



# Building Permit Checklist

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

## Building Permit – Pools (New Construction or Structural Repairs)

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 (such as setbacks) and permitted uses for properties within those designations. See [Pool Permit Bulletin](#).

| Project Address:   |  | Office Use Only |                          |                          |
|--|--|-----------------|--------------------------|--------------------------|
| DOCUMENTS: (■ Required at time of application / □ May be required) |  |                 | Submitted                | Accepted                 |
| 1. Completed and Signed Building Permit Application                | Please include construction value of project. For current application fee refer to <a href="#">Fees and Charges Bylaw</a> –Appendix 4.   | ■               | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Building Permit Agency Agreement                                | If a third party is representing the owner of the property for building permits, a signed and completed Agreement form is required.  | □               | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Owner’s Acknowledgement Form                                    | All permit applications that include a new foundation or the use of heavy equipment on the property must include a signed Owner’s Acknowledgement Form   | ■               | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Manufacturer’s Engineers Stamped Pool Drawings                  | Required for pre-manufactured pools  | ■               | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Site Disclosure Statements or Site Profile Waiver               | Rezoning, Development Permits, Subdivision, and Building Permits (where soil disturbance is likely to occur) are triggers for a <a href="#">Site Disclosure Statement</a> . Properties with current, or a history of, specified industrial and commercial uses are required to submit the Site Disclosure Statement. | □               | <input type="checkbox"/> | <input type="checkbox"/> |
|  | <a href="#">Site Disclosure Waiver</a> – If an applicant is not submitting a Site Disclosure Statement under the Environmental Management Act to submit a Site Disclosure Waiver   |                 |                          |                          |

## ENGINEERING DOCUMENTS AND DRAWINGS:

Guides: Geotechnical Reviews: Please refer to [Geotechnical Requirements Bulletin](#)

|   |  |   |                          |                          |
|---|--|---|--------------------------|--------------------------|
| 6. Letters of Assurance (LOA)<br><ul style="list-style-type: none"> <li>Schedule B is required from a registered professional when one has been retained or if during the plan review it is determined by the Building Officials.</li> <li>All Letters of Assurance also require a copy of Certificate of Insurance from each Professional</li> </ul> | Schedule B – Geotechnical - (Temporary/Permanent)  | □ | <input type="checkbox"/> | <input type="checkbox"/> |
|   | Schedule B – Plumbing (Roof/Site and Foundation systems)<br><input type="checkbox"/> Excavation and Storm Management plan<br><input type="checkbox"/> Geotechnical Site Report (when applicable) | □ | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Engineered Systems<br>Note: Not required if provided for on sealed engineered drawings   | Provide shop design drawings for all roof truss, floor and beam designs at time of application submission. All point loads to be indicated on floor plans to foundations.                        | □ | <input type="checkbox"/> | <input type="checkbox"/> |

## DRAWINGS:

|   |   |   |                          |                          |
|---|---|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> <li>One (1) complete copy of each plan is required with permit application</li> <li>Provide metric 1:100 or ¼ foot scaled plans</li> </ul>   | <ul style="list-style-type: none"> <li>Include North arrow for all plans</li> <li>Include Civic Address</li> </ul>  |   |                          |                          |
| 8. Site Plan:<br>Confirm zoning setbacks, heights, etc.:<br><ul style="list-style-type: none"> <li>All heights and setbacks on site plans to be in both metric and imperial.</li> <li>From the proposed structure to the property lines.</li> </ul> | <ul style="list-style-type: none"> <li>Pool size, shape and height above grade</li> <li>Surrounding above-ground deck and construction</li> <li>Fence and gates (location and heights)</li> </ul> | ■ | <input type="checkbox"/> | <input type="checkbox"/> |

Checklists are updated periodically. Please ensure you have the most recent edition

Office Use: 1490-09 Forms Management\Building Dept\Application Packages\Swimming Pools\2020 Checklist for Pools.docx

