



# Building Permit– Commercial Checklist Tenant Improvement/Interior Renovation

171 Main St. | Penticton B.C. | V2A 5A9 | www.penticton.ca | 250-490-2501

penticton.ca

Project address: \_\_\_\_\_

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise. To achieve this level of customer service, staff have been instructed to accept only complete applications which include plans prepared to professional drafting standards. Please refer to Part 7 of the City of Penticton Building Bylaw #94-45 for drawing requirements.

Required	Received	Required Items (■ - Indicates required items)
■	<input type="checkbox"/>	1. <b>Completed Building Permit Application (attached page 2).</b> Please include construction value of project.
■	<input type="checkbox"/>	2. <b>Application Fee - For current application fee see "Building Department Fee Schedule" (attached)</b>
■	<input type="checkbox"/>	3. <b>Two (2) copies of a Dimensioned Site Plan</b> (Metric - 1:200 or Engineer - 1" = 20' 0" preferred scale). A key plan showing existing commercial unit layout may be sufficient for tenant alterations. The creation or modification of units will require addressing reviews. See item 10 below.
■	<input type="checkbox"/>	4. <b>Two (2) complete sets of plans.</b> (Metric 1:100 or 1/4"=1foot preferred scale). To include Floor Plans, Elevations & details, minimum one cross section. <ul style="list-style-type: none"> <li>a. <input type="checkbox"/> Engineered truss, Engineered floor or beam systems if applicable.</li> </ul>
<b>The following items may be required for further review (when applicable). Please contact the Building Department at 250 490-2571 if you require further clarification.</b>		
<input type="checkbox"/>	<input type="checkbox"/>	1. <b>Agency Agreement</b> (attached). An Agency agreement is required where a third party (designer or contractor) will be involved in the permit application and or inspection process.
<input type="checkbox"/>	<input type="checkbox"/>	2. <b>HPO registration</b> (if creating a residential unit).
<input type="checkbox"/>	<input type="checkbox"/>	3. <b>Energy Performance Analysis-</b> New and significant renovations or additions to Part 3 Buildings <input type="checkbox"/> 2011 National Energy Code for Buildings (NECB) <input type="checkbox"/> ASHRAE 90.1 (2010)
<input type="checkbox"/>	<input type="checkbox"/>	4. Plumbing permit for installation of new or alterations to existing including backflow devices.
<input type="checkbox"/>	<input type="checkbox"/>	5. Completed Sprinkler Permit Application, if new sprinkler or modification proposed
<input type="checkbox"/>	<input type="checkbox"/>	6. Letters of Assurance –Schedule B's for (Geotechnical , Structural, Mechanical, Electrical, etc). <input type="checkbox"/> Certificate of insurance also required. Please note that structural additions or alterations (such as a mezzanine) for commercial or multi-family projects will require the review of a Structural Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	7. Approved Development Permit if required under the Zoning Bylaw.
<input type="checkbox"/>	<input type="checkbox"/>	8. Confirmation of Design in Accordance with Development Permit. (attach if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	9. On-site sewer information required. (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	10. One (1) set reduced drawings – 8 ½ x 11 or 11 x 17 for addressing (for unit numbering)
<input type="checkbox"/>	<input type="checkbox"/>	11. Roof truss & floor system layouts & engineered beam designs (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	12. Alternate solutions. Please attach if applicable.

**Permit Submission (Office Use)**

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



# Building Permit Application

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

**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: _____
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**\*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: _____

<b>Please Print Name (owner/agent):</b>	<b>Signature (owner/agent):</b>
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**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> <input type="checkbox"/> Building <input type="checkbox"/> Planning <input type="checkbox"/> Engineering <input type="checkbox"/> Other _____	<b>Zone</b>  <b>OCP</b>	<b>Date/ Entered By:</b>
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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.



# Building Department Fee Schedule

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

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"/>