

Updated: Mar. 28, 2017
Created: May 10, 2010

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

Project Address:

This checklist outlines requirements to complete a Single Family Dwelling or Carriage House 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.

Building permit applications must be complete when submitted to enable plan checking to begin.

Documents (as required)

- Two Sets of scaled architectural drawings, and site plans
- Septic Approval (if applicable)
- Water Letter (if applicable)
- Truss & Beam Layouts & Designs (Solar Ready)
- Engineer's Designs (Schedules B, D & Proof of Insurance)
- 9.36 Energy Efficiency specifications
- Owner's Authorization (Agency Agreement)
- Owner's Acknowledgement Letter
- Developer's Approval
- Homeowner Protection Office Documentation
- Certificate of Title (30 days) Including and covenants, easements and right-of-ways

Property & Construction Details

Zone _____

Building Setbacks (proposed setbacks)	Building Height/Storeys
Front _____	Front _____ / _____
Side _____	Left Side _____ / _____
Side _____	Right Side _____ / _____
Rear _____	Rear _____ / _____

Site Coverage _____ Land Use Contract _____

Site Plan

- Accurate shape
- Lot dimensions
- Driveway location
- Driveway grade
- Building set-backs (front, sides and rear)
- Easements
- Rights-of-Way

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Site Plan (continued)

- Covenants
- Septic tank & filled location (if applicable)
- Projection illustrations beyond foundation
- Surface drainage (include lot grading, swales, etc.)
- Retaining walls (include material, height, etc.)
- Geometric elevation of property corners
- Proposed basement elevation

Foundation Plan

- Minimum footing size
- Foundation wall thickness
- Sulphate resistant concrete (if applicable)
- Drain tile, connection and/or drywell
- Maximum wall height
- If an Insulated Concrete Foundation (ICF) is present, provide information as per insulating concrete form walls brochure (i.e. floor layout, cross-sections)
- If retaining wall is greater than 1.2 m. in height, apply for Development Variance Permit and Building permit

Elevations

- Spatial separation
- Walk-out basement
- Guard rails
- Chimney height
- Framing clearance from finished grade
- Flashing
- Siding
- Height of the Building

Floor Plans

- Label the function of all rooms
- Floor joist spans
- Engineered floor systems
- Beams
- Engineered beams & lintels

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Floor Plans (continued)

- Smoke alarms
- Carbon monoxide detectors
- Bedroom windows and the direction they open
- Window sizes
- Room sizes
- Total finished floor area
- Total unfinished floor area
- Bathroom Fans
- Attic Access
- Wood stoves and wood fireplaces with CSA standards
- Number of plumbing fixtures
 - Toilet
 - Lavatory Basin
 - Bathtub
 - Shower
 - Hose Bib
 - Kitchen Sink
 - Clothes Washer
 - Dishwasher
 - Bar Sink
 - Laundry Tub
 - Bidet
 - Water Tank

Cross-Sections

- Assemblies for walls, roof, floors, ceilings and decks
 - Insulation
 - Sheathing
 - Interior Finish
 - Exterior Finish
 - Roofing Material
 - Roof Slope
- Height of each floor
- Height of the entire building
- Stair Detail
- Roof Venting