

Checklist: Accessory Building

Residential Lots



Checklist # 000-000

Updated: August 1, 2022

This information is provided for your convenience only and it should be clearly understood that you must satisfy all applicable Zoning Regulations and ensure that the premises conforms to the B.C. Building Code and all Bylaws/Regulations of the City of Kelowna.

Documents

- ☐ Two (2) Full Sized Sets of Architectural Drawings printed to scale (see requirements below)
- ☐ Title Search (must be dated within 30 days of application date)
- ☐ Truss and joist design layout packages
- ☐ Owner's Authorization (Signed by owners on title)
- ☐ Owner's Acknowledgement Letter
- ☐ Engineers' Schedules B, D, and proof of insurance (if applicable)
- ☐ Developer's Approval (if applicable)
- ☐ Water Letter (from GEID or BMID if applicable)
- ☐ Septic Approval – RWOP Report (if applicable)

Drawings

General

- ☐ Zoning
- ☐ Details and Specifications as required to show compliance with British Columbia Building Code

Site Plan Drawings to include

- ☐ Lot Area and lot dimensions
- ☐ Existing building footprints, dimensions, and setbacks
- ☐ Proposed Accessory Building footprint and setbacks from all property lines, existing structures, and retaining walls
- ☐ Easements, Right of Ways, Covenants, and no-build zones.

Cross Sections to include

- ☐ Assemblies for walls, floors, and ceilings
- ☐ Height of each floor
- ☐ Stair Detail (if applicable)

Elevation Drawings to include

- ☐ Each side of dwelling (N, E, S, W) showing
 - Spatial separations
 - Location + size of windows/doors with door swing direction, egress requirements, etc.)
 - Overall finished height of space

Building and Permitting

1435 Water Street
Kelowna, BC V1Y 1J4
TEL 250-469-8960
FAX 250-862-3314
developmentservicesinfo@kelowna.ca

Checklist: Building Permit

Single Family Dwelling



Checklist # 000-000

This information is provided for your convenience only and it should be clearly understood that you must satisfy all applicable Zoning Regulations and ensure that the premises conforms to the B.C. Building Code and all Bylaws/Regulations of the City of Kelowna.

Floor plans for each level to include

- ☐ Label showing the function and use of each room
- ☐ Beams and lintels (include engineered beams where applicable)
- ☐ Smoke Alarms and CO detectors
- ☐ Window and door sizes
- ☐ Room and passageway sizes
- ☐ Total finished and unfinished floor areas
- ☐ Fans – Bath (if applicable)
- ☐ Attic access (if applicable)
- ☐ Wood stoves and wood fireplaces (if applicable)
- ☐ Plumbing fixtures (Sinks, toilets, bidets, showers, baths, dishwasher(s), clothes washer(s), hot water tank(s))
- ☐ Major Appliances
- ☐ Mechanical Equipment
- ☐ Radon and future solar conduit pipe locations

All construction must conform to City of Kelowna Building and Zoning bylaws and British Columbia Building Code.

Building and Permitting

1435 Water Street
Kelowna, BC V1Y 1J4
TEL 250-469-8960
FAX 250-862-3314
developmentsservicesinfo@kelowna.ca