



BUILDING PERMIT APPLICATION

1450 KLO Rd., Kelowna, B.C. V1W 3Z4
 Phone: 250-469-6211 Fax: 250-762-7011
 email: inspection@cord.bc.ca

Permit Application #		Building Permit #		Building Project:	
A. Project Information					
Lot:	Plan:	District Lot:	Other Legal:	PID:	
Site Address:			Project Square Area (Ft ² or M ²)	Project Construction Value \$	
B. Purpose of Application:					
<input type="checkbox"/> New Build <input type="checkbox"/> Addition/Renovation/Repair <input type="checkbox"/> Plumbing/Water Service <input type="checkbox"/> Demolition <input type="checkbox"/> Other _____					
Additional Information/Project Description:					
C. Owner Information					
Last name			First name		
Mailing Address:					
E-mail:			Telephone:		
Fax:			Mobile Phone:		
D. Agent/Contractor Information					
Company Name:			Contact Person		
Business Mailing Address:				Business License Number	
E-mail:			Telephone:		
Fax:			Mobile Phone:		
E. Declaration of Applicant					
<p>1) I acknowledge that if I am granted a building permit pursuant to this application that I am responsible for compliance with the current edition of the Code, Regional District of Central Okanagan Building Bylaw and any other applicable enactment, code, regulation or standard relating to the work in respect of which the permit is issued, whether or not the said work is undertaken by me or by those whom I may retain or employ to provide design and/or construction services.</p> <p>2) I acknowledge that neither the issuance of a permit under the Regional District of Central Okanagan Building Bylaw, nor the acceptance or review of plans, specifications, drawings or supporting documents, nor inspections made by or on behalf of the Region constitute a representation, warranty, assurance or statement that the current edition of the British Columbia Code, the Building Bylaws of the Regional District of Central Okanagan or any other applicable enactment, code, regulation or standard has been complied with.</p> <p>3) Where the Region requires that Letter of Assurance be provided by a registered professional pursuant to Section 9.8 of the Regional District of Central Okanagan Building Bylaw and Section 290 of the Municipal Act, I confirm that I have been advised in writing by the Region that it relied exclusively on the Letter of Assurance of "Professional Design and Commitment for Field Review" prepared by (insert name of registered professional or attach list) _____ in reviewing the plans, drawings, specifications and supporting documents submitted with this application for a building permit.</p> <p>4) I confirm that I have relied only on the said registered professional for the adequacy of plans, drawings, specifications and supporting documents submitted with this application.</p> <p>5) I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a permit by the Region pursuant to this application and in respect of the execution of this acknowledgement.</p> <p>6) I hereby apply for a building permit in accordance with the submitted documents and this application.</p> <p>7) As Owner of the above noted property, I authorize Agent/Contractor as identified in Section 'D' to make application on my behalf: Owner Signature _____</p>					
Owner/Authorized Agent Signature:					
X _____			Date _____		

BUILDING PERMIT CHECKLIST

Building permit applications must be complete when submitted to enable plan checking to begin.

New Buildings

Documents (as required)

- Two Sets of scaled architectural drawings, and site plans
- Septic Approval (if applicable)
- Water Letter (if applicable)
- Truss & Beam Layouts & Designs (Solar Ready)
- Geotechnical & Structural Engineer's Designs (Schedules B, D & Proof of Insurance)
- 9.36 Energy Efficiency specifications
- Owner's Authorization (Agency Agreement)
- Certificate of Title (6 months) Including any covenants, easements and right-of-ways
- Wildfire Covenant registered on Title (if applicable)
- HPO – Homeowner Protections Act Documentation (if applicable and must be submitted prior to issuance of Building Permit)

Site Plan (drawn to scale showing):

- Legal description
- North arrow
- Accurate shape
- Lot dimensions
- Existing & proposed buildings and their uses on property
- Driveway location
- Driveway grade
- Building set-backs (front, sides and rear)
- Easements
- Rights-of-Way
- Covenants
- Sanitary sewer and storm sewer locations
- Septic tank & filled location (if applicable)
- Projection illustrations beyond foundation
- Surface drainage (include lot grading, swales, etc.)
- Retaining walls (include material, height, etc.)
- Geometric elevation of property corners
- Proposed basement elevation

Foundation Plan

- Minimum footing size
- Foundation wall thickness
- Sulphate resistant concrete (if applicable)
- Drain tile, connection and/or drywell
- Maximum wall height
- If an Insulated Concrete Foundation (ICF) is present, provide information as per insulating concrete form walls brochure (i.e. floor layout, cross-sections)
- If retaining wall is greater than 1.5 m. in height, provide stamped engineering drawings

Elevations

- Spatial separation
- Walk-out basement
- Guard rails
- Chimney height
- Framing clearance from finished grade
- Flashing
- Siding
- Height of the Building
- Roof pitch

