaining Wall
○ Accessory Building	○ Demolition*	**Other:**
○ Commercial	○ Garage/Carport (detached)	**Mobile Home(s)/Manufactured Home(s):**
○ Industrial	○ Secondary Suite	Registration Number:
○ Institutional	○ Carriage House	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:** ☐ Building ☐ Planning ☐ Engineering ☐ 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.

Building Permit Agency Agreement

Building and Licensing-Development Services Division
171 Main St. | Penticton B.C. | V2A 5A9
P: (250) 490-2571 | E: buildinginfo@penticton.ca

penticton.ca

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.

Forms are updated periodically. Please ensure you have the most recent edition **Sept2021**

SCHEDULE "G"
CITY OF PENTICTON
TRAFFIC BYLAW #94-39

penticton.ca

APPLICATION: FOR OVERSIZE, OVERLOAD, OVERWEIGHT & RESTRICTED ROUTE PERMIT

Registered Owner Name: _____

Property Address: Unit # _____

Moving Company Name: _____

Applicant: _____ Date: _____
Address: _____
Phone: _____ Email: _____
Purpose: _____
Proposed Route: _____
_____
_____

Time & Date: _____ Make of Truck: _____ License #: _____

OVERALL Length: _____ Width: _____ Height: _____ G.V.W.: _____ Axel Weight: _____

EXCESS Gross Weight: _____ Specify Oversize Length: _____ Width: _____ & Height: _____

FEE: for Oversize Vehicle ☐ Pilot Car Required: YES ☐ NO ☐
for Overload Vehicle ☐ for Overweight Vehicle ☐

City of Penticton
616 Okanagan Avenue East
Penticton, BC V2A 3K6

Phone: (250) 490-2500
Fax: (250) 490-2557

Application: Approved ☐
Rejected ☐

_____ _____
Public Works Manager Date

_____ _____
Electrical Manager Date

Additional Requirements:
_____
_____

copy to: Sam Adams, Collections

I acknowledge this permit does not exempt me from the rules and regulations of the Provincial Motor Vehicle Act. Also, I assume responsibility of any damage or expense which in the opinion of the Public Works Manager has been caused by the above noted extraordinary traffic and agree I will pay the City of Penticton for said damage or expense.

**Please note that utility companies Telus and Shaw will need to be contacted by the applicant directly.*

_____
Signature of Applicant

Date: _____

_____
Print Name

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