Apr2022

|  |  |                                     |                          |                          |
|--|--|-------------------------------------|--------------------------|--------------------------|
| <ul style="list-style-type: none"> <li>From existing structures to the property lines.</li> <li>Covenants, easements, and rights-of-ways.</li> </ul> <b>Show the following:</b> <ul style="list-style-type: none"> <li>Include any retaining walls.</li> </ul> | <ul style="list-style-type: none"> <li>Location of chlorinator and equipment</li> <li>Location of space heating and ventilation equipment (indoor only)</li> </ul> |                                     |                          |                          |
| <b>9. Cross Sections: Min. 1 sections</b> <ul style="list-style-type: none"> <li>Foundations, walls, decks and retaining walls</li> </ul>  | <ul style="list-style-type: none"> <li>Lot lines</li> </ul>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Permit Submission (Office Use)**

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

## ***Excerpt from City of Penticton Building Bylaw – Section 20***

20.1 Without limiting Section 6.3 of this bylaw, a person must not construct, or structurally repair, a pool without making application and receiving a valid building permit.

### **Application Requirements**

- 20.2 An application for a building permit with respect to a pool permit must:
- (a) be made in the prescribed form and signed by the owner, or a signing officer if the owner is a corporation;
  - (b) pay applicable application fee as prescribed in the City's Fees and Charges Bylaw;
  - (c) provide a site plan showing the location and distances of the proposed pool and any accessory buildings in relation to existing buildings on the property;
  - (d) construction details for the pool and the proposed method of enclosure of the pool area; and
  - (e) approval of design from the Local Health Authority having jurisdiction, if the pool is accessible for public use.

### **Professional Design**

20.3 In accordance with Section 11.3 of this Bylaw, professional design and field reviews may be required, subject to the complexity of the design and the condition of soils where the pool is to be located.

### **Fencing**

- 20.4 A swimming pool, including a spa or hot tub must be enclosed within a fence constructed without footholds or grips that children may use to climb into the enclosed area, having a minimum height of 1.22m and no openings greater than 100mm at their greatest dimension. Where the access to the swimming pool is from a dwelling located on the same property as the swimming pool, the access may be directly from the dwelling.
- 20.5 The fence or equivalent barrier referred to in Section 16.1 shall be of chain link type material, solid material with a flat vertical surface, or vertically oriented material.
- 20.6 A swimming pool fence or equivalent temporary barrier shall be in place, inspected and approved prior to placing the water in a pool.

### **Pool Gate**

- 20.7 Access through a fence enclosing a swimming pool, spa or hot tub must be only through a self-closing and self-latching gate designed and constructed or installed so as to cause the gate to return to a closed position when not in use and secured by a latch located on the swimming pool, spa or hot tub side of the gate.
- 20.8 All openings or gates in the fence or barrier shall be locked closed when not in use.

### **Spa or Hot Tub Lid**

20.9 In lieu of a fence, a spa or hot tub may be covered with a locking cover, which would prevent unauthorized access to the water.

### **Above Ground Pools**

20.10 A swimming pool which is located above ground and has vertical sides of at least 1.2m may be protected from access by fencing the access ladder to limit access, with a child resistant self-closing and self-latching gate through the fence.

### **Maintenance**

20.11 A person may not use or occupy a swimming pool, including a spa or hot tub unless the owner or occupier of property on or in which a pool, spa or hot tub is located maintains every fence or cover required under Sections 20.4 to 20.10 in good order, and without limitation maintains and repairs in good order at all times all sagging gates, loose parts, torn mesh, missing materials, worn latches, locks or broken or binding members.

### **Leaks or Other Failures**

20.12 A person may not obtain a valid and subsisting building permit for or use or occupy a pool without first delivering to the building official at the time of the building permit application an opinion of a registered professional that the design of the pool will not cause or result in leaks or other failures of the pool.

### **Drainage**

20.13 Drainage from pools must be contained and disposed of on the same property as the pool is located and discharged to ground where practical to do so.

### **Public Pools**

20.14 Pools intended for public use shall not be occupied until an Operating Permit for the pool has been issued by the Local Health Authority.



