

# Bulletin: Heritage Alteration Permits

**Created:** September 2025

*This information is summarized for convenience. Please refer to the applicable bylaw for the complete regulation.*

*Properties must satisfy all applicable Bylaws/Regulations of the City of Kelowna and conform to the B.C. Building Code.*

## **Development Planning**

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## What is a Heritage Alteration Permit (HAP)?

This is the main permitting tool used in the Heritage Conservation Area (HCA) to ensure thoughtful development and renovations in the neighbourhood. In the HCAs, the construction of a building, the addition to a building, the external alteration of a building, or the demolition of a building - all require a Heritage Alteration Permit. Work permitted by a HAP must be consistent with the [HCA Conservation & Development Guidelines](#).

## What are the steps for applying for a HAP?

1. Inquire to ensure your property requires a HAP by contacting [planninginfo@kelowna.ca](mailto:planninginfo@kelowna.ca) or 250-469-8626.

A Heritage Alteration Permit will not be required for:

- Interior alterations.
- Exterior maintenance and repairs that do not affect the heritage character of the area or heritage value of the property, including repainting in identical colours or routine upkeep.
- Exterior alterations that are not visible from a fronting street.
- Construction or alteration of decks not visible from a fronting street and does not affect the property's heritage character.
- Regular or emergency City maintenance of municipal infrastructure.
- Construction that does not require a building permit (landscaping, fencing, small sheds, etc.).

2. A [Heritage Review](#) by a Registered Heritage Consultant, is a required report as part of your HAP application. It's best to involve the Heritage Professional before any design work or site planning takes place so they can be aware of an owner's plans and needs for the heritage property and provide any early pointers or observations before design. The Heritage Professional can help guide and inform the design plans, so they are aligned with national conservation Standards & Guidelines, local policies and guidelines, and thus supportable. The Heritage Review report must be completed by a Registered Heritage Professional (a member of the BC Association of Heritage Professionals). To find a Heritage Professional visit [The Canadian Association of Heritage Professionals Directory filtered to BC](#).

3. Consider booking a [Pre-application Meeting](#) to present your development proposal to Development Planning Staff and obtain feedback prior to making a formal application.

4. To apply for a HAP, submit a [Standard Development Application Package](#) to the Application Centre on the second floor of City Hall. Your HAP will be processed as per the [Development Application and Heritage Procedures Bylaw No. 12310](#).

## How long does a HAP take to be approved?

The time required for processing an application depends on the scale and complexity of the project, the number of applications in progress, and the ability of the applicant to provide complete application materials and updated information when required. Major HAPs take longer to process as they require consideration by Council, which requires availability on Council's agenda.

## When is neighbourhood notification required?

If a HAP application for construction, alteration, or demolition of a building or structure on a property within the HCA has residential uses only and contains four dwelling units or less, it does not require neighbourhood notification.

If the HAP application includes variances which meets the criteria outlined in Schedule '13' 1.1 a) v. of the [Development Application and Heritage Procedures Bylaw No. 12310](#) then notification to neighbours within 50 m of the subject property is required in accordance with [Council Policy No. 367](#).

If the HAP application includes variances which do not meet the criteria outlined in Schedule '13' 1.1 a) v. of the [Development Application and Heritage Procedures Bylaw No. 12310](#) then notification to neighbours within 50 m of the subject is required property in accordance with [Council Policy No. 367](#).

## When do I need Council approval?

An application will require Council consideration in the following cases:

- The property contains non-residential uses and contains five or more dwelling units
- Proposal includes variances which do not meet the criteria outlined in the [Development Application and Heritage Procedures Bylaw No. 12310](#)
- Proposed variances meet the criteria outlined in the [Development Application and Heritage Procedures Bylaw No. 12310](#) however, the Development Planning Department Manager can deny an application due to considerations listed on Schedule '13' 1.1 b) in the [Development Application and Heritage Procedures Bylaw No. 12310](#)