



# 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 – Fire Alarm Installation

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.**

<b>Project Address:</b>			
<b>Building Name:</b>			<b>Office Use Only</b>
<b>DOCUMENTS:</b> ( <input checked="" type="checkbox"/> Required at time of application / <input type="checkbox"/> 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 " <a href="#">Building Department Fee Schedule</a> "	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### ENGINEERING DOCUMENTS AND DRAWINGS:

<b>Guides and References:</b>	<ul style="list-style-type: none"> <li>BC BuildingCode 2018</li> <li>BC Fire Code 2018</li> <li>CAN/ULC-S524-14 Standard for Installation of Fire Alarm Systems</li> </ul>	<ul style="list-style-type: none"> <li>CAN/ULC-S537-13 Standard for Verification of Fire Alarm Systems</li> <li>CAN/ULC-S536-13 Standard for inspection and Testing of Fire Alarm Systems</li> <li>A detailed scope of work may be required from a Registered Professional depending on the complexity of the Fire Alarm System install or upgrade.</li> </ul>			
<b>2. Letters of Assurance (LOA)</b>	<ul style="list-style-type: none"> <li>Schedule B is required from a registered professional</li> <li>All Letters of Assurance also require a copy of Certificate of Insurance from each Professional</li> </ul>	<b>Schedule B – Architect</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Schedule B – Electrical</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### DRAWINGS:

<b>REQUIREMENTS FOR ALL DRAWINGS:</b>	<ul style="list-style-type: none"> <li>Two complete copies of each plan(s) required with permit application</li> </ul>	<ul style="list-style-type: none"> <li>Provide metric 1:100 or ¼ foot scaled plans</li> <li>Include North arrow for all plans</li> <li>Include Civic Address</li> </ul>
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<b>3. Electrical System Plans</b>	<ul style="list-style-type: none"> <li>Design of Electrical system sealed by Registered Professional</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Equipment Information</b>	<ul style="list-style-type: none"> <li>Manufacturers product specifications</li> <li>Compatibility with existing Equipment (Registered Professional may need to confirm)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Fire Department informed</b>	<ul style="list-style-type: none"> <li><a href="mailto:pentictonfireinspectors@penticton.ca">pentictonfireinspectors@penticton.ca</a></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</b> for application as noted – Re-submit <input type="checkbox"/> <b>Accepted</b> for Application
Comments:		



# Building Permit Application

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

**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.

**For Office Use Only:**

Building Official:

**Folder(s):**

BP #:

**Distribution:**

- Building
- Planning
- Engineering
- Other \_\_\_\_\_

**Zone**

**OCP**

**Date/ Entered By:**



# Building Department Fee Schedule

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See [Fees and Charges Bylaw No. 2014-07](#) for Comprehensive List of Fees, Charges, and Fines.

Fees can be paid by cheque, debit or cash

Effective January 1, 2021

Building Permit Fees		Fee	✓
<b>Building Permit Application Fee</b> A non-refundable deposit is required at time of building permit application and will be credited towards total amount of Building Permit Fee		\$185.00	<input type="checkbox"/>
<b>Permit Fees</b> Based on Construction Value (CV)	\$1.00 - \$25,000	\$185.00 Flat Fee	<input type="checkbox"/>
	\$25,000.01 - \$500,000	\$185.00 + \$12.00 per \$1000 of CV	<input type="checkbox"/>
	\$500,001 - \$1,500,000	\$6185.00 + \$11.00 per \$1000 of CV	<input type="checkbox"/>
	Over \$1,500,000	\$17,185.00 + \$10.00 per \$1,000 of CV	<input type="checkbox"/>
<b>Foundation Permit – Complex Buildings</b> Additional application to above grade Building Permit, plus additional fee shall be charged based on estimated cost of construction		\$185.00 + CV	<input type="checkbox"/>
<b>Permit Fee Reductions</b>			
Building Permits - Registered Professionals (Standard Buildings)		<ul style="list-style-type: none"> <li>10% for every Registered Professional (RP) Discipline up to 20% maximum</li> </ul>	<input type="checkbox"/>
Building & Plumbing Permits - Registered Professionals (Complex Buildings)		<ul style="list-style-type: none"> <li>5% if Registered Professional (RP) discipline (including RPC if used)</li> </ul>	<input type="checkbox"/>
BC Energy Step Code reduction for residential projects designed and certified to Step 04		<ul style="list-style-type: none"> <li>5%</li> </ul>	<input type="checkbox"/>
Mid-construction blow door test refund for all new Simple (Part 9) residential projects, issued as of January 1, 2020		\$250 (per residential building)	<input type="checkbox"/>
<b>Demolition Fee</b>			
Demolition Fee		\$185.00	<input type="checkbox"/>
Delay Demolition Security Deposit		\$1,000.00	<input type="checkbox"/>
<b>Flat Fee Building Permits</b>			
Secondary Suite		\$410.00	<input type="checkbox"/>
Solar Panels		\$185.00	<input type="checkbox"/>
Pool Permit (Private)		\$185.00	<input type="checkbox"/>
Install Fireplace/Stove or Chimney		\$185.00	<input type="checkbox"/>
Crane Permits		\$185.00	<input type="checkbox"/>
Earthworks Permits		\$265.00	<input type="checkbox"/>
Blasting Permit		\$265.00	<input type="checkbox"/>

