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Development Variance Permit Guide

What is a Development Variance Permit?

A Development Variance Permit (DVP) is a type of permit required when a property owner intends to develop a property in a way that is not permitted under the current Zoning Bylaw. For example, to reduce setbacks or increase the height of a building, fence, or retaining wall. Changes to use or density cannot be varied, and must be addressed by a Zoning Bylaw Amendment.

What is the Application Process?

Development Variance Permit Application Process	
Step 1: Pre-Application Meeting	Before applying, it is recommended a pre-application meeting be booked with a Planner to discuss the application. More information here .
Step 2: Submit Application	Applications can be submitted to planning@penticton.ca . Once a complete application is made an application fee invoice will be provided. After the application fee has been paid, the application will be assigned to a Planner for review. Application forms can be found here .
Step 3: Referral Period	The application is referred to the City's Technical Planning Committee (TPC) (internal staff from various City departments) to review the application against relevant bylaws and policies. Meetings are held biweekly.
Step 4: Comments to Applicant	After the TPC meeting the Planner will compile the comments received into a TPC Outcome Letter and provide them to the applicant. The TPC Outcome Letter may include comments that need to be addressed before the application can proceed further (ex: addressing errors on plans).
Step 5: Notice of Application	Once the application is ready to proceed, notice is mailed out to property owners and occupants within 100 m of the subject property. Notice is not provided for Minor DVPs. To determine if a DVP is a Minor DVP see page 3 of the Development Procedures and Delegation Bylaw .
Step 6: Application Considered	At a Regular Council Meeting, Council will consider approval of the DVP. If the application is a Minor DVP, it is instead considered by the General Manager of Development Services.
Step 7: Issuance and Registration	Should the DVP be approved, notice of the DVP is registered on the property title and a copy of the permit is provided to the applicant. The applicant may then apply for the necessary Building approvals to begin the development. Construction must begin within two years of issuance, otherwise a new DVP application is required.

Note: Processing times vary depending on the complexity of the project and the volume of applications being considered by the Planning Department.

Have questions? We're here to help. Please contact the Planning Department at 250-490-2501 or planning@penticton.ca for more information.