



City of West Kelowna

2760 Cameron Road, West Kelowna, British Columbia V1Z 2T6
Tel (778)797.1000 Fax (778)797.1001

BUILDING PERMIT APPLICATION CHECKLIST – Decks

Must be completed by applicant/owner and submitted with the building permit application

Site Address:	Proposed Works:
Applicant:	Owner:
Zoning:	Is Use Permitted?
Required Front Setback:	Proposed Front Setback:
Required Interior Side Setback:	Proposed Interior Side Setback:
Required Exterior Side Setback:	Proposed Exterior Side Setback:
Required Rear Setback:	Proposed Rear Setback:

Should you need to refer to the zoning bylaw for information, it can be found online here

<https://www.westkelownacity.ca/en/city-hall/zoning.aspx>

Where an item noted below has not been included in the design, the item may be crossed out.

Documentation

- | | |
|---|---|
| <input type="checkbox"/> Building Permit Application | <input type="checkbox"/> BCLS surveyed site plan |
| <input type="checkbox"/> Two sets of scaled/dimensioned construction drwgs. | <input type="checkbox"/> Schedule B from a Geotechnical Engineer |
| <input type="checkbox"/> Owner Authorization Form | <input type="checkbox"/> Soils comment or report from the Geotechnical Eng. |
| <input type="checkbox"/> Title Search (dated within 90 days) | <input type="checkbox"/> Schedule B from Structural Engineer if applicable |
| <input type="checkbox"/> Corporate Search if the owner is a business | <input type="checkbox"/> Two sets of sealed structural drawings if applicable |
| <input type="checkbox"/> All covenants and other registered encumbrances | <input type="checkbox"/> Strata approval |
| <input type="checkbox"/> Truss design and layout with point loads indicated | <input type="checkbox"/> Manufactured beam & joist designs and layout |

Site Plan Information

- | | |
|--|---|
| <input type="checkbox"/> Civic address and property legal description | <input type="checkbox"/> North arrow and scale |
| <input type="checkbox"/> Street Location(s) and name(s) | <input type="checkbox"/> Lot area |
| <input type="checkbox"/> Driveway location and proposed width | <input type="checkbox"/> Locate all Stat. Rights of Way, easements & Covenanted Areas |
| <input type="checkbox"/> All property lines and their length | <input type="checkbox"/> **Setbacks to All property lines from the Deck |
| <input type="checkbox"/> All buildings, existing and proposed, with use labels | <input type="checkbox"/> Wells & septic tanks, fields & distribution boxes |
| <input type="checkbox"/> Setbacks to lakes and watercourses | |
| <input type="checkbox"/> All retaining wall locations and dimensions | |

**Setbacks are measured perpendicular to the property line

Deck Plan Information

- Civic address and/or property legal description
- Scale
- Footing & foundation location and size
- Retaining walls
- Building Section locations identified
- Stair location, size and direction(up/dn) indicated
- Dimensions are to be to the outside of exterior walls & columns and to the centerline of interior walls & columns
- Framing details of the floor above including beam & joist size, spacing and direction, columns, bridging & strapping
- Outline of the roof above if applicable

Cross Sections and Details

- Civic address and property legal description
- Roof – **shingle type & class for wildfire, truss/rafter direction
- Foundations – footing and column dimensions
- Scale
- Joist, beam and column sizes
- Balcony, ***guard, stair & handrail details
- Balcony, **underside finish

**Many properties in the City are located close to the wildland interface and have Covenants registered against the property requiring additional protective measures against wildfire, these measures must be incorporated into the design for building permit application.

***All glass guard designs require an engineered sealed design and in some instances, a Schedule B from a registered professional for their installation.

Note: while every attempt has been made to make this list as comprehensive as possible, further information may be requested during the application process.

I have verified that all the information requested on this document has been included in the building design accompanying this Building Permit Application:

Owner/applicant

Print Name _____ Signature _____

Date _____