



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 – SINGLE FAMILY RESIDENCE

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:

Building Heating Method?

HRV to be installed?

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

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

All items listed below should be carefully considered for applicability for assurance of a complete application. If you are unsure of applicability of any of the requirements, contact our office at 778-797-8820. To expedite your submission please be aware failure to submit a completed checklist and application package will result in your application being returned. Ensure all boxes are marked using a checkmark for applicable information and cross out the non-applicable items.

Documentation

- | | |
|--|--|
| <input type="checkbox"/> Building Permit Application | <input type="checkbox"/> BCLS surveyed site plan |
| <input type="checkbox"/> Secondary Suite Application (<i>if applicable</i>) | <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 (<i>if applicable</i>) |
| <input type="checkbox"/> Corporate Search if the owner is a business | <input type="checkbox"/> *Two sets of sealed structural drawings (<i>if applicable</i>) |
| <input type="checkbox"/> All covenants and other registered encumbrances | <input type="checkbox"/> Strata approval (<i>if applicable</i>) |
| <input type="checkbox"/> Two sets of scaled/dimensioned construction drawings. | <input type="checkbox"/> Step Code Energy Report if applicable |
| <input type="checkbox"/> Manufactured beam & joist designs and layout | <input type="checkbox"/> Septic System filing, incl. system design from IHA (<i>if applicable</i>) |
| <input type="checkbox"/> Truss design and layout with point loads indicated | <input type="checkbox"/> BC Housing Owner Builder Exemption or warranty |
| <input type="checkbox"/> Mechanical System design for a suite to suite system | |



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**Note: due to its highly integrated nature, the City does not accept partially engineered foundation designs.*

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 foundation |
| <input type="checkbox"/> All buildings, existing and proposed, with use labels | <input type="checkbox"/> Water & sewer service size and location |
| <input type="checkbox"/> Setbacks to lakes and watercourses | <input type="checkbox"/> San. sewer insp. chamber & water shut-off locations |
| <input type="checkbox"/> All retaining wall locations and dimensions | <input type="checkbox"/> Wells & septic tanks, fields & distribution boxes |

***Setbacks are measured perpendicular to the property line*

Foundation Plan Information *Not to be included on the floor plan*

- | | |
|--|--|
| <input type="checkbox"/> Civic address and/or property legal description | <input type="checkbox"/> Dimensions are to be to the outside of exterior walls & columns and to the centerline of interior walls & columns |
| <input type="checkbox"/> Scale | <input type="checkbox"/> Window wells and sunken patios |
| <input type="checkbox"/> Footing & foundation location and size | <input type="checkbox"/> Retaining walls |
| <input type="checkbox"/> Framing of floor above | |

Floor Plan Information *Foundation plan information to be shown on a separate plan view*

- | | |
|---|--|
| <input type="checkbox"/> Civic address and/or property legal description | <input type="checkbox"/> Dimensions are to be to the outside of exterior walls & columns and to the centerline of interior walls & columns |
| <input type="checkbox"/> Scale | <input type="checkbox"/> Framing details of the floor above including beam & joist size and direction, columns, bridging & strapping |
| <input type="checkbox"/> Uses of All rooms identified | <input type="checkbox"/> Smoke & Carbon Monoxide alarm location |
| <input type="checkbox"/> All plumbing fixtures located | <input type="checkbox"/> Outline of the roof above |
| <input type="checkbox"/> All window and door sizes and swing/slide direction | <input type="checkbox"/> Location and dimensions of projections (eg: eaves, chimneys, hatches, bay or box windows) |
| <input type="checkbox"/> Building Section locations identified (min.2, more may be requested & all fire separations must be included) | <input type="checkbox"/> Kitchen, bathroom and laundry room layouts |
| <input type="checkbox"/> Stair location, size and direction (up/down) indicated | <input type="checkbox"/> Fans, safety glass, attic and crawlspace accesses |
| <input type="checkbox"/> Floor area of each level | |
| <input type="checkbox"/> Mechanical Room indicating furnace/boiler & hot water tank location and water service size. | |



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For plans that also include a Secondary Suite or Secondary Suite rough-in, the following will also be required

- | | |
|--|--|
| <input type="checkbox"/> Clearly identify secondary suite location with Floor Area and percentage of total floor area within the residence | <input type="checkbox"/> Fire Separation location, Fire Resistance Rating and design from BC Building Code Table 9.10.3.1. A or other method approved by the building code |
| <input type="checkbox"/> Suite exit protected from fire exposure | <input type="checkbox"/> Separate HVAC design if it is proposed to have a shared system |
| <input type="checkbox"/> Interconnected Smoke Alarm location & type | <input type="checkbox"/> Address extra parking requirements on Site Plan |
| <input type="checkbox"/> Interconnected Carbon Monoxide location | |
| <input type="checkbox"/> Mechanical Ventilation design | |

Plumbing Drawings

Where the owner feels they have a sufficient level of competency to do the plumbing system installation on their house, comprehensive plumbing drawings with fixture calculations and plumbing code references will need to be submitted in order to demonstrate their ability to do the work.

Cross Sections and Details

- | | |
|---|---|
| <input type="checkbox"/> Civic address and property legal description | <input type="checkbox"/> Scale |
| <input type="checkbox"/> *Roof – **shingle type & class for wildfire, truss/rafter direction, nominal insulation value, air/vapour barrier, interior ceiling finish | <input type="checkbox"/> Exterior walls – **exterior cladding, air/water barrier, sheathing, stud size & spacing, nominal insulation value, air/vapour barrier, interior finish |
| <input type="checkbox"/> Foundations – damp/water proofing, as required, perimeter drainage & rock, rain water pipe, wall & footing dimensions, interior framing, air/vapour barrier, int. finish | <input type="checkbox"/> Balcony, ***guard, stair & handrail details |
| <input type="checkbox"/> *Vaulted and/or flat roof detail | <input type="checkbox"/> Fire Separation location, Fire Resistance Rating and design from BC Building Code Table 9.10.3.1. A or other method approved by the building code |
| <input type="checkbox"/> Suspended garage slab water proofing detail | <input type="checkbox"/> Roof deck details |
| | <input type="checkbox"/> RSI (effective insulation) calculations |

**Vaulted and/or roofs that do not incorporate a vent space per BCBC Section 9.19 (eg. Spray foam directly applied to the roof sheathing) require the submission of an Alternative Solution and a Schedule B for design and review of the proposed design.*

***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 in accordance with the EGBC guidelines and in some instances, a Schedule B from a registered professional for their installation.*



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Elevations

- | | |
|--|---|
| <input type="checkbox"/> Civic address and property legal description | <input type="checkbox"/> Scale |
| <input type="checkbox"/> Window & door size with swing/slide direction | <input type="checkbox"/> Building height and wall face break if applicable |
| <input type="checkbox"/> Cladding type | <input type="checkbox"/> Guard and rail heights |
| <input type="checkbox"/> Grade elevations front, back & side to side | <input type="checkbox"/> Elevation of centreline of fronting road at lot centre |
| <input type="checkbox"/> Retaining wall heights | <input type="checkbox"/> Roof slope |
| <input type="checkbox"/> Eave dimension | <input type="checkbox"/> Spatial Separation Calculations for each face |

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

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 _____ Date _____

Signature _____