

Checklist: Building Permit

Renovations and Additions



Bulletin # 20-08
Updated: August 1, 2022
Created: July 29, 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 Architectural drawings printed to scale (see requirements below)
- Title Search (dated within 30 days of application date); *required for additions*
- 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)

Drawings

General

- Zoning
- Details and Specifications as required to show compliance with British Columbia Building Code
- Show Existing and Proposed conditions (previous construction AND what is to be altered / added to)

Site Plan Drawings

- Lot Area
- Existing building foundation outline and proposed addition (if applicable)
- Lot dimensions and setbacks to all existing structures, pools, fences, property line, septic systems and septic fields.

Cross Sections

- Assemblies for walls, floors, and ceilings
 - Insulation
 - Fire Separations
 - Interior Finish
- Height of each floor
- Stair detail (if applicable)

Elevation Drawings

(If applicable, i.e., additions)

- Each side of dwelling (N, E, S, W) including:
 - Spatial separations
 - Location and size of windows and doors (show opening direction, egress requirements, etc.)
 - Overall finished height of space

Building and Permitting
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Floor Plans (Each Level)

- Label showing the existing and future function of each room
- Floor joist spans where interior walls are being altered
- Beams and lintels (include engineered beams where applicable)
- Smoke Alarms and CO detectors
- Window and door sizes (existing and proposed) (Bedroom windows to include direction they open)
- Room and passageway sizes
- Total existing and new proposed finished floor area (including mechanical rooms, stairs and storage)
- Total existing and proposed unfinished floor area
- Fans – Bath, Range and Ovens
- 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))
- Window well details (bedrooms must show proper egress requirements as per BC Building Code)
- Major Appliances
- Mechanical Equipment
- Radon and Solar pipe locations

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

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