



REQUIRED INFORMATION FOR NEW COMMERCIAL BUILDINGS

The City of West Kelowna has prepared this handout to assist developers and builders with their application for a building permit for new commercial buildings.

To apply for a building permit the applicant must fill out a building permit application and submit all documents and plans detailing the proposed work.

The application is then reviewed for compliance with the City Zoning Bylaw to ensure that the project meets the guidelines for permitted uses within that zone.

A copy of the application is forwarded to the Engineering, Planning and Environmental Departments for input that may affect the issuance of a building permit, such as; additional fees, development permits, development cost charges and environmental issues.

The Building Division will require the following plans and documents for review, prior to the issuance of a building permit.

1. Two sets of drawings – including:

Surveyed site plan - show dimensions of all proposed buildings and distances to property lines. Include dimensions of the lot and show all existing and proposed buildings and their uses on the property. Also identify all right-of-ways, covenants and easements. Include a site drainage plan, storm, and water and sewage locations.

Floor plans - clearly mark the use and dimensions of all spaces within those floors.

Elevation Drawings - show all elevations of the proposed building faces.

Architectural, Structural and Mechanical Drawings – include accessibility details, cross sections, fire separations and their ratings, footing, foundation and framing details, details on heating, ventilation, sprinklers and plumbing services, electrical and fire alarm systems, emergency lighting and any other as built systems as are required to give a complete overview of the building.

2. Pre-Engineered Truss/Floor system drawings – if applicable (permit set only)

3. Current State of Title Certificate – must be dated within the last three months and include all covenants and easements.

4. Septic system approval (if not on DWK's sewage system).

5. Letters of Assurance (Schedules A and B) required for all Part 3 Buildings will be required from all disciplines.

Other required submissions may include – legal survey, Geotechnical/soils report, shoring details, civil drawings for onsite works to be performed by the developer.

H:\DEVELOPMENT SERVICES\BUILDING\Inspections\Forms & Handouts\Req'd info for Comm bldgs.doc

