



# Building Permit Information Bulletin

Revised: August 2022

## When is a Building Permit required?

The City of West Kelowna **Building Bylaw No. 0086** requires that an owner obtains a building permit whenever a project regulated by the bylaws is to be undertaken. Business licences require a building permit if 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

- Demolition of buildings or structures
- Placing or construction of temporary buildings (for a maximum duration of use see Section 8.8 of Building Bylaw)
- A building permit and P.Eng involvement is required for the construction of retaining walls over 1.2 m (3.9 ft) in height. The measurement is taken from the ground level on one side of the structure to the ground level on the opposite side of the structure.

### Building - New

### Commercial/ ITI

- Construction of new and pre-fabricated buildings over 10 m<sup>2</sup> (107.6 sq.ft.)  
See note 1
- Foundations for, and set up of modular and mobile homes

- 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 - Reno/Addition

### Plumbing

- Alterations to legalize a secondary suite, bed and breakfast, or a home-based business
- Additions to buildings; incl. mobile and factory-built homes
- Interior and exterior alteration of buildings (enclosure of carports included) and structures which involve materials or systems controlled by Codes (Building, Plumbing, Fire)
- Construction, additions or alteration of site services for mobile home parks
- Construction, additions or alteration of site services for campgrounds or recreation vehicle parks
- Finishing previously unfinished portions of a building

- Replacement of existing plumbing fixtures
- Installation of plumbing systems
- Alterations and additions to plumbing systems
- Installation and alteration of fire protection sprinkler systems
- Construction of site services for commercial, industrial, and residential developments
- Residential sewer hook up to City's existing sewer system

### Fireplace/Woodstove

### Other

- Construction, installation or alteration of chimneys or fireplaces
- Installation of solid fuel burning appliances. (ie: wood inserts, stoves, pellet stoves, etc)

- Construction of retaining walls. See note 2
- Construction of swimming pool and required fences

#### Notes:

1. Buildings under 10 m<sup>2</sup> (100 ft<sup>2</sup>) must still be sited according to the setbacks specified in the City of West Kelowna Zoning Bylaw No. 0265
2. BC Safety Authority is to be contacted for any electrical and gas installations or inspections