

# Bulletin: Building Permit

## Sloped Lot Cross-Section Requirements



Bulletin # 09-08  
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*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.*

### Purpose

To inform staff, developers, builders, subcontractors, designers, and consultants about the requirement to provide cross-sections for developments on sloped lots within the City of Kelowna.

### Background

Due to the increased amount of construction in areas with sloping land it has been deemed necessary that cross-sections be provided for all lots with slopes.

The purpose of these cross-sections is to draw the attention of the designer, builder, owner, and City staff to ensure the consistent implementation of the subdivision design requirements. These requirements are to be verified at the building permit application stage, implemented at the construction stage, and completed prior to issuance of occupancy.

Upon request from developers and residents of various neighborhoods within the City of Kelowna construction on sloped properties will now require cross-section drawings as shown on the City of Kelowna Upslope and Downslope Hillside Development handouts (see attached).

### Requirements

**Drawings** to include:

**Cross-Sections** through the lot in each direction, i.e. front to back & side to side, showing:

- Existing and proposed lot grade,
- Building location (re-elevations),
- Minimum basement elevation(s) (MBE) & proposed top of foundation elevation(s)

**Site Plan** drawings showing:

- Direction of runoff and location of drainage swales,
- Location of drywells (if applicable),
- Building layout/location including setbacks,
- Show applicable Covenants, eg. No-Disturb and/or No-Build areas, Easements and Right-Of-Ways (ROW),
- Existing and proposed retaining wall locations,
- Proposed cut & fill locations.

These cross-sections are to be as per approved subdivision documents, i.e. geotechnical report/recommendations, lot grading/drainage plans, covenants, easements, and ROWs.

### Implementation

These cross-sections are required for all projects on all lots with slopes and are in effect on building permits applied for on or after January 4, 2010. Therefore, it is the responsibility of the applicant to ensure that these drawings are submitted as part of the building permit application and to the satisfaction of the Building & Permitting Branch.

It is the responsibility of the applicant to ensure that these drawings are submitted as part of their applications and are to the satisfaction of the Building & Permitting Branch.

Sloped lot cross section drawings are to adhere to the City of Kelowna Upslope and Downslope Hillside Development handouts (see attached).

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