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This guide has been prepared to provide convenient information only. It is neither a bylaw nor a legal document.

If any contradiction between this guide and the relevant Municipal Bylaws and/or applicable codes is found, such bylaw and/or codes shall be the legal authority.

When applicable, the City of Kelowna requires all the following Drawings, Letters of Commitment and professional Assurance of Design-and Field reviews for all new and major addition applications for a Building Permit. All letters are to be under the 2012 BC Building Code Format.

The required permits must be obtained before the start of any construction activity including demolition or excavation. Contact the Building & Permitting Branch for processing times.

Preparing for a Building permit application.

- ▶ **Zoning** - Check the zoning of the property to ensure your intended use is permitted.
- ▶ **Development Permits and Re Zoning** - Most commercial developments require review by the Planning Department. **For more information, contact a Planning technician at 250-469-8626.**
- ▶ **Site Profiles** - Are required as part of the DP application or when developing on property that may have contained a use under Schedule 2 of the Waste Management Act. **For more information, contact an Environmental Technician at 250-469-8626.**
- ▶ **Restrictions** - check the required setbacks, maximum heights, site coverage allowed for your property.
- ▶ **Services** - Check with the Works and Utilities Department for the location of water, sanitary and storm sewer locations. **Contact the Engineering Dept at 250-469-8741.**
- ▶ **Works on City Property** - Any changes to existing driveway locations, retaining walls or removal of trees on city property require prior approval with the Works and Utilities Department.
- ▶ **Legal Documents** - Check for covenants, easements or rights-of-ways on your property. A copy of a title search will be required as part of your application.
- ▶ **Septic systems and non city water systems** - Check with Interior Health (2180 Ellis Street, phone 250-862-4367 or visit www.interiorhealth.ca) for new or increased loads to existing septic sewer systems. Properties not on the city water systems will require approval from the local water provider. **BMID** - Black Mountain Irrigation District, **GEID** - Glenmore Ellison Improvement District, **RWD** - Rutland Waterworks District, **SEKID** -South East Kelowna Irrigation District.
- ▶ **Storm drainage and lot grading** - Review roof, foundation, and site drainage, according to DP requirements and/or subdivision regulations.
- ▶ **Environmental concerns** - Additional reviews maybe required if you plan to remove trees, the property is located near a lake or stream, has a steep topography, is within the Wildland Fire Hazard area or within the Agricultural Land Reserve (ALR). **For more information, contact an environmental technician at 250-469-8626.**

How do I obtain a building permit?

Apply in person or by representative to the Building & Permitting Branch, City Hall, 1435 Water Street, Kelowna, V1Y 1J4.

Note: Only the owner of the property and/or the authorized agent will be permitted to sign an application for a building permit. A letter of authorization is required for application.

Building & Permitting
1435 Water Street
Kelowna, BC V1Y 1J4
TEL 250 469-8960
FAX 250 862-3314

Can I apply before rezoning or a Development Permit has been approved?
Building and Demolition applications can be made with the understanding that no permit can be issued until the zone and/or DP and applicable fees have been paid and approved.

What do I need to apply for a building permit?

1. The Legal description (See your tax notice) the civic address of the property and zoning. Letter of authorization **Schedule E** from the property owner.
2. Letter of acknowledgement for potential damage to city property. Completed complex building checklist.
3. Interior Health approval when city sewer systems are not provided or if an eating establishment is proposed.
4. Water Service Certificate required when not provided by the city.
5. Provide Construction Fire Safety plan.
6. Provide proof of Home Protection Office (HPO) certification for new multifamily projects.
7. Sealed and signed **Schedule A** from the coordinating registered professional.
8. Letters of "Assurance of Field Review" (**Schedule B**) from all disciplines involved (these are to be sealed originals and include the Coordinating Professional/Owner, Architect, Structural, Mechanical, Plumbing, Civil, Electrical, Geotechnical, Fire Suppression, and any Code Consultants involved in alternative solutions. A **Schedule D** is also required from each professional as well as a copy of their insurance certificate).
9. All Architectural Drawings are to be sealed by an Architect registered in BC in accordance with the Architects Act.
10. All Professional Engineers are to be registered in BC and Drawings and Letters are to be sealed originals.
11. Submit a detailed sealed original Building Code Analysis.
12. Submit two (2) sealed Geotechnical Reports.
13. Two (2) sealed copies of alternative solutions if applicable.
14. Two (2) full sets of drawings. These drawings must be the "For Construction Drawings" (architectural, landscape, structural, plumbing, mechanical, civil, electrical, etc.)

