



Regional District of Okanagan-Similkameen

101 Martin Street, Penticton, BC V2A 5J9

Telephone: (250) 490-4205 Fax: (250) 492-0063

Toll Free (BC/Alberta): 1-877-610-3737

E-mail: buildinginfo@rdos.bc.ca Website: www.rdos.bc.ca

APPLICATION FOR BUILDING PERMIT

Fees for Application			Application Fee	Title Search \$25 if applicable	Total
<input type="checkbox"/>	Building Permit	Value less than \$100,000	\$200		
<input type="checkbox"/>	Building Permit	Value more than \$100,000	\$575		
<input type="checkbox"/>	Swimming Pool		\$525		
<input type="checkbox"/>	Plumbing Only	\$200 + \$12 per fixture		X	
<input type="checkbox"/>	Completion Permit		\$250	X	
FOR OFFICE USE ONLY				1-1-2500-9000	
Folio #		Date Paid		Receipt #	

OWNER INFORMATION

(add additional page if more than two owners)

Registered Owner		Registered Owner (2 nd)	
Mailing Address		Mailing Address	
Daytime phone	Alternate phone	Daytime phone	Alternate phone
E-mail		E-mail	

AGENT INFORMATION (if applicable – attach signed Letter of Authorization)

Name & Company		
Mailing Address		
Daytime phone	Alternate phone	Email:

LAND UNDER APPLICATION

LOCATION (civic address of property)					
If property does not have civic address, please provide legal description.					
Lot	Block	District Lot	Plan		
Parcel Identifier					

DESCRIPTION OF PROJECT: _____

<p>STRUCTURE</p> <p><input type="checkbox"/> Single Family Dwelling</p> <p><input type="checkbox"/> Garage/Carport</p> <p><input type="checkbox"/> Accessory Building</p> <p><input type="checkbox"/> Plumbing Permit</p> <p><input type="checkbox"/> Pool</p> <p><input type="checkbox"/> Duplex</p> <p><input type="checkbox"/> Multi-Family Residential</p> <p><input type="checkbox"/> Secondary Suite</p> <p><input type="checkbox"/> Commercial</p> <p><input type="checkbox"/> Industrial</p> <p><input type="checkbox"/> Institutional</p> <p><input type="checkbox"/> Other _____</p>	<p>TYPE OF WORK</p> <p><input type="checkbox"/> New Construction</p> <p><input type="checkbox"/> Addition</p> <p><input type="checkbox"/> Alteration / Renovations/Repair</p> <p><input type="checkbox"/> Move</p> <p><input type="checkbox"/> Tenant Improvement</p> <p><input type="checkbox"/> Change of Use / Occupancy / Decommissioned</p> <p><input type="checkbox"/> Other _____</p>
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Value of project when complete: \$ _____ (subject to RDOS evaluation or assessment)

ENVIRONMENTAL MANAGEMENT ACT AND CONTAMINATED SITES REGULATION

Completion of a Site Disclosure Statement is required for building permit applications on properties with a history of specific Schedule 2 uses and no applicable exemptions. For details see the Contaminated Sites Regulations Schedule 2 using the search term 'contaminated site identification' at www.gov.bc.ca.

I have read the list of regulated industrial and commercial uses contained in Schedule 2 of the Contaminated Sites Regulation and based on my personal knowledge of the subject land:

- No, the land is not used or has not been used for any of the uses specified in Schedule 2. Accordingly, I elect not to complete and submit a Site Disclosure Statement as outlined in Section 40 (1) of the Act.
- Yes, one or more of the uses specified in Schedule 2 is or has occurred on the land. Completion of a Site Disclosure Statement is required as outlined in Section 40(1) of the Act.**

ENERGY EFFICIENCY REQUIREMENTS required for all new /substantially new **heated (conditioned)** structures

- Prescriptive – show Effective RSI assembly values on drawings (BCBC 9.36.2 to 9.36.4)
- Prescriptive with simple trade-off – provide details and calculations on drawings (BCBC 9.36.2.11)
- Energy Performance Compliance Method - provide Pre-Construction Compliance Report from a qualified Energy Advisor (BCBC 9.36.5)*
- National Energy Code (NECB) – provide details and calculations on drawings or separate report
- Energy Step Code – provide Pre-Construction Compliance Report from a qualified Energy Advisor (BCBC 9.36.6) *

(*See RDOS Climatic Data and Comparable Locations Tables)

Mechanical ventilation:

<input type="checkbox"/> Forced Air Systems	<input type="checkbox"/> Distributed CRV Systems
<input type="checkbox"/> HRV Systems	<input type="checkbox"/> Exhaust Fan & Passive Inlets – Zone 5 – single storey, less than 1800 sq. ft.

