



Building Permit Information Bulletin

Revised: May 2023

When is a building permit required?

Building Regulations Bylaw No. 0086 requires owners to obtain building permits before any projects, which are regulated by the bylaw, occur. Business licences also require building permits when any of the noted items are required. Having a business licence does not exempt the requirements for a building permit.

Projects regulated by the bylaw include but are not limited to the following:

Building - general <ul style="list-style-type: none"> Demolition of buildings or structures. Placing or constructing temporary buildings for a maximum duration of use; see Section 8.8 of the Building Regulations Bylaw. 	
Building - new ♦ <ul style="list-style-type: none"> Construction of new and pre-fabricated buildings over 10 square metres (107.6 square feet). See note 1. Foundations and set up for modular and mobile homes. 	Commercial/ITI ♦ <ul style="list-style-type: none"> Installation or alteration of mechanical exhaust and fire protection systems for commercial cooking equipment. Change of occupancy class for a building or part of a building.
Building - renovation/addition <ul style="list-style-type: none"> Alterations to legalize a secondary suite, bed and breakfast, or a home-based business. Additions to buildings, including mobile and factory-built homes. Interior and exterior alterations of buildings, including carport enclosures, and structures which involve materials or systems controlled by codes, such as building, plumbing, fire. Construction, addition or alteration of site services for mobile home park. Construction, addition or alteration of site services for campgrounds or recreational vehicle parks. Finishing previously unfinished portions of a building. 	Plumbing <ul style="list-style-type: none"> Replacement of existing plumbing fixtures. Installation of plumbing systems. Alterations and additions to plumbing systems. Installations and alterations of fire protection sprinkler systems. Construction of site services for commercial, industrial, and residential developments. Residential hook up to existing City sanitary sewer system.
Fireplaces/woodstoves <ul style="list-style-type: none"> Construction, installation or alteration of chimneys or fireplaces. Solid fuel burning appliance installations (i.e.: wood inserts, stoves, pellet stoves, etc.). A rebate may be available when exchanging an old wood stove for a new appliance. Visit rdco.com and search wood stove exchange rebates to learn more. 	Other <ul style="list-style-type: none"> Retaining walls over 1.2 metres (3.9 feet); P.Eng involvement is also required; height is measured from ground level on one side of the wall to ground level on the opposite side. See note 2. Construction of swimming pools and required fences.

Notes:

- Buildings must be sited according to the setbacks specified in City of West Kelowna Zoning Bylaw No. 0265.
- The BC Safety Authority must be contacted for any electrical and gas installations or inspections.