# Building Permit Application

Building and Licensing-Development Services Division

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

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

pentiction.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

**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.

|   |                            |  |                               |                          |
|---|----------------------------|--|-------------------------------|--------------------------|
| <b>Please Print Name (owner/agent):</b>           |                            | <b>Signature (owner/agent):</b>   |                               |                          |
| <b>For Office Use Only:</b><br>Building Official: | <b>Folder(s):</b><br>BP #: | <b>Distribution:</b><br><input type="checkbox"/> Building<br><input type="checkbox"/> Planning<br><input type="checkbox"/> Engineering<br><input type="checkbox"/> Other _____ | <b>Zone</b><br><br><b>OCP</b> | <b>Date/ Entered By:</b> |

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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. 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.

If I am an owner of a partial ownership interest in property, I hereby represent and warrant to the City of Penticton that I am duly authorized by each owner who holds an interest in the property to sign this Building Permit Agency Agreement on their behalf.

A duly authorized registered owner 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: \_\_\_\_\_

|                                     |   |
|-------------------------------------|---|
| <b>Please Print Name (owner 1):</b> | <b>Signature (owner 1):</b>  |
| <b>Please Print Name (owner 2):</b> | <b>Signature (owner 2):</b>  |

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.



**Owner's Acknowledgement**

**TO: CITY OF PENTICTON**

**FROM:** \_\_\_\_\_

(Owner/Agent)

**Applicant is:**  OWNER  AGENT

**CIVIC ADDRESS:** \_\_\_\_\_

I acknowledge I am the owner/owner's agent of the above noted property.

I acknowledge that I have read Part 9 – Owners Obligations of Building [Bylaw 2021-21](#)(see the reverse side of this memo). I further acknowledge that I understand the definition of damage with respect to the depositing of dirt, debris, and other material on the road right of way.

I understand that as owner of the property noted above under section 9.5 and 9.6, I am responsible for the cost of repair and/or cleanup of any damage to City works or property that occurs as a result of the construction on my property. If I am an owner of a partial interest in the property, I hereby represent and warrant to the City of Penticton that I am duly authorized by each owner who holds an interest in the property to provide this acknowledgement of responsibility on their behalf.

I understand that if the damage is not corrected within the time limit set by the inspector, the City will repair and/or cleanup the damage. Further, if the invoice for the cleanup is not paid within 30 days the amount will be added to the property taxes.

I understand a security deposit with the City of Penticton in accordance with Sections 14.19 and 14.20 *may be* required to protect against damages if I am working (excavation or construction) on lands within 3.0 meters of works or services owned by the City.

**Please Select One:**

- 1. I have inspected the City works and property adjacent to my property and find it in good condition and I observed no damage.
- 2. I have inspected the City works and property adjacent to my property and found the following damage (ex. Broken sidewalk, laneway cracked, etc.).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(If there is any existing damage, report it to the Building Official prior to commencing any work.)

**Please Print Name (owner/agent):**

**Signature (owner/agent):**



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## **PART 9. OWNER'S RESPONSIBILITIES**

### **Owner's Obligations**

9.1. Every owner must

- (a) comply with the Building Code, the requirements of this bylaw and the conditions of a permit, and must not omit any work required by the Building Code, this bylaw or the conditions of a permit;
- (b) ensure that all permits, all plans and specifications and supporting documents on which a permit was based, all municipal inspection certificates, and all professional field reviews are available at the site of the work for inspection during working hours of the building official, and that all permits are posted conspicuously on the site during the entire execution of the work; and
- (c) prior to the issuance of a building permit, execute and submit to the City an owner's undertaking in the prescribed form, where required by the building official.

9.2. Every owner and every owner's agent, must carry out construction or have the construction carried out in accordance with the requirements of the Building Code, this bylaw and other bylaws of the City and none of the issuance of a permit under this bylaw, the review of plans and supporting documents, or inspections made by a building official or a registered professional shall relieve the owner, or his or her agent, from full and sole responsibility to perform the work in strict accordance with this bylaw, the Building Code and all other applicable codes, standards and enactments.

9.3. Every owner must allow a building official to enter any building or premises at any reasonable time to administer and enforce this bylaw.