Proposed Heating system:

<input type="checkbox"/> Forced Air	<input type="checkbox"/> Wood burning appliance	<input type="checkbox"/> Heat pump – Zone 5
<input type="checkbox"/> Electric Baseboard	<input type="checkbox"/> Masonry fireplace	<input type="checkbox"/> Ductless split – Zone 5
<input type="checkbox"/> Radiant / hydronic Heat	<input type="checkbox"/> Geothermal	<input type="checkbox"/> Gas Fireplace
<input type="checkbox"/> Other _____		

Proposed Air Barrier location: Exterior Interior

APPLICATIONS FOR PLUMBING PERMIT

Plumbing fixtures to be installed or repaired:					
Water Closets (toilets)	Bathtubs (with or without showers)	Shower stalls (include # of heads)	Sinks		Urinals
			Kitchen	Bathroom	Laundry
Automatic Washers	Dishwashers	Hose Bibs	Floor Drains		Other Fixtures (list)
Total Number of fixtures:					

COMPLETE CHECKLIST: (check box if applicable)

- Completed Application Form with all relevant sections completed and signed by **all owners listed on title**
 - Recent State of Title Certificate of Title Search (not more than 30 days old)
 - Copies of all covenants, easements and right of ways registered against the title
 - Correct application fee amount (contact RDOS for current fees)
 - Completed Owner's Undertaking form signed by **all owners listed on title**
 - Completed Letter of Authorization form signed by the owner and owner's representative
 - Record of Sewerage (Septic System) or Approval of connection to sewer system
 - Proof of Water Service form or Owner's Declarations of Potable Water form signed
 - Copies of all covenants, easements and right of ways registered against the title
 - Provincial Site Disclosure Statement form completed by owner (for industrial and commercial properties only)
 - Approved Watercourse Development Permit and / or Environmental Sensitive Development Permit (if required)
 - Two copies of a site plan with all required information
 - Two sets of drawings or building plans with all required information
 - Detailed wall / ceiling / floor assemblies including Effective Insulation Values (RSI)
 - Pre-Construction Compliance Report from a qualified Energy Advisor
 - BC Housing New Home Registration for new single-family dwellings, multi-unit residential buildings and major renovations
 - Approval Letter from Strata Council for strata properties and buildings
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- Sealed Drawings and Schedules from required Design Professional (Complex Buildings only)
 - Building Code Analysis (required for Part 3 Complex Buildings and upon request of Building Official for Part 9 Buildings; to be signed and sealed by the persons responsible for the design)
 - Sealed Drawings and / or Schedules for all components not contained with Part 9 of the BCBC (eg. manufactured beams, trusses, joists, fire sprinkler systems, tall walls, ICF foundations, glass and wire-cable guards etc.)

Applications for Building Relocation Permit

Applications for permits to authorize relocation of existing buildings must be accompanied by an approved demolition permit for the location from which the building is being relocated, if that location is subject to this bylaw.

Important: Your application will not be considered complete unless it contains all the information required. The processing of your application will be delayed if it is incomplete. Contact a staff member for assistance.

SUPPORTING INFORMATION

- Yes No Are there any restrictive covenants registered on the subject property?
- Yes No Are there any registered easements or rights-of-ways over the subject property?
- Yes No Is there legal access to the subject property?
- Yes No Is there a watercourse on the subject property or within 30 m of your project?

SUBMIT a recent copy of the Certificate of Title or title search print for the subject property or properties (see information on Page 5 – RDOS can obtain this document on your behalf).

