

Checklist: Building Permit

Steel Buildings



Bulletin # 20-06

Updated: August 1, 2022

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 Architectural Drawings printed to scale (see requirements below)
- ☐ Two (2) sets of sealed Structural Drawings and Schedules 'B', 'D', & Proof of Insurance (if applicable) (for structure and foundations)
- ☐ Geotechnical Engineer Schedules 'B', 'D', and Proof of Insurance
- ☐ Certificate of Design and manufacturing conformance with NBC 2010
- ☐ Title Search including Covenants, Right-Of-Ways (ROW), 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
- ☐ Water Letter (from GEID or BMID if applicable)
- ☐ Septic Approval – RWOP Report (if applicable)

Architectural Drawings

General

- ☐ Zoning
- ☐ Building Code Analysis - 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 setbacks (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 (details and/or specs.)
 - Insulation
 - Sheathing
 - Interior Finish
 - Exterior Finish
 - Roofing Material
 - Roof Slope
- ☐ Height of each floor and overall height of building
- ☐ Stair Detail
- ☐ Roof Venting
- ☐ Sloped Lot Cross-Section Requirements (see Bulletin)

Building and Permitting

1435 Water Street
Kelowna, BC V1Y 1J4
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Foundation Plan to include

- ☐ Footing size (depth, width, and length)
- ☐ Foundation wall or pedestal sizes and heights
- ☐ Drainage system details
- ☐ All retaining wall* details where retaining walls form a portion of the dwelling floor plan.

** All retaining walls over 1.2m will require a Development Variance Permit.*

Elevation Drawings to include

- ☐ Each face of building (N, S, E, & W) showing
 - Spatial separations
 - Guardrails
 - Overall height of building
 - Height of each storey (from centre-to-centre of floor assemblies)
 - Framing clearance from finished grade
 - Flashing
 - Siding
 - Location of all windows and doors

Floor plans for each level to include

- ☐ Label showing the use of each room and/or space
- ☐ Floor joist spans
- ☐ Beams and lintel (included engineered beams where applicable)
- ☐ Smoke Alarms and CO detectors
- ☐ Window and door sizes
- ☐ Room and passageway sizes
- ☐ Total finished floor area (including mechanical rooms, stairs and storage)
- ☐ Total unfinished floor area
- ☐ Fans – Bath
- ☐ Plumbing fixtures (Sinks, toilets, bidets, showers, baths, dishwasher(s), clothes washer(s), hot water tank(s))
- ☐ Mechanical Equipment
- ☐ Radon and Solar pipe locations

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