



Wildfire Building Permit Package

CITY OF WEST KELOWNA

Fire Restoration Step by Step Guide to the Building Permit Process

This Building Permit Package has been designed specifically for properties that were damaged from the McDougall Creek wildfire. It will illustrate the City's requirements for new construction permits and list some key information pieces.

Timelines

The City has resources to ensure building permit timelines for properties damaged by the wildfire will be expedited.

New Construction Building Permits

Every new structure greater than 10m² will require a building permit. Separate building permits are required for each structure such as single-family dwellings, swimming pools, decks, retaining walls over 4' in height, accessory buildings, and carriage houses. Please ensure yourself or your designer have complied with the specific Zone information for the property as well as general Zoning Information from our Zoning Bylaw No. 0265.

Structures that were partially damaged by the wildfire will require a renovation building permit however the requirements for a permit application will be the same, but engineering will be reviewed case by case. Please contact the City to determine if engineering is required or not for building permit application.

Documentation Required for New Construction Building Permit

1. Building permit application form
2. Owner authorization (if you have an agent/contractor applying on homeowner's behalf)
3. Surveyed site plan
 - a. Illustrating the size of the building, the distance to all property lines, width of driveway and all registered title easements/ROWS/covenants, etc.
4. Certificate of Title (dated within 90 days)
5. Geotechnical Schedule B
6. Geotechnical sealed site report illustrating the effect of the McDougall Creek wildfire on the specific property.
 - a. Only required if City staff ask for it (dependent on slope of lot)
7. Structural Schedule B and sealed drawings



Wildfire Building Permit Package

Documentation Required for New Construction Building Permit (con't)

8. 2 sets of detailed construction drawings (1 set of digital drawings will be accepted)
 - a. If secondary suite included, details regarding BCBC compliance required.
9. Roof/Truss/beam layout by manufacturer
10. Floor joist/beam layout by manufacturer
11. BC Housing Warranty Registration or owner declaration
12. If on private well and septic:
 - a. Septic systems are required to be design and inspected by a Registered Onsite Wastewater Practitioner and Interior Health
 - i. If a new system, Schedule B and sealed drawings required, or
 - ii. If existing system, a sealed letter stating that the system was inspected and is sufficient for the new single-family dwelling will be required
 - b. Well system - Proof of water potability (safe drinking water) will be required prior to occupancy
13. Other items may be required depending on the application proposal.

Inspections

Once your building permit has been issued by the City, construction can commence. With part of your permit package, there will be a detailed list of inspections required to be completed. Please call our main building permit line (778-797-8820) to book these inspections.

More Information:

Please check our website for more information (bulletins, checklists, application forms). For your convenience we have attached most forms to this package.

Attach:

- BP app
- Owner Auth
- Single family dwelling checklist
- Carriage house application form
- Sec. suite app form
- Building permit fees



DOCUMENTS REQUIRED MUST BE SUBMITTED AT THE TIME OF APPLICATION

***This is not an exhaustive list as other documentation may be required at the time of plan check.**

RECEIVED	STANDARD APPLICATION
	Complete BP Application
	Owner's Authorization or Lease Agreement
	Current State of Title (no older than 3 months) speedysearch.ca - If the owner of the property is a corporation or numbered company, then a corporate registry document is required to show who has signing authority on behalf of the company.
	Covenant, Easement, & Statutory Right of Way Docs. (Listed on title) – speedysearch.ca -for new construction of any kind where parcel coverage is being increased.
	Site Plan - including dimensions of proposed building and distances to the property lines. - Include dimensions of the lot and show all existing and proposed buildings and their uses on the property. - Identify all rights-of-way, covenant, and easement locations.
	BC Land Surveyor Site Plan - by a registered land surveyor. - Required for new construction of any kind where parcel coverage is within 2 m of the property lines, covenants, easements, or statutory right of ways. - Include the same information as required on the site plan above.
	2 Sets of Detailed Drawings - including foundation and floor plans, cross sections, elevation, dimensions, location of all plumbing fixtures & all rooms labeled according to their use. Digital copies are preferred.
	Roof/Truss Layout Beams - Digital
	Floor Joist Layout/Beams - Digital
	Professional Drawings/Reports if Applicable – Listed Below
	- SCHEDULE A or LETTER OF CO-OPERATION
	- ARCHITECTURAL SCHEDULE A & SEALED DRAWINGS
	- GEOTECHNICAL - SCHEDULE B
	- STRUCTURAL- SCHEDULE B AND SEALED DRAWINGS
	- MECHANICAL - SCHEDULE A AND SEALED DRAWINGS
	- ELECTRICAL - SCHEDULE B AND SEALED DRAWINGS
	- FIRE SUPPRESSION - SCHEDULE B AND SEALED DRAWINGS

