



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 – Interior Alterations Checklist – Residential Only

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. We highly recommend a **pre-application meeting** to discuss your project, determine the application requirements and potentially arrange a site visit. Please call **Building Department at 250-490-2571** to arrange. **ALL Builders/Contractors to have current City of Penticton Business Licence or an OSICBL.**

- If you are proposing a [Secondary Suite](#) or [Carriage House](#), see respective application packages.
- If you are proposing interior alterations to a commercial or industrial building see [Tenant Improvement Application](#) package.

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 see " Building Department Fee Schedule "	■	□
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. Plumbing/Mechanical/Energy Worksheet	A completed Plumbing/Mechanical/Energy Worksheet is required for all new construction and alterations.	■	□
5. Hazardous Materials Report Form	Required for all applications where the proposed works include alterations or renovations within an existing structure.	■	□
6. Letter of confirmation from Strata Council	Required for projects within stratified residential buildings.	□	□

ENGINEERING DOCUMENTS AND DRAWINGS:

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

7. Letters of Assurance (LOA) <ul style="list-style-type: none"> 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 – Geotechnical - (Temporary/Permanent)	□	□	□
	Schedule B – Plumbing (Roof/Site and Foundation systems) <input type="checkbox"/> Excavation and Storm Management plan <input type="checkbox"/> Geotechnical Site Report (when applicable)	□	□	□
	Schedule B – Structural – component(s) only	□	□	□
	Schedule B – Structural <input type="checkbox"/> Sealed drawings from Professional <input type="checkbox"/> Additional documentation: _____	□	□	□
8. 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 to be indicated on floor plans to foundations.	□	□	□

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

9. Floor Plans All Plans to be fully dimensioned Show the following: <ul style="list-style-type: none"> Must include the existing layout and the proposed layout with building area(s) Label all room names. Size of all windows and doors. Include all plumbing, existing and proposed. Mechanical Room inc. water, electrical. 	■	□	□
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Permit Submission (Office Use)

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



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:



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: _____

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.



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):



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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.



Plumbing/Mechanical/Energy Worksheet

Building and Licensing-Development Services Division

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

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penticton.ca

Plumbing/Mechanical/Energy Worksheet

Project Address: _____

Confirmation of Mechanical System:

Heating System (9.32 BCBC):

- Forced Air
- Hydronic
- Elec. Baseboards
- Split Ductless
- Other? Please describe: _____

Ventilation System (9.32 BCBC)

- Option 1 – Integrated Forced Air
- Option 2 – HRV
- Option 3 – CRV
- Option 4 - Passive

Energy Efficiency (9.36 BCBC) Select your method of 1, 2 or 3

1. Prescriptive Method

- a. Show Effective RSI assembly values for all exterior assemblies Yes No
- b. Are there any proposed simple tradeoffs? Yes No
(see 9.36.2.11 BCBC)
If yes, please provide calculations and show on drawings

2. Performance modeling path – 9.36.5 BCBC

Information package provided? Yes No

3. National Energy Code (NECB) Compliance Method

If yes, please provide calculations Yes No

Plumbing System

Location of water meter station _____

See Standard Detail S-W15 for minimum requirements

Contacts (if known at time of application)

Mechanical Contractor

Company Name: _____

Contact Name: _____

Address: _____
Unit/House/Street City Province Postal Code

Email: _____ Phone: _____

Plumbing Contractor

Company Name: _____

Contact Name: _____

Address: _____
Unit/House/Street City Province Postal Code

Email: _____ Phone: _____

Hazardous Materials Report Form

This form is to be completed and submitted in association with an application for a Building Permit where the proposed works include **alterations or renovations within an existing structure**.

The information provided here is intended to assist the Building Official in determining if a Hazardous Material Survey (HMS) in compliance with WorkSafeBC guidelines has been completed. If an HMS has *not* been completed the Building Official will request further information regarding the scope of the project and the presence of any potentially asbestos-containing materials prior to the entry of the structure. If deemed necessary, a Building Official may ask that an HMS be produced. If it cannot be produced, the Building Official may stop the inspection to ensure his/her safety.

Project Address: _____

Building Permit No.: _____

Applicant: (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: _____

Was the Existing Building constructed prior to 1990?

Yes No

Has a Hazardous Material Survey (HMS) as per WorkSafeBC Guideline 6.6-3 been completed for this structure?

Yes No

Please note, if an HMS has been completed, documentation including the survey and evidence that the material was removed and disposed of properly must be available and produced upon request for inspection purposes. Once the hazardous materials are removed, an "All Clear" must be posted, which signifies the dwelling is safe to enter.

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: <input type="checkbox"/> Building <input type="checkbox"/> Planning <input type="checkbox"/> Engineering <input type="checkbox"/> Other _____	Zone	Date/ Entered By:
			OCP	Date of Original BP:

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Building Department Fee Schedule

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pentiction.ca

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	✓
Building Permit Application Fee 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"/>
Permit Fees 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"/>
Foundation Permit – Complex Buildings 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"/>
Permit Fee Reductions			
Building Permits - Registered Professionals (Standard Buildings)		<ul style="list-style-type: none"> 10% for every Registered Professional (RP) Discipline up to 20% maximum 	<input type="checkbox"/>
Building & Plumbing Permits - Registered Professionals (Complex Buildings)		<ul style="list-style-type: none"> 5% if Registered Professional (RP) discipline (including RPC if used) 	<input type="checkbox"/>
BC Energy Step Code reduction for residential projects designed and certified to Step 04		<ul style="list-style-type: none"> 5% 	<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"/>
Demolition Fee			
Demolition Fee		\$185.00	<input type="checkbox"/>
Delay Demolition Security Deposit		\$1,000.00	<input type="checkbox"/>
Flat Fee Building Permits			
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"/>
Plumbing Permit Homeowner Surcharge 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		
Plan Check Fee 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"/>
Re-Inspection Penalty 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"/>
Alternative Building Code Solutions Review Fee per alternate solution or substantial revision to approved alternate solution	\$215.00 (plus GST)	<input type="checkbox"/>
Preliminary Application Reviews For Stratifications and potential change of use inquiries, file searches and / or site inspections prior to permit applications.	\$265.00	<input type="checkbox"/>
Change of Use or Occupancy when a Building Permit is not required	\$185.00	<input type="checkbox"/>
After hours inspections Or permit application review (min. one hour)	\$185.00 for first hour and \$85.00 for every subsequent hour (plus GST)	<input type="checkbox"/>
Permit Extension Fee When existing Building Permit has expired.	\$110.00 or 10% of original permit fee(s), whichever is greater	<input type="checkbox"/>
Permit Transfer Fee	\$110.00 (plus GST)	<input type="checkbox"/>