

Checklist: Complex Building

Commercial/Industrial/Multi-family Permit Application



Bulletin # 10-01

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This information is provided for convenience only and it should be clearly understood that you must satisfy applicable Zoning Regulations and assure that the premises conforms to the BC Building Code and relevant City of Kelowna Bylaws and Regulations.

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

Building Permit

This checklist outlines the requirements to complete a Part 3 building permit application. **Specific requirements are dependent on the nature and complexity of the application.** The Application Center Staff will be glad to provide assistance and information regarding your application. Please advise staff if you will be applying for a single complex building permit or separate footing & foundation and complete building permits. Each individual building requires a separate building permit.

Building permit applications must be complete when submitted to enable plan checking to begin. The required permits must be obtained before the start of any construction activity including demolition or excavation.

General Information

Other permits and approvals may be required, including but not limited to:

- Development Permits and Zoning (Planning Department 250-469-8626)
- Electrical Permit (Technical Safety BC 1-866-566-7233)
- Health Authority Approval
- Water Letter from Irrigation District (BMID, SEKID, GEID, RWD)

How do I obtain a building permit?

Apply in person or by authorized representative to the Building & Permitting Branch, City Hall, 1435 Water Street, Kelowna, BC, V1Y 1J4. For each building permit submission a \$175 application fee is required.

Note: Only the owner of the property and/or the authorized agent will be permitted to sign an application for a building permit. An owner's authorization form from the property owner is required for application.

The general contractor assigned to the building permit must hold a valid business licence.

When applicable, the City of Kelowna requires all the following drawings, letters of commitment, professional assurance of design and field reviews for all new buildings and major additions. All letters of assurance are to be in the current BC Building Code format.

Application Requirements

Footing & Foundation Permit (optional)

- Development Permit issued (if applicable)
- Building permit application form
- Owner's authorization form - signed by property owner(s)
- Owner's acknowledgement form
- Schedule E of Building Bylaw – Owner's undertaking
- Certificate of Title, current within last 30 days, including copies of all easements, covenants and right-of-ways
- Two (2) sets of scaled and sealed plans as per BCBC Div. C Part 2 – Administrative Provisions:
 - Site plan and Civil drawings
 - Architectural drawings – indicating building elevations illustrating limiting distance and number of stories, and floor plans illustrating exiting, fire compartments, uses and firewalls
 - Structural drawings – foundation sets (below grade)
 - Mechanical drawings (below slab portion)
- Geotechnical Engineer's Report
- Coordinating professional's Schedule A
- All BC registered professional engineer's Schedules B, D & Proof of Insurance
- Building code analysis
- Fire safety plan for construction
- Water letter from irrigation district, if applicable
- Septic approval, if applicable
- Servicing agreement, if applicable
- Licensing & Consumer Services documentation, if applicable
- Building permit fees and development cost charges to be paid prior to F&F permit issuance

Complete Complex Building Permit (if no F&F permit, all of the above must be submitted with below)

- Two (2) sets of scaled and sealed plans:
 - Full Structural & Architectural drawings
 - Mechanical drawings (Plumbing/HVAC/Fire suppression)
 - Electrical plans
- Accessibility Checklist
- Two (2) sealed copies of alternative solution(s) and associated fees, if applicable
- Health approval, if applicable

All construction shall conform to the current BC Building Code edition at the time of application.

Additional Information

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 of the current BC Building Code – Safety Measures at Construction and Demolition Sites.

Ensure the following are shown on the drawings:

- Easements, right-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 designed to current BCBC
- 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."
- Heating and ventilation to comply with Part 6 of the current BCBC
- Commercial kitchen exhaust to comply with NFPA 96
- Accessible requirements are to comply with Section 3.8 of the current BCBC
- Structural members of plain, reinforced and pre-stressed 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

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.

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.

Note: Minimum requirements of the current British Columbia Building Code must be complied with, or an Alternative Solution can be proposed to the building inspector demonstrating an equivalent or greater level of life safety as required by the BC Building Code.

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

Before you dig phone BC One Call 1-800-474-6886.

Construction shall not start until the permit has been issued.