



City of West Kelowna
Building & Regulatory Services
2760 Cameron Road
West Kelowna, BC V1Z 2T6
Ph: 778-797-8820
Fax: 778-797-1001

REQUIRED INFORMATION FOR NEW RESIDENTIAL BUILDINGS AND ADDITIONS

Please note all applicable documents are required at time of application submission

1. **Two sets of drawings** – include foundation and floor plans, cross sections, detail drawings, building elevation drawings, and be sure to include the location of all plumbing fixtures and label the use of all rooms
2. **BCLS Surveyed site plan** – show dimensions of proposed building 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.
3. **Current state of title certificate.** Title search print must be dated within the last 3 months, also print all covenants and easements listed
4. **Manufactured roof trusses**, floor joists and beam details (permit set)
5. **Homeowner Protection Office approval** (www.hpo.bc.ca)
6. Pink copy of **septic approval** from Interior Health (if not on 's sewage system)
7. **Schedule B**, as well as any drawings, **may be required** from a registered professional engineer for:
 - Geotechnical
 - Structural
8. A **Blasting Permit may be required**

A copy of the application will also be forwarded to the Engineering Department and Planning Division, and the following may be required:

9. Development Permit, Development Variance Permit, Environmentally Sensitive Area Development Permit (ESADP)
10. Development Cost Charges
11. Subdivision servicing and development bylaw requirements

For Electrical or Gas Permits contact: BC Safety Authority
www.safetyauthority.ca; phone: 250-861-7313.