Additional Requirements for Specific Application Types

Received	NEW CONSTRUCTION
	BC Housing Warranty Registration or Owner Declaration
	Septic Design Accepted by IHA & ROWP Drawings
	Potable Water Log
Received	SECONDARY SUITE/CARRIAGE HOUSE
	Parking Plan -Included on the site plan, indicating one additional parking space/ bedroom. Must meet size requirements as per Zoning Bylaw 0265, 4.3 (b) and the Secondary Suite or Carriage Information Bulletins.
Received	POOL
	2 Sets of Sealed Drawings (Digital Preferred)
	Site Plan -Gates and fences to be illustrated.
	Soil Comment or Report from Geotechnical Engineer
Received	SIGN
	Site Plan -Indicating location of proposed sign (including setback of sign from property line when not attached to building).
	Photos of the Property and Existing Signage
	Rendering of Proposed Sign (Including Colors)
Received	DEMOLITION
	Site Plan -Indicating the location of all structures to be removed.
	Copy of Your “Notice of Project” (NOP) From Worksafe BC
	Hazardous Materials Risk Assessment - Prepared by a qualified professional for any buildings potentially containing hazardous materials. *Mandatory for any buildings constructed prior to 1990.
	Fire Safety Plan -Not required for SFR, Duplexes, or Townhouses
Received	SOLID FUEL BURNING APPLIANCE
	Wett Certified Contractor – Contact Information
	Appliance Information – Manufacturer and Model -CSA # -ULC #
	Copy of the manual including Manufacturer Installation Instructions
	2 Sets of Construction Drawings - indicating the location of the stove
	*Installation of solid burning appliances in manufactured homes and garage/accessory buildings requires proof of acceptability by the manufacturer.
Received	SOLAR PANELS
	Installation Package (indicating installation procedures)
	Structural Schedule B & Site-Specific Permission Letter From Engineer



CITY OF WEST KELOWNA

Development Services — Building Department
2760 Cameron Road West Kelowna, BC, V1Z 2T6
Phone: 778-797-8820

Building Permit Application

Building Permit Application No. (Issued by Office):

APPLICATION TYPE

Table with 4 columns: Building - Residential, Building - Non-Residential, Secondary Suite, Retaining Wall, Demolition - Residential, Demolition - Non-Residential, Blasting, Swimming Pool, Sewer - Residential, Solid Fuel Burning Appliance, Sign, Sewer - Commercial, Water Service Connection

WORK CLASS

Table with 4 columns: New, Tenant Improvement, Alteration, Addition

PROPERTY INFORMATION

Building Site Address:

Zoning Designation:

Detailed scope of work and use of space:

FEES

Table with 2 columns: Construction Value: \$, Sq m/ft:

Table with 2 columns: Building Permit, Non-refundable fee (based on construction value): -\$150+ application fee, -\$10/fixture plumbing fee, -\$1.14% of construction value permit fee

The building permit application fee is due at the time of building permit submission. Additional permit fees will be due at the time of building permit issuance and are per the City of West Kelowna Fees and Charges Bylaw No. 0028. Acceptance of fees does not imply or guarantee application approval.

APPLICANT

Applicant Status: Owner Contractor Other:

Name:

Company Name (if applicable): Business Licence # and issuing Municipality:

Mailing Address:

City: Province: Postal Code:

Phone: Email:

SIGNATURE

I acknowledge that if I am granted a building permit pursuant to this application that I am responsible for compliance with the BC Building Code, all City of West Kelowna Bylaw's and any other applicable enactment, code, regulation or standard relating to the work in respect of which the permit is issued, whether or not the said work is undertaken by me or by those whom I may retain or employ to provide design and/or construction services;

Where the City requires that Letters of Assurance be provided by a Registered Professional pursuant to Section 290 of the *Local Government Act*, I confirm that I have been advised in writing by the City that it relied exclusively on the Letter of Assurance of "Professional Design and Commitment for Field Review" prepared by _____ in reviewing the plans, drawings, specifications and supporting documents submitted with this application for a building permit.

I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a permit by the City pursuant to this application and in respect of the execution of this acknowledgment.

Note: The personal information on this form is collected under the authority of the Local Government Act/Community Charter for the purposes of processing this application and is subject to the Freedom of Information and Protection of Privacy Act. Any questions regarding this collection are to be directed to Legislative Services at 778-797-2250.

