



CITY OF WEST KELOWNA

Development Services — Building Department
2760 Cameron Road West Kelowna, BC, V1Z 2T6
Phone: 778-797-8820

Building Permit Application

Building Permit Application No. (Issued by Office):

PROPERTY INFORMATION

Building Site Address:

Zoning Designation:

APPLICATION TYPE

Table with 3 columns: Building - Residential, Building - Non-Residential, Secondary Suite. Rows include Carriage House, Demolition - Residential, Sewer - Residential, Solid Fuel Burning Appliance, Swimming Pool, Demolition - Non-Residential, Sewer - Commercial, Retaining Wall, and Water Service Connection.

WORK CLASS

Table with 4 columns: New, Tenant Improvement, Alteration, Addition

Detailed scope of work and use of space:

FEES

Table with 2 columns: Construction Value: \$, Sq m/ft:

Table with 2 columns: Building Permit, List of fees including Non-refundable fee, application fee, fixture plumbing fee, and permit fee percentage.

The building permit application fee is due at the time of building permit submission. Additional permit fees will be due at the time of building permit issuance and are per the City of West Kelowna Fees and Charges Bylaw No. 0028. Acceptance of fees does not imply or guarantee application approval.

## APPLICANT

**Applicant Status:**            **Owner**                      **Contractor**                      **Other:** \_\_\_\_\_

**Name:**

**Company Name (if applicable):**

**Business Licence # and issuing Municipality:**

**Mailing Address:**

**City:**

**Province:**

**Postal Code:**

**Phone:**

**Email:**

## SIGNATURE

I acknowledge that if I am granted a building permit pursuant to this application that I am responsible for compliance with the BC Building Code, all City of West Kelowna Bylaw's and any other applicable enactment, code, regulation or standard relating to the work in respect of which the permit is issued, whether or not the said work is undertaken by me or by those whom I may retain or employ to provide design and/or construction services;

I acknowledge that neither the issuance of a permit under this bylaw, nor the acceptance or review of plans, specifications, drawings or supporting documents, nor inspections made by or on behalf of the District constitute a representation, warranty, assurance or statement that the Code, the bylaws of the District or any other applicable enactment, code, regulation or standard has been complied with;

Where the City requires that Letters of Assurance be provided by a Registered Professional pursuant to Section 290 of the *Local Government Act*, I confirm that I have been advised in writing by the City that it relied exclusively on the Letter of Assurance of "Professional Design and Commitment for Field Review" prepared by: (list names of any Registered Professionals by which letters were provided)

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OR            see attached Schedules.

in reviewing the plans, drawings, specifications and supporting documents submitted with this application for a building permit;

I confirm that I have relied only on the said Registered Professional for the adequacy of plans, drawings specifications and supporting documents submitted with this application; and,

I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a permit by the City pursuant to this application and in respect of the execution of this acknowledgement.

**Note:** The personal information on this form is collected under the authority of the Local Government Act/Community Charter for the purposes of processing this application and is subject to the Freedom of Information and Protection of Privacy Act. Any questions regarding this collection are to be directed to Legislative Services at 778-797-2250.

**Applicant Signature:**

**Dated:**

**Complete Owner's Authorization on page 3 if applicant is not owner on title.**

**OWNER'S AUTHORIZATION – Complete if applicant is not the registered owner on title**

**Registered Owner Name(s):**

**Mailing Address:**

**City:**

**Province:**

**Postal Code:**

**Phone:**

**Email Address:**

**Please be advised that I/we, the registered owner(s) of the above-mentioned property, authorize the applicant to (select applicable):**

apply for and obtain a building permit in respect to the above-mentioned property on my/our behalf.

provide to the City of West Kelowna as my agent, all information and documents required for such an application on my/our behalf.

access property information related to the above-mentioned property on my/our behalf.

**I/we agree to immediately notify the City of West Kelowna, in writing, of any changes regarding this information.**

**Owner's Signature(s)**

**Dated:**