Floor Plans

- Label the function of all rooms
- Floor joist spans
- Engineered floor systems
- Beams
- Engineered beams & lintels
- Manufactured truss design
- Smoke alarms
- Carbon monoxide detectors
- Exhaust Fans
- Bedroom windows and the direction they open
- Window sizes
- Door sizes & swing of doors
- Room sizes
- Total finished floor area
- Total unfinished floor area
- Bathroom Fans
- Attic Access complete with dimensions
- Wood stoves and wood fireplaces with CSA standards
- Location and description of all plumbing works including number of plumbing fixtures
 - Toilet
 - Lavatory Basin
 - Bathtub
 - Shower
 - Hose Bib
 - Kitchen Sink
 - Clothes Washer
 - Dishwasher
 - Bar Sink
 - Laundry Tub
 - Bidet
 - Water Tank

Cross-Sections

- Assemblies for walls, roof, floors, ceilings and decks
 - Insulation
 - Sheathing
 - Interior Finish
 - Exterior Finish
 - Roofing Material
 - Roof Slope

Cross-Sections(cont'd)

- Deck construction details and slope
- Slab details
- Radon gas controls
- Doors, windows
- Height of each floor
- Height of the entire building
- Stair Detail
- Roof Venting
- Existing and finished grades
- Footings

THE FOLLOWING MAY BE REQUIRED DUE TO THE SIZE AND COMPLEXITY OF THE PROJECT (to be advised at plan check stage):

- Development permit, development variance permit, environmentally sensitive area development permit (ESADP), (IE. Auqatic, Terrestrial, Wildfire, Slope)
- Development cost charges
- Subdivision servicing and development bylaw requirements
- Agricultural land commission approval
- Referral to the local fire department
- Referral to the public health department

BUILDING PERMIT CHECKLIST

Decks

- Two sets of drawings to scale
- Site Plan: include all existing & proposed buildings & their uses on property, lot dimensions, driveway location, driveway grade, building setbacks (front, sides, and rear), easements, right-of-ways, septic tank location (if applicable), surface drainage, retaining walls (including material & height), property corners geometric elevation (grade)
- State of title certificate/title (within 6mths) and all covenant documents, right-of-ways & easements which involve the Regional District of Central Okanagan
- Homeowner Authorization, Agency Agreement (if applicable)

Pools

- Two sets of drawings to scale
- Site Plan: include all existing & proposed buildings & their uses on property, lot dimensions, driveway location, driveway grade, building setbacks (front, sides, and rear), easements, right-of-ways, septic tank location (if applicable), surface drainage, retaining walls (including material & height), property corners geometric elevation (grade)
- Location, material and design of the fence
- Location of septic field and pool equipment
- Pool Plans (pool information)
- Geotechnical Report (if applicable)
- State of title certificate/title (within 6mths) and all covenant documents, right-of-ways & easements which involve the Regional District of Central Okanagan
- Homeowner Authorization, Agency Agreement (if applicable)

Retaining walls

- Two sets of drawings to scale
- Site Plan: include all existing & proposed buildings & their uses on property, lot dimensions, driveway location, driveway grade, building setbacks (front, sides, and rear), easements, right-of-ways, septic tank location (if applicable), surface drainage, retaining walls (including material & height), property corners geometric elevation (grade)

Retaining walls (cont'd)

- Retaining wall plans (including material and height)
- Engineering drawings if wall greater than 1.5m
- Geotechnical Report (if applicable)
- State of title certificate/title (within 6mths) and all covenant documents, right-of-ways & easements which involve the Regional District of Central Okanagan
- Homeowner Authorization, Agency Agreement (if applicable)

Wood Stove/Fireplace

- Wood Stove manufacturer specifications, wood stove to be CSA approved
- Building/Inspections requires combustion air and Carbon Monoxide detector in same room (Inspection after installation)
- WETT Certification (after installation)

Demolition

- State of title certificate/title (within 6mths) search print and all covenant documents, right-of-Ways & easements which involve the Regional District of Central Okanagan
- Homeowner Authorization, Agency Agreement (if applicable)

Renovation

- Two sets of drawings (TO SCALE) (include any changes, i.e. grades, additions, deletions)
- State of title certificate/title (within 6mths) and all covenant documents, right-of-Ways & easements which involve the Regional District of Central Okanagan (if applicable, not required for interior only renovations)
- Homeowner Authorization, Agency Agreement (if applicable)

<i>Internal Notes: Conditions of Permit:</i> <hr/> <hr/>		
COW ___ COE ___ Zoning _____ ALR ___ Fire Protection _____ Project Value \$ _____ x .012 Fee \$ _____ Plumbing Fixture Count: _____ @ \$10.00 Fee \$ _____ Paid Application Fee _____ Surcharge Fee \$ _____	Planning: _____ Environmental: _____ DP: Fire / Slope / Aquatic / Terrestrial / Form Character / Concept Dev _____ Engineering: Sewer Service (yes ___ no ___) Fee \$ _____ Water Service (yes ___ no ___) Fee \$ _____	
Total Permit Fees: _____	Initial: _____	Date: _____