Applicant Signature:

Dated:

OWNER'S AUTHORIZATION – complete if applicant is not the registered owner on title

Registered Owner Name(s):

Mailing Address:

City:

Province:

Postal Code:

Phone:

Email Address:

Please be advised that I/we, the registered owner(s) of the above-mentioned property, authorize the applicant to:

apply for and obtain a building permit in respect to the above-mentioned project.

provide to the City of West Kelowna as my agent, all information and documents required for such an application.

access property information related to the above-mentioned project on my/our behalf.

I/we agree to immediately notify the City of West Kelowna, in writing, of any changes regarding this information.

Owner's Name(s) (print)

Owner's Signature(s)

Dated:

CITY OF WEST KELOWNA

BYLAW NO. 0028

A BYLAW TO ESTABLISH FEES AND CHARGES FOR SERVICES AND INFORMATION

**SCHEDULE 2
BUILDING PERMIT FEES**

Non-Refundable Application Fees (charged for the review of building permits) shall be:	
Type of Fee	Fee
Building Permit Application Fees (Based on Actual Construction Value)	
Actual Construction Value	
\$1.00 - \$50,000.99	\$150.00
\$50,001.00 - \$200,000.99	\$250.00
\$200,001.00 - \$750,000.99	\$350.00
\$750,001.00 - \$2,000,000.99	\$500.00
\$2,000,001.00 and greater*	\$5500.00*
*For projects \$2,000,001.00 and greater the non-refundable application fee will be credited towards the permit fee.	
Permit Fees (charged for the issuance of building permits) shall be:	
Type of Fee	Fee
For construction, addition, alteration, repair, retaining walls, pool fences, sign structures, mobile home parks, campgrounds, and other construction projects or part thereof.	1.14 percent of actual construction value (\$11.40 per \$1,000) with a minimum \$100.00 permit fee.
For site servicing permits, the Subdivision, Development Engineering and Approving Officer Fee Schedule applies.	Fees as applicable in Schedule 3.
Work without a permit or as a result of bylaw enforcement infraction with a permit value of construction less than or equal to \$2,000,000.	Double all applicable fees to a maximum additional fee of \$25,000.
Work without a permit or as a result of bylaw enforcement infraction with a permit value of construction more than \$2,000,000.	Double all applicable fees to a maximum additional fee of \$50,000 (subject to Director Review).
Additional Building Permit Fees	
Damage to Municipal Infrastructure.	Actual Cost: damage to City owned infrastructure will be replaced at the actual cost of replacement/repair.
Plumbing	\$10.00 per fixture
Fire protection system and equipment.	\$150.00 for the first sprinkler head plus \$2.00 for each sprinkler head thereafter plus \$25.00 for each fire hydrant, hose cabinet, hose outlet, and stand pipe.

Re-inspection fee (where more than two inspections have been called for).	\$150.00
Subsequent re-inspection fee or premature inspection fee.	\$300.00
Additional plan review fee for minor* revisions to plans (applies to each iteration of a revised plan) *Minor revisions include revisions which require two hours or less of additional review time as determined by the building inspector.	\$250.00
Additional plan review fee for major* revisions to plans (applies to each iteration of a revised plan) *Major revisions include revisions which require more than two hours of additional review time as determined by the building inspector.	\$500.00 plus cost of the added or revised actual construction value 1.14% (\$11.40 per \$1000).
Where a project over \$2,000,001.00 has been substantially revised and warrants a new plan check and/or review by other departments (subject to Director review).	An additional application fee will be required and the original/ previous application fee will not be credited towards the Building Permit.
Permit transfer fee.	\$150.00
Alternative solution review.	\$250.00 per submission
Non-standard building permit review or inspections Note: e.g. A S. 57 Notice on Title, or Life and Safety or Emergency Works.	\$100.00 per hour with a minimum of one hour charged.
Extend an existing building permit	10% of the original building permit fee, but in no case less than \$150
Reductions and Refunds	
The City of West Kelowna acknowledges reliance on the certification of a Professional Engineer or Architect for the noted portions of work for which Schedules "A"	Where a Professional Engineer or Architect registered as such under Provincial legislation that is certified and is
and "B" of the BC Building Code has been issued.	representing themselves or acting on behalf of an applicant for the permit, the City shall reduce the building permit value by 10%.
Permit cancellation or expiry after issuance (construction has not commenced).	75% refund of the permit fee, there is no refund of the building permit application fees noted in table 1.
Permit cancellation after work has started.	There will be no refund of permit fees where construction has started.