

# Checklist: Complex Building (Part 3)

## 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.

### Purpose

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 specific application.

Please advise staff if you will be wanting a *Footing and Foundation Only* permit prior to a complete building permit issuance.

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)
- Development Engineering (Servicing Agreements, Bonding, etc.)
- Real Estate Agreements (if applicable)
- Electrical Permit (Technical Safety BC 1-866-566-7233)
- Health Authority Approval
- Water Letter from Irrigation District (BMID, SEKID, GEID, RWD)
- Nav Canada Approval

### How do I obtain a building permit?

Apply in person or by authorized representative to the Building & Permitting Branch, 2<sup>nd</sup> Floor City Hall (1435 Water Street, Kelowna, BC, V1Y 1J4). A \$175 application fee is required for each building permit at permit package submission. The building permit fee will then be calculated based on construction cost and will be payable at permit issuance/pick-up.

- Only the owner of the property and/or the authorized agent will be permitted to sign/apply for a building permit. An owner's authorization form from the property owner is required for applications made by agents of the owner.
- The general contractor assigned to the building permit must hold a valid City of Kelowna business license.
- When applicable, the City of Kelowna requires all the following drawings along with letters of *commitment and 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

- Development Permit issued (if applicable)
- Building Permit Application form
- Owner's Authorization form - signed by property owner(s)
- Owner's Acknowledgement form
- Contractor to be identified with valid business license to work in City of Kelowna
- City of Kelowna Schedule 'E' of Building Bylaw – Owner's undertaking
- Certificate of Title (current within last 30 days of application), include copies of all Easements, Covenants, and Right-Of-Ways (R.O.W.)
- Two (2) sets of scaled and sealed plans as per BCBC Div. C Part 2 – Administrative Provisions:
  - Site plan and Civil drawings
  - Architectural drawings
  - Structural drawings – (*Footing and Foundation Only* permits require foundation sets)
  - Mechanical drawings (*Footing and Foundation Only* permits require below grade services)
- Geotechnical Engineer's Report
- Coordinating professional's Building Schedule 'A' and City of Kelowna Schedule 'E'
- All BC registered professional engineer's Schedules 'B', 'D', & Proof of Insurance (per building permit)
- Building Code analysis
- Energy Compliance Report
- Site Disclosure Statement – industrial and commercial usages only, see [www.bclaws.gov.bc.ca](http://www.bclaws.gov.bc.ca) Contaminated Sites Regulation for more information
- Construction Fire Safety Plan including a building diagram (11"x17" max)
- Water meter size (if City of Kelowna water provider)
- Water letter from irrigation district (if GEID or BMID water provider)
- Development Engineering Servicing Agreement (if applicable)
- Licensing & Consumer Services documentation (if applicable)
- Building permit fees and development cost charges to be paid prior to permit issuance
- Two (2) sealed copies of Alternative Solution(s) Report (if applicable)
- Health approval (if applicable)
- Nav Canada approval (if applicable)
- BC Housing (BCH) home warranty registration for all Group 'C' occupancies, or BCH rental exemption letter (if applicable)
- For all high-rise buildings (per BCBC specifications), the City of Kelowna *Peer Review Policy* shall apply (refer to Bulletin)

If a *Footing and Foundation Only* permit is issued, an amendment to the original building permit application will be required to proceed with full superstructure construction; the following will be requested at time of permit amendment:

- Two (2) sets of scaled and sealed plans:
  - Full Structural & Architectural drawings
  - Mechanical drawings (Plumbing/HVAC/Fire suppression)
  - Electrical plans

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 the professional consultants.

Ensure Environmental Canada Schedule 1 - *Site Disclosure Statement* is provided for any existing building demolition works (if applicable).

**Digitally sealed documents**, eg. plans, schedules, reports, etc., are acceptable for submission, provided they meet the regulations stipulated by the professional's governing professional association for digitally sealed documents.

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, R.O.W., and Covenants
- Minimum floor slab elevation (M.B.E.)
- Parking stalls and landscaping
- Fire hydrant locations
- Fire access routes per BCBC
- 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
- Retaining walls and finished and existing grades
- The accessible paths from the street to the building
- Siamese connection locations
- Civil drawings to indicate storm drainage systems
- Welding is to comply to CSA W47.1 and W59

## Fees

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 discounted by 5%.

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

## Duration

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 correlated to the completeness of the application package and the number of interdepartmental or ministry approvals that are required.

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**Note: Compliance with the minimum requirements of the current British Columbia Building Code is required, or an Alternative Solution(s) can be proposed to the Building Department - for review - that demonstrates 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 any construction excavations occur, contact *BC One Call* at 1-800-474-6886.

*Construction is not permitted to begin before a Building Permit has been issued by the City of Kelowna.*