

Checklist: Building Permit

Single Family Dwelling



Bulletin # 20-04
Created: June 12, 2020

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 Drawings printed to scale (see requirements below)
- Two (2) sets of sealed Engineer's Drawings and schedules B, D & Proof of Insurance (if applicable)
- Engineered Truss & Beam Layouts & Designs (Include exact size and location of unfactored loads over 4000 lbs) Note Solar Panel locations on roof truss layouts (if applicable)
- Title Search including covenants, right of ways, and easements with reference drawings (must be dated within 30 days of application date)
- Owner's Authorization (Signed by owners on title)
- Owner's Acknowledgement Letter
- Developer's Approval (if applicable)
- Water Letter (from GEID or BMID if applicable)
- Septic Approval – RWOP Report (if applicable)
- BC Energy Step Code Pre Build Compliance Report
- BC Energy model summary for the reference house AND standard house
- BC Housing Registration

Drawings

General

- Zoning
- CEA Step proposed (Step Code Number)
- Details and Specifications as required to show compliance with British Columbia Building Code

Site Plan Drawings to include

- Lot Area
- Building foundation outline
- Lot dimensions
- Driveway location, width and grade
- Zoning set backs (from property lines to building foundation)
- Easements, Covenants and Right of Ways
- Septic Tank and field location (if applicable)
- Roof line and other overhangs
- Retaining walls

Cross Sections to include

- Assemblies for walls, roof, floors, ceilings and decks (must match CEA pre-construction report)
 - Insulation
 - Interior Finish
 - Roofing Material
 - Sheathing
 - Exterior Finish
 - Roof Slope
- Height of each floor and overall for building
- Stair Detail
- Roof Venting
- Sloped Lot Cross Section Requirements (see Bulletin of same name)

Building and Permitting
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Foundation Drawings to include

- Footing size (depth, width and length)
- Foundation wall thickness and maximum height
- Drainage system details
- IF ICF (Insulated Concrete Form) provide information in brand specific brochures (floor layouts, cross sections, usage limitation etc) **engineering may be required
- All retaining wall details where retaining walls form a portion of the dwelling floor plan. NOTE all retaining walls over 1.2m will require a Development Variance Permit

Elevations Drawings to include

- Each side of dwelling (N, E, S, W) showing
 - o Spatial separations
 - o Walk out basement details
 - o Guardrails
 - o Overall height of building
 - o Height of each storey - c to c of floor assemblies
 - o Framing clearance from finished grade
 - o Flashing
 - o Siding

Floor plans for each level to include

- Label showing the function of each room
- Floor joist spans
- Beams and lintel (included engineered beams where applicable)
- Smoke Alarms and CO detectors
- Window and door sizes (Bedroom windows to include direction they open)
- Room and passageway sizes
- Total finished floor area (including mechanical rooms, stairs and storage)
- Total unfinished floor area
- Fans – Bath, Range and Ovens
- Attic access
- Wood stoves and wood fireplaces
- Plumbing fixtures (Sinks, toilets, bidets, showers, baths, dishwasher(s), clothes washer(s), hot water tank(s))
- Window well details (bedrooms must show proper egress requirements as per BC Building Code)
- Major Appliances
- Mechanical Equipment
- Radon and Solar pipe locations

Secondary Suites require additional information and documents – see Secondary Suite – Bulletin and Checklist documents

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