

BUILDING PERMIT APPLICATION CHECKLISTS

Building permit applications must be complete and include the following when submitted:

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

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)**