



# 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 – Driveway Access

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.

<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 application fee see <b>"Building Department Fee Schedule"</b>	■	□	□
<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	■	□	□

## PROFESSIONAL DOCUMENTS AND DRAWINGS:

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

<b>4. 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> </ul>	<b>Schedule B – Geotechnical</b> <ul style="list-style-type: none"> <li>□ Sealed drawings from Professional</li> <li>□ Additional documentation: _____</li> <li>□ All Letters of Assurance also require a copy of Certificate of Insurance from each Professional</li> </ul>	□	□	□
---	---	---	---	---

## DRAWINGS - REQUIREMENTS FOR ALL DRAWINGS:

- Two complete copies of each plan(s) required with permit application
- Provide metric 1:100 or ¼ foot scaled plans
- Include North arrow for all plans
- Include Civic Address

<b>5. Site Plan:</b> <b>Confirm zoning setbacks, heights, etc.:</b> <ul style="list-style-type: none"> <li>Location of buildings and structures, and the existing driveway, if applicable</li> <li>Covenant Boundaries, Right-of-Ways, or easements (see Title Search)</li> <li>City utilities, such as service connections (sanitary and water), power poles, street signage, and hydrants</li> </ul>	<ul style="list-style-type: none"> <li>Type of curb – rolled curb, barrier curb, curb and sidewalk, separate sidewalk</li> <li>Direction and percentage of slope of driveway, including retaining or drainage.</li> </ul>	■	□	□
---	---	---	---	---

## 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:		



**Project Address:**

**Construction Value:**

**Est. Start Date:**

**Permit Type:**

**Description: (Choose all that apply to this project)**

<input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Manufactured/Mobile Home <input type="checkbox"/> Duplex <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Accessory Building <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional	<input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Reno* <input type="checkbox"/> Tenant Improvement <input type="checkbox"/> Demolition* <input type="checkbox"/> Garage/Carport (detached) <input type="checkbox"/> Secondary Suite <input type="checkbox"/> Carriage House	<input type="checkbox"/> Locate/Relocate (home or mobile home) <input type="checkbox"/> Driveway (new access or parking area) <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Retaining Wall <input type="checkbox"/> <b>Other:</b> _____ <b>Mobile Home(s)/Manufactured Home(s):</b> 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

<b>Agent:</b> (if applicant is other than owner, attached signed Agency Agreement Form required)	Company Name: _____
	Contact Name: _____
	Address: _____ <small>Unit/House/Street City Province Postal Code</small>
	Email: _____ Phone: _____
<b>Property Owner:</b>	Company Name: _____
	Contact Name: _____
	Address: _____ <small>Unit/House/Street City Province Postal Code</small>
	Email: _____ Phone: _____
<b>Builder:</b>	Company Name: _____
	Contact Name: _____
	Address: _____ <small>Unit/House/Street City Province Postal Code</small>
	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.

<b>For Office Use Only:</b> Building Official:	<b>Folder(s):</b> BP #:	<b>Distribution:</b>	<b>Zone</b>	<b>Date/ Entered By:</b>
		<input type="checkbox"/> Building <input type="checkbox"/> Planning <input type="checkbox"/> Engineering <input type="checkbox"/> Other	OCP	



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: \_\_\_\_\_

<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 2018-01](#) (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.

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 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.