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

penticton.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

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 fees refer to www.penticton.ca/permits/payments	■	☐	☐
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.	⊡	☐	☐
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	⊡	☐	☐
4. Manufacturer Specifications	Manufacturer data for the proposed product required at time of application	■	☐	☐
5. Net Metering (https://www.penticton.ca/electrical/net-metering)	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.				
6. Letters of Assurance (LOA) • 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. • All Letters of Assurance also require a copy of Certificate of Insurance from each Professional	**Schedule B – Structural** – component(s) only	☐	☐	☐
	Schedule B – Structural ☐ Sealed drawings from Professional ☐ Additional documentation: _____	☐	☐	☐
7. Engineered Systems 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 over 4000 lbs to be shown on shop drawings.**	⊡	☐	☐
DRAWINGS - REQUIREMENTS FOR ALL DRAWINGS (Provide metric 1:100 or ¼ foot scaled plans):				
• One (1) complete copy of each plan required with permit application • Include North arrow for all plans • Include Civic Address				
8. Site Plan: **Confirm zoning setbacks, heights, etc.:** • All heights and setbacks on site plans to be in both metric and imperial. • Location of solar panels on the property or location on a building	• Include from the *proposed* structure/location to the property lines. • Include from *existing* structures/location to the property lines	■	☐	☐
9. Additional Plans: All Plans to be fully dimensioned **Show the following:** • Roof plan to show the solar panel location, size, height, and setback from roof edges • Single Line Diagram for Electric Utility review		■	☐	☐

Checklists are updated periodically. Please ensure you have the most recent edition **Apr2025**

Permit Submission (Office Use)		
Screened by:	Date:	☐ **Insufficient information** for application as noted – Re-submit ☐ **Accepted** 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.

Building Permit Application

Building and Licensing-Development Services Division
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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**

Owner's Acknowledgement Form

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

penticton.ca

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):

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 be 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.

penticton.ca

NET METERING INFORMATION PACKAGE

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



Electric Utility
616 Okanagan Ave. E.
Penticton, B.C., V2A 3K6

Phone: 250-490-2535
Fax: 250-490-0270

penticton.ca

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 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: _____