



# Permit Transfer Form

**CITY OF WEST KELOWNA**

Development Services Building Department

3731 Old Okanagan Highway West Kelowna, BC V4T 0G7

Phone: 778-797-8820 Email: [building@westkelownacity.ca](mailto:building@westkelownacity.ca)

**Building Permit Application No. (Issued by Office):**

## 1 - PROPERTY INFORMATION

**Building Site Address:**

## 2 – CHANGE OF (check all applicable)

<input type="checkbox"/> <b>Applicant</b>	<i>Required Documents</i> <input type="checkbox"/> Current State of Title <input type="checkbox"/> Owners Authorization
<input type="checkbox"/> <b>Owner</b>	<i>Required Documents</i> <input type="checkbox"/> Current State of Title <input type="checkbox"/> Owners Authorization
<input type="checkbox"/> <b>Builder</b>	<i>Required Documents</i> <input type="checkbox"/> Owners Authorization <input type="checkbox"/> Business License <input type="checkbox"/> BC Housing – New Home Reg Form

## 3 – REASON FOR TRANSFER

Change of Ownership     Sale of Property     Change in Builder/Contractor

Other:

## 4 – FEES

The Building Permit Transfer fee is due at the time of Permit Transfer. Note that any changes proposed to an existing permit will need to apply for a Building Permit Amendment and can be subject to revision fees as per City of West Kelowna [Fees and Charges Bylaw No. 0028](#).

The Building Permit Transfer Fee is \$150.00, payment can be made by debit, cash or cheque – no credit cards. Payment can be made at City Hall – 3731 Old Okanagan Highway or a cheque can be couriered in.

## 5 –NEW OWNER INFOMRATION (if applicable)

**Civic Address:**

**Registered Owner Name(s):**

**Mailing Address:**

<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>
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<b>Phone:</b>	<b>Email:</b>
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**Signature(s):** **Dated:**

**Complete Owner’s Authorization on Page 2 to authorize new Builder or Applicant to permit.**



**PROPERTY INFORMATION**

**Civic Address:**

**Registered Owner Name(s):**

**Mailing Address:**

**City:**

**Province:**

**Postal Code:**

**Phone:**

**Email:**

**Signature(s):**

**Dated:**

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

Authorize the following applicant/agent to apply for all applications related to the above-mentioned property on my/our behalf.

Provide to the City of West Kelowna all information and documents required for applications related to the above-mentioned property on my/our behalf.

Authorize the following applicant/agent access to 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.**

**Applicant/Agent Name:**

**Company Name (if applicable):**

**Business Licence # and issuing Municipality:**

**Mailing Address:**

**City:**

**Province:**

**Postal Code:**

**Phone:**

**Email Address**

**Signature(s):**

**Dated:**

## 6- OWNER UNDERTAKING AND 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 I 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)

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 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.

**Owner Signature:**

**Dated:**

### ADDITIONAL INFORMATION – PERMIT TRANSFERS:

- **Once your Permit Transfer Form has been submitted and associated fees are paid, we recommend booking a meeting with the Building Official to review any outstanding items that may be associated with your project.**
- **You can also book a "Site Visit" Inspection to meet the Building Official on site to review the current project status and address items needed to go forward with your project. For Inspection Bookings, please phone 778-797-8820 or email [building@westkelownacity.ca](mailto:building@westkelownacity.ca). Please provide the Building Permit Number, Site Contact and Phone Number and specify "Site Visit Inspection". While we do not book exact time slots, you can request an AM (between the ranges of 9:00AM-12:00PM) or PM (12:00PM-4:00PM). Please note these are requests and are not always guaranteed.**