Site Plan

SUBMIT two copies of a detailed site plan and other drawings **drawn to appropriate scale** that must include the following:

- Bearing and dimensions of the parcel taken from the registered subdivision plan;
- The legal description and civic address of the parcel;
- The location and dimensions of all statutory rights of way, easements and setback requirements;
- The location and dimensions of all existing and proposed buildings or structures on the parcel;
- Distances from the project to the high water mark of any lake, swamp, pond or watercourse or the top bank of any ravine;
- The location of a proposed septic tank and distances from any water;
- The existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or structure where the Regional District's land use regulations establish siting requirements related to minimum floor elevation; and
- The location, dimension and gradient of parking and driveway access.

Building Plans

SUBMIT two sets of building plans **drawn to a scale** of ¼" per foot or 1:50 mm or such other scale as may be acceptable to the building official that:

- Include floor plans showing the dimensions and use of all areas: the dimensions and height of crawls and roof spaces, the location, size and swing of doors, the location, size and opening of windows; floor, wall and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
- Include a cross section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;
- Include elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, finished grade and conformance with the Building Code, Regional District bylaws, covenants and contracts relating to building height requirements;
- Include cross-sectional details at sufficient locations to illustrate that the building or structure conforms to the Building Code; and
- Include a foundation design.

INCLUDE copies of approvals required under any enactment relating to health or safety, including without limiting, sewage disposal permits, highway access permits and Ministry of Health approval or, if such approvals have been applied for and not obtained, copies of the application.

Additional Information

Additional material or more detailed information may be requested by the Regional District upon reviewing your application.

You may be required to provide a survey certificate of the property.

Manufacturer's specifications and layouts are required for all manufactured beams, engineered trusses and I-joists.

A note about obtaining the State of Title Certificate/Title Search and Covenants. The State of Title Certificate/Title Search and covenants may be obtained through our office, from the Land Title Office or through Service BC office for a fee.

Initial

*Please obtain copy of current title search and/or required covenants, easements and right of ways.
I understand the applicable charge(s) will be applied to my building permit costs.*

DECLARATION

I/We, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of the facts related to this application.

Signature of Registered **Owner /Agent**
(or Authorized Signatory of Corporation*)

Signature of Registered **Owner /Agent**
(or Authorized Signatory of Corporation*)

Name of Registered **Owner /Agent** (print)

Name of Registered **Owner /Agent** (print)

Date

Date

***if owner is a company or corporation, proof of signing authority is also required**

Protecting your personal information is an obligation the Regional District of Okanagan-Similkameen takes seriously. Our practices have been designed to ensure compliance with the privacy provisions of the Freedom of Information and Protection of Privacy Act (British Columbia) ("FIPPA"). Any personal or proprietary information you provide to us for this permit application, is collected, used and disclosed in accordance with FIPPA. Contact the Freedom of Information Officer at the Regional District Okanagan-Similkameen for information.



OWNER'S UNDERTAKING

1. This undertaking is given by the undersigned, as the owner of the property described above, with the intention that it be binding on the owner and that the Regional District will rely on same.
2. I confirm that I have applied for a building permit pursuant to Regional District Building Bylaw No. 2805, 2018 (the "Bylaw") and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and in particular, understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections thereunder.
3. Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility to ensure compliance with the Building Code and the Bylaw whether any work to be performed pursuant to the permit applied for is done by me, a contractor or a registered professional.
4. I am not in any way relying on the Regional District or its building officials, as defined under the Bylaw, to protect the owner or any other persons as set out in Part 3 of the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the Regional District or its building officials.
5. I hereby agree to indemnify and save harmless the Regional District and its employees from all claims, liability, judgments, costs and expenses of every kind which may result from negligence or from the failure to comply fully with all bylaws, statutes and regulations relating to any work or undertaking in respect of which this application is made.
6. I am authorized to give these representations, warranties, assurance and indemnities to the Regional District.

Property address: _____

Signature of Registered **Owner**
(or Authorized Signatory of Corporation*)

Signature of Registered **Owner**
(or Authorized Signatory of Corporation*)

Name of Registered **Owner** (print)

Name of Registered **Owner** (print)

Date of Acknowledgement

Date of Acknowledgement

***if owner is a company or corporation, proof of signing authority is also required**

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