



# Building Permit Checklist

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

## Building Permit – Solar Panels

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**

**Bulletin:** Refer to [Building Bulletin - Installation of Solar Panels](#)

<b>Project Address:</b>		<b>Office Use Only</b>	
-------------------------	--	------------------------	--

<b>DOCUMENTS:</b> (■ Required at time of application / □ May be required)		Submitted	Accepted
<b>1. Completed and Signed Building Permit Application</b>	Please include construction value of project. For current fees refer to <a href="http://www.pentiction.ca/permits/payments">www.pentiction.ca/permits/payments</a>	■	□
<b>2. Building Permit Agency Agreement</b>	If a third party is representing the owner of the property for building permits, a signed and completed Agreement form is required.	□	□
<b>3. Owner's Acknowledgement Form</b>	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	□	□
<b>4. Manufacturer Specifications</b>	Manufacturer data for the proposed product required at time of application	■	□
<b>5. Net Metering</b> ( <a href="https://www.pentiction.ca/electrical/net-metering">https://www.pentiction.ca/electrical/net-metering</a> )	Net Metering Application (Page 60-62)	□	□
	Schedule A (page 68)	□	□

## PROFESSIONAL DOCUMENTS AND DRAWINGS:

**Guides: Structural Reviews:** Please refer to [Building Bulletin – When a Structural Engineer is Required.](#)

<b>6. Letters of Assurance (LOA)</b> <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>	<b>Schedule B – Structural – component(s) only</b>	□	□	□
	<b>Schedule B – Structural</b> <input type="checkbox"/> Sealed drawings from Professional <input type="checkbox"/> Additional documentation: _____	□	□	□
<b>7. Engineered Systems</b> 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. <b>All point loads over 4000 lbs to be shown on shop drawings.</b>	□	□	□

## DRAWINGS - REQUIREMENTS FOR ALL DRAWINGS (Provide metric 1:100 or ¼ foot scaled plans):

<ul style="list-style-type: none"> <li>One (1) complete copy of each plan required with permit application</li> </ul>	<ul style="list-style-type: none"> <li>Include North arrow for all plans</li> <li>Include Civic Address</li> </ul>			
<b>8. Site Plan:</b> Confirm zoning setbacks, heights, etc.: <ul style="list-style-type: none"> <li>All heights and setbacks on site plans to be in both metric and imperial.</li> <li>Location of solar panels on the property or location on a building</li> </ul>	<ul style="list-style-type: none"> <li>Include from the <i>proposed</i> structure/location to the property lines.</li> <li>Include from <i>existing</i> structures/location to the property lines</li> </ul>	■	□	□
<b>9. Additional Plans:</b> Show the following: <ul style="list-style-type: none"> <li>Roof plan to show the solar panel location, size, height, and setback from roof edges</li> <li>Single Line Diagram for Electric Utility review</li> </ul>	All Plans to be fully dimensioned	■	□	□

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:		

## *City of Penticton Building Bylaw*

### **PART 22. SOLAR PANEL PERMIT**

22.1 Without limiting Section 4.3 of this bylaw, a person must not install or alter a solar panel system without making application and receiving a valid building permit.

#### **Application Requirements**

22.2 An application for a building permit with respect to solar panel system 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) be accompanied by plans showing the location of the proposed solar panel location in relation to existing buildings on the property in the form of a site plan drawn to scale;
- (d) Construction details for the attachment of the panels to the building and provide a sealed drawing by a registered professional to confirm loading on structural members of building are designed to accommodate the anticipated loads for hot water solar systems and where photo-voltaic systems incorporate a ballast system.

22.3 For hot water systems, compliance with CAN/CSA-F383-87, Installation Code for Solar Domestic Hot Water Systems, as referred to in the British Columbia Building Code.

22.4 Prior to obtaining a permit for a photovoltaic solar panel system with connection to the City's electric system shall enter into a net-metering agreement with the City.

#### **Commissioning**

22.5 Prior to operating a solar panel system the owner shall provide:

- (a) Verification from the registered professional of record, where applicable, and
- (b) for photo-voltaic systems a fire safety plan approved by the City of Penticton Fire Department for the identification of shut down procedures in the event of an emergency.



