

## Temporary Process for Building Permits Drawing Submittal

City Hall is moving to implement a full digital building permit submission system but for now, in person applications are still necessary. During this period of transition, we are encouraging the submission of digital drawings for our review and use in issuing building permits.

We are open to the public from 9am to 4pm. However, arranging an appointment to submit permit applications and drawings to Development Services Staff is recommended especially for large or complex projects.

### Pre-Application Review:

**Questioning if your application is complete or have questions?** Pre-Application meetings are being performed via video conferencing, teleconferencing or in person. Having your proposed plans and documents ready helps us provide better feedback and can help move your application forward.

- a. See our webpage for application packages, which include a checklist of requirements:  
<https://penticton.ca/bpapplications>
- b. Email the Building Dept at [permitapply@penticton.ca](mailto:permitapply@penticton.ca) with your pre-application plans. In the **subject line please use "Pre-APP – ADDRESS"**
- c. Call staff at 250-490-2571 to arrange meeting time

### Ready to Apply?

**Submit application in person at City Hall (171 Main St., Penticton).**

- a. Your application will be vetted prior to acceptance. Bring one copy of the drawings (11x17 is acceptable)
- b. Once accepted, an application fee is charged and you'll be given the permit number.
- c. When the permit has been created, you can forward us your digital drawings.

### Digital Submission Standards and File Sizes

- File type: **PDF only**
- Resolution of the pdf document/drawings should be **300 dpi**
- **Use File Name: Civic Address – BP# - (type of document/drawing)**
  - Example: **123 Main St – BP012345 – floor plan**
- **Small or Mid-Sized file sizes:**
  - **Use Subject Line: Civic Address – BP#**
    - Example: **123 Main St – BP012345**
  - If you have hard copies, staff can scan into the system for you (1-2 pages)
  - Please include the structural drawing if required
  - File size: **Max size – 10 megabytes** by email submission.
  - **Send via email to [permitapply@penticton.ca](mailto:permitapply@penticton.ca)**
- **Large File sizes/Complex Buildings**
  - Staff will send a link to upload your files

### References:

- Permit Application Packages: <https://penticton.ca/bpapplications>
- Some information can be found on our mapping site - such as zoning, OCP designation, serving, etc. Please see <http://mapping.penticton.ca/parcel-viewer/>

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