A sealed fire alarm zone schematic by the Electrical Consultant is required to be submitted with the sprinkler permit application to ensure all fire alarm, sprinkler, and any alternative solution zoning requirements comply fully to all Code requirements.

Ensure all fire and life safety issues are coordinated by the coordinating professional with all of the consultants.

Ensure construction and demolition sites conform to Part 8 2012 BCBC - Safety Measures at Construction and Demolition Sites.

Ensure the following are shown on the drawings:

- Easement/rights-of-ways and covenants.
- Minimum floor slab elevation (M.B.E.).
- Retaining walls and finished and existing grades.
- Parking stalls and landscaping.
- The accessible paths of travel from the street to the building.
- Fire Hydrant locations.
- Siamese connection locations.
- Civil Drawings to indicate storm drainage systems.
- Fire access routes (72,000lbs G.V.W. plus outrigger loads).
- Structural Design notes (i.e. GSI, wind, seismic and BCBC 2012 specs). (Climatic Info doc)
- Welding is to comply to CSA W47.1 and W59.
- Engineered steel structures to comply with CAN/CSA S16.1 "Limit States Design of Steel Structures."
- Will sulphate resistant concrete be required?
- Heating and ventilation to comply with Part 6 BCBC 2012.
- Kitchen exhaust is to comply with NFPA 96.
- Accessible requirements are to comply with Section 3.8 BCBC 2012.
- Structural members made of plain, reinforced and prestressed concrete shall conform to CSA A23.3.

What will my building permit cost?

Building permit fees are based on the "Value of Building Construction" which means the completed building value of all construction or work related to the building including finishes, roofing, electrical, plumbing, heating, air-conditioning, fire extinguishing systems, elevators, and any other building service equipment and materials, the current monetary worth of all plans and specifications, labor and fees for design, testing, consulting, management, contractors profit and overhead, and current monetary worth of all contributed labor and material and site works. - Building Bylaw No. 7245

(see below for list of fees)

How long does it take to obtain a building permit?

Typically new or large addition commercial permits take between 20 to 30 working days to review. The speed of the turnaround for reviews is directly linked to the completeness of the application and the number of interdepartmental or ministry approvals that are required.

How long does a building permit last and what happens if I cancel a permit?

- ▶ A building permit application shall expire within six (6) months of application date.
- ▶ A partial fee may be returned if the permit application is cancelled prior to permit issuance.
- ▶ A building permit fee may be partially refunded if no work has commenced.

Effective January 1, 2012 the following fees shall apply:

Value of Construction	Permit Fee (per \$1000 or portion thereof) of Construction Value
\$1 - \$10,000.00	\$175.00 (non-refundable)
\$10,001 .00- \$100,000.00	\$175.00 Plus \$9.55 per \$1000.00
\$100,001.00 - \$500,000.00	\$886.50 plus \$8.05 per \$1000.00
\$500,001.00 - and over	\$3686.50 plus \$7.20 per \$1000.00
Demolition	\$175.00 each building. (Plus \$1000 bond)
Retaining Walls	Based on values above
Alternative Solutions Review	\$200 per alternative solution
Revision Fees	\$60.00 per hour
Permit Extension Fees	\$100.00 with written request
Work started w/out permit	Permit fee doubled up to \$1000

Note: Where the City has stated in writing that it is relying on the Certification by a Professional Engineer or Architect, registered as such under Provincial Legislation, that the plans or the aspects of the plans, complied with the Building Code or other applicable enactment, the building permit fee shall be reduced by 5%.

Note: Permit Fee values are set out as per Schedule A of the Building Bylaw NO.7245.

If you have any questions regarding the information requested on this form, please call (250)469-8960.