

# Checklist: Building Permit

## Secondary Suite (Existing dwelling)



Bulletin # 20-07  
Updated: August 1, 2022  
Created: June 12, 2020

*See Secondary Suite Bulletin for more information to help you complete a successful application.*

### Documents

- Two (2) Sets of Drawings printed to scale (see requirements below)
- Title Search (must be dated within 30 days of application date)
- Owner's Authorization (Signed by all owners on title)
- Developer's Approval (if applicable)

### Drawings

#### General

- Zoning
- Details and Specifications as required to show compliance with current edition of British Columbia Building Code

#### Site Plan Drawings to include

- Lot area and lot dimensions
- Building foundation outline
- Existing Driveway location, width, and grade
- Suite parking spot
- Path from main road frontage to Main Suite Entrance
- Suite outdoor open space dimensions

#### Cross Sections to include

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

#### Elevation Drawings to include

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

*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.*

**Building and Permitting**  
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# Checklist: Building Permit

## Secondary Suite (Existing Dwelling)



Bulletin # 20-04

Updated: August 1, 2022

Created: June 12, 2020

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### Floor plans to include

- Label showing the function of each suite room
- Floor joist spans where interior walls are being altered to accommodate suite
- Beams and lintel (include 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
- 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 (if applicable - bedrooms must show proper egress requirements as per BC Building Code)
- Major Appliances
- Mechanical Equipment

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

Note – there are several ways to complete fire separation compliance per the British Columbia Building Code (see Secondary Suite Bulletin for more information)

For help in completing this application, or with any questions please contact the Building and Permitting department at 250-469-8960, or via email at [developmentsservicesinfo@kelowna.ca](mailto:developmentsservicesinfo@kelowna.ca).

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