



Subjects for consideration and information to be included with permit applications for new and single dwelling and duplex housing.

When planning your building please consider the following:

- Homeowner Protection Office requirements
- Source of potable water
- Connection location for building sewer lines
- Storm water/roof drain discharge location
- Applicable zoning bylaw (Joe Rich Rural Land Use Bylaw or Regional District of Central Okanagan Zoning Bylaw No. 871)
- Use and density (number of suites) permitted by applicable zoning bylaw
- Definition and required size of front, side and rear yards
- Definition of building height and measurement location
- Relative elevations at locations specified in zoning bylaw for measuring height
- Allowable site coverage
- Any restriction of parking and driveways in required front yard
- Any special setbacks (water courses, lakes, no build areas, no disturb areas, ALR)
- Building restrictions imposed by covenants registered in the land title office
- Any other existing uses on the lot that may affect construction
- Any soil conditions that may affect the construction
- Development permit requirements

The following information and documentation is required to accompany a building permit application for single dwelling and duplex housing:

- 2 complete sets of design and structural drawings to scale
- A copy of Ministry of Transportation and Highways driveway permit or application
- A copy of domestic water source information (letter from applicable water utility)
- A septic tank and disposal field permit (where lot is not connected to public sewer)
- 2 copies of manufactured roof truss, floor joist and beam design details
- A title search of the lot that shows all covenants (not older than 6 months)
- A copy of all covenants listed on the search
- Letters of Assurance. Where the building contains elements required to be designed using Part 4 of the BC Building Code or where geotechnical considerations demand further study of the soil conditions, Schedules B1 and B2 from the appropriate professionals must be provided
- All plans and information must be legible and of suitable quality for microfilming. Full size (2'x3') sheets are preferred and should be blueprints or photocopies. Single line drawings are acceptable for site plans only. The plans must accurately illustrate the planned building. For example, a stock designed for a flat site will not be accepted for a sloping site even with builder drawn modifications. The designer must complete all significant plans changes.

Two copies of the site plan. (1/8" = 1' or 1/16" = 1' scale). The site plan must show:

- The dimensions of the lot
- Property lines
- North arrow
- Elevations of the locations that determine building height*
- Building setbacks*
- Legal description
- Location, size and dimensions of the proposed building
- Roof projections, decks, bay windows, pop outs, steps and stairs
- Location of driveway and parking areas
- Size and location of all other buildings on the lot
- Property address
- Water, sanitary sewer and storm sewer connection locations
- Septic tank and field locations where applicable
- Special setback locations*
- Lake, stream and watercourse locations
- Easements, right of ways, areas restricted by covenant
- Rock pits
- Site coverage calculation*
- The designer's name, address and telephone number
- The design criteria for ground and roof snow loads
- Building Code reference (edition the design was based on)

* items may vary with the different zoning bylaws

Foundation, floor and roof plans (1/4" = 1' scale). The plans must show:

- Overall building dimensions (length and width from building face/posts/floor joist projection to opposite building face/posts/floor joist projection).
- Complete dimensions of all parts of the building
- Room uses and sizes, decks and patios
- Area calculations for each floor
- Windows and doors, including sizes and opening direction
- Stairs, including locations and dimensions
- Locations of plumbing fixtures and appliances
- Locations of fireplaces, heating and ventilation equipment
- Location and interconnection of smoke alarms
- Type, direction, spacing and sizes of all floor/ceiling/roof and wall structural components, including beams and hangers. (Sealed and signed by a Registered Professional where required by code)
- Location, type and size of all chimneys and gas vents

Cross sections and construction details (1/4" = 1' and 1/2" = 1'). Cross section and construction details must show:

- Floor to ceiling height of all rooms and clear height in crawl spaces
- Section through stairs showing headroom clearances on stairs and landings
- Typical footing steps
- Depth of footings below finished grade

- Floor, ceiling, roof and wall assemblies
- Footing and foundation wall details including foundation drains
- Bedroom window height from floor to window sill
- Detail through bay window/window seat
- Detail through sloped/vaulted ceilings/roof decks including ventilation and insulation requirements
- Details of stair, including radius, width, rise and runs, guards, handrails, stair construction and tread width
- For duplex housing, vertical fire separation details from lowest level through to the roof and horizontal fire separation details where applicable
- Construction materials
- Typical flashing detail for window and door heads
- Sufficient number of section drawings to clearly show intended construction
- Roof truss details and layout plans, beams design details, floor joist details and layout plans

Elevation drawings (1/4" = 1' scale. Elevation drawing must show:

- Exterior finish
- Window size, location and opening direction
- Finished grades at building perimeter
- Roof slope(s)
- Flashing locations
- Door size, location and type
- Guard rails

Next steps:

1. When the design is complete an application can be made at the Regional District of Central Okanagan, 1450 K.L.O. Road, Kelowna, B.C., V1W 3Z4. Along with the application form the applicant must provide:

- Two copies of the plans as detailed above
- Ministry of Transportation and Highways access permit or application
- Letter from the water supplier for community water systems
- Septic tank and disposal field permit as applicable
- Two copies of manufactured roof truss, floor joist and beam design details
- Application fee of \$100.00
- Title search document and copies of all listed covenants
- Letters of Assurance from Registered Professional as applicable

2. The essential information (complete drawings, manufactured component details, title search and covenants) must be in place for the plan check to be done. Other information such as access permits, septic permits and water supplier letters may be provided when the permit is picked up. The applicant will be telephoned when the permit is ready for issuance and advised of the applicable fees. Applicants must sign for and pick up their permit from the Regional District of Central Okanagan, 1450 K.L.O. Road, Kelowna, B.C.