9.4. Every owner to whom a permit is issued must, during construction,

- (a) post a civic address on the property so that it may be easily read from the public highway from which the property takes its address;
- (b) post the permit placard on the property so that it may be easily read from the public highway from which the property takes its address;
- (c) provide building officials with safe access to the work site and all areas requiring inspection.

### **Damage to Municipal Works**

9.5. Every owner to whom a permit is issued is responsible for the cost to repair any damage to municipal works or land that occurs during and arises directly or indirectly from the work authorized by the permit.

9.6. In addition to payment of the security deposit under City bylaws, every owner must pay to the City, within 30 days of receiving an invoice for same from the City, the cost to repair any damage to public property or works located on public property arising directly or indirectly for which a permit was issued.

### **Notice**

9.7. Every owner must, at least 24 hours prior to commencing work at a building site, give written or online notice to a building official of the date on which the owner intends to begin such work.

9.8. Every owner must give written or online to a building official of any change in or termination of engagement of a registered professional, including coordinating registered professional, during construction, within 24 hours of when the change or termination occurs.

9.9. If an owner or a registered professional terminates the engagement of the registered professional, including a coordinating registered professional, the owner must terminate all work under a building permit until the owner has engaged a new registered professional, including a coordinating registered professional, and has delivered to a building official new letters of assurance in the form of a Schedule A and or B as outlined in the Building Code.

9.10. Without limiting Sections 14.45 to 14.50, every owner must give at least 24 hours' online or written notice to a building official

- (a) of intent to do work that is required or ordered to be corrected during construction;
- (b) of intent to cover work that is required under this bylaw to be, or has been ordered to be inspected prior to covering; and
- (c) when work has been completed so that a final inspection can be made.

9.11. Every owner must give notice in writing to a building official and pay the non-refundable fee set out in the City's Fees & Charges Bylaw immediately upon any change in ownership or change in the address of the owner, which occurs prior to the issuance of an occupancy permit.

9.12. Every owner must give such other notice to a building official as may be required by the building official or by a provision of this bylaw.

9.13. Every owner shall obtain, prior to the occupancy of a building or part thereof, written permission from the building official to occupy the building or part thereof, pursuant to Part 14.





# Site Disclosure Waiver

Planning Department-Development Services Division  
171 Main St. | Penticton B.C. | V2A 5A9  
P: (250) 490-2501 | E: [planning@pentiction.ca](mailto:planning@pentiction.ca)



January 1, 2024

The City of Penticton requires applicants who **are not** submitting a Site Disclosure Statement under the *Environmental Management Act* to submit a "Site Disclosure Waiver".

A Site Disclosure Statement is required if you know, or reasonably should know, that a site has been used or is currently used for industrial or commercial purposes or activities as outlined in [Schedule 2](#) of the Contaminated Sites Regulation. For more information on Site Disclosure Statements, please visit the [Ministry of Environment's](#) website.

If you are not required to submit a Site Disclosure Statement under the Environmental Management Act, please complete the waiver below.

| REASON FOR SUBMISSION                |                                 |   |  |
|--------------------------------------|---------------------------------|---|--|
| <input type="checkbox"/> Subdivision | <input type="checkbox"/> Rezone | <input type="checkbox"/> Development Permit | <input type="checkbox"/> Building Permit |
| ADDRESS(es) OF SUBJECT PROPERTY(IES) |                                 |   |  |
|                                      |                                 |   |  |
|                                      |                                 |   |  |
| PID(s) & LEGAL DESCRIPTION(S)        |                                 |   |  |
|                                      |                                 |   |  |
|                                      |                                 |   |  |

Based on my personal knowledge of the property, and such investigations as I deemed necessary, there has been no prior use, or current use, of the said property for any industrial or commercial activity and more particularly, the industrial or commercial activities referred to in [Schedule 2](#) of the Contaminated Sites Regulation. Accordingly, I elect not to complete and submit a Site Disclosure Statement.

I further acknowledge that this election does not remove any liability, which may otherwise be applicable under the legislation.

Applicant/Agent Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_

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