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

Jan 2021

Locating/Relocating a Building or Structure		
Minimum Fee for relocating an existing building or structure, modular home or manufactured home, plus	\$265.00	<input type="checkbox"/>
Minimum Fee for relocating/placement of an existing building or manufactured home, plus	\$1,070.00	<input type="checkbox"/>
Additional Building Permit Fee for new work on site for foundations, cribbing, etc.	Calculated as per CV	<input type="checkbox"/>
Security Deposits		
Foundation Only Permit Security Deposit (Complex Buildings Only)	\$25,000.00	<input type="checkbox"/>
Temporary Building Permit Security	\$500.00 or 10% of the value of temporary building, whichever is greater	<input type="checkbox"/>
Partial Occupancy Security Deposit	\$500.00 or 10% of the original value of the building permit fee.	<input type="checkbox"/>
Relocating a home, including manufactured home	\$530.00	<input type="checkbox"/>
Trade Permits and Fees (for Site Plumbing, see Fees and Charges Bylaw)		
Plumbing Permits		
Minimum Application (up to 10 fixtures)	\$82.00	<input type="checkbox"/>
Per Fixture 10+	\$10.50	<input type="checkbox"/>
Alteration to existing system where no fixture count changes	\$82.00	<input type="checkbox"/>
Mechanical Permits		
New or Replacement of Mechanical System in a Single or Two Family Dwelling	\$85.00	<input type="checkbox"/>
New/Replacement of Spray booth or Commercial Cooking Ventilation System	\$265.00	<input type="checkbox"/>
Sprinkler Permits (Inc. Site Works)		
Minimum Application (up to 10 sprinkler heads)	\$185.00	<input type="checkbox"/>
For each additional sprinkler head	\$2.25 / each	<input type="checkbox"/>
For each Siamese connection, standpipe, hose cabinet, hose outlet	\$25.50 / each	<input type="checkbox"/>
First 15 m of underground fire lines of portion thereof, plus	\$77.50	<input type="checkbox"/>
For each additional 15 m of fire lines of portion thereof	\$25.50	<input type="checkbox"/>
Each private fire hydrant on private property	\$25.50/each	<input type="checkbox"/>
<b>Plumbing Permit Homeowner Surcharge</b> Surcharge for Single Family new construction and renovation projects completed by home owners	\$50.00 or 25% (whichever is greater)	<input type="checkbox"/>
Additional and Other Administrative Fees		
<b>Plan Check Fee</b> For review of revised drawings where more than two plan checks have been submitted or substantial changes to the approved design during construction that requires additional Building Code or Zoning Reviews	\$110.00 per hour (plus GST)	<input type="checkbox"/>
<b>Re-Inspection Penalty</b> Where more than two inspections have been called for. Fee must be paid in full prior to any additional inspections or completion certificate granted.	\$185.00 (plus GST)	<input type="checkbox"/>
<b>Alternative Building Code Solutions Review</b> Fee per alternate solution or substantial revision to approved alternate solution	\$215.00 (plus GST)	<input type="checkbox"/>
<b>Preliminary Application Reviews</b> For Stratifications and potential change of use inquiries, file searches and / or site inspections prior to permit applications.	\$265.00	<input type="checkbox"/>
<b>Change of Use or Occupancy when a Building Permit is not required</b>	\$185.00	<input type="checkbox"/>
<b>After hours inspections</b> Or permit application review (min. one hour)	\$185.00 for first hour and \$85.00 for every subsequent hour (plus GST)	<input type="checkbox"/>
<b>Permit Extension Fee</b> When existing Building Permit has expired.	\$110.00 or 10% of original permit fee(s), whichever is greater	<input type="checkbox"/>
<b>Permit Transfer Fee</b>	\$110.00 (plus GST)	<input type="checkbox"/>