**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> 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>
			OCP	

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.



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: \_\_\_\_\_

<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.)

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

## **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.

# NET METERING INFORMATION PACKAGE

(this package reflects bylaws in effect as of March 19, 2019)





### Application for Net Metering

The following information is required by The City of Penticton for each request for an interconnected Net Metering System. This form shall be submitted to:

**The City of Penticton**  
**Building Dept.**  
171 Main St.  
Penticton, BC V2A 5A9

**NOTE:** Prior to completing this application, the applicant should read and be familiar with the following documents (available in a comprehensive Net Metering Application package – contact [250-490-2535](tel:250-490-2535) to receive a copy of the package or download from the City website at <https://www.penticton.ca/EN/main/departments/electricity/net-metering.html>):

- The current City of Penticton Electric Utility Services Bylaw
- The current City of Penticton Fees & Charges Bylaw
- The City of Penticton Net Metering & Interconnection Guidelines
- The City of Penticton Net Metering Interconnection Agreement

The City of Penticton Electric Utility reserves the right to request any additional information from the applicant prior to the approval of this application.

Will the Net Metering System be installed as part of a new or existing service? (Check one and list service size)

New  Existing  Service Size \_\_\_\_\_ amps Service Voltage \_\_\_\_\_ volts

### **Applicant Information**

Customer Name: \_\_\_\_\_

Customer Address: Street \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Bus. Phone Number: ( ) \_\_\_\_\_ Home Phone Number: ( ) \_\_\_\_\_

Mailing Address (If different from above):

Street: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_



**Consultant, Contractor or Installer**

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

Phone Number: \_\_\_\_\_

**Site Information**

Site Location: (address) \_\_\_\_\_

City of Penticton Electrical Account #: \_\_\_\_\_ City of Penticton Electrical Meter #: \_\_\_\_\_

Anticipated Date of Interconnection: \_\_\_\_\_

Utility Accessible Manual Disconnect Location: \_\_\_\_\_

**Generator Specifics (as applicable)**

Generator Type (Synchronous, Induction, Inverter): \_\_\_\_\_

Energy Resource (Wind, Solar, Hydro, Biogas): \_\_\_\_\_

Photovoltaic Panel Manufacturer and Model: \_\_\_\_\_

Wind Turbine/Generator Manufacturer and Model: \_\_\_\_\_

Micro-turbine Manufacturer and Model: \_\_\_\_\_

Nominal Ratings (kW, kVA, Volts, Power Factor): \_\_\_\_\_

Single or Three Phase: \_\_\_\_\_

**Grid-Tie Inverter (if applicable)**

Make \_\_\_\_\_ Model \_\_\_\_\_

Rated Capacity \_\_\_\_\_ Output Voltage \_\_\_\_\_ 1 or 3 Phase: \_\_\_\_\_

Storage Batteries: Yes No (circle one)



**Line Diagram and Site Plan**

It is the policy of The City of Penticton that a line diagram of the installation and a site plan be sent in with every application. When submitting, be sure that the drawings are securely fastened to this document (a staple, binder, etc.).

**Owner Certification**

I hereby certify that this application form has been filled out correctly and accurately.

Owner (signed): \_\_\_\_\_

Date signed: \_\_\_\_\_

**SCHEDULE "A"**

**Section 1 Customer Information**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
City of Penticton Account Number (from Utility Bill, if known): \_\_\_\_\_

**Section 2 Net-Metering Facility Information**

Generator Size (Kw AC): \_\_\_\_\_ Inverter Manufacturer: \_\_\_\_\_  
Inverter Model #: \_\_\_\_\_ Inverter Location: \_\_\_\_\_  
PV Module Brand & Model No. (if applicable): \_\_\_\_\_

**Section 3 Certification(s)**

The Net Metering System of the above described Customer meets the requirements of the City of Penticton Electric Utility Services Bylaw.

Signature (Vendor or Installer): \_\_\_\_\_ Date: \_\_\_\_\_  
Name (Printed): \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_