



**Regional District of Okanagan-Similkameen**

101 Martin Street, Penticton, BC V2A 5J9  
 Telephone: (250) 490-4205 Fax: (250) 492-0063  
 Toll Free (BC/Alberta): 1-877-610-3737  
 E-mail: [buildinginfo@rdos.bc.ca](mailto:buildinginfo@rdos.bc.ca) Website: [www.rdos.bc.ca](http://www.rdos.bc.ca)

# APPLICATION FOR PERMIT

Building Permit       Plumbing Permit       Building/Plumbing Permit

FOR OFFICE USE ONLY			
PROCESSING FEE (BPER)	_____	+ Title Search (1-1-2500-9000)	_____
TOTAL DUE:		_____	
FOLIO NUMBER:	_____	DATE PAID:	_____
ZONED AS	_____	METHOD OF PAYMENT:	_____
BYLAW NO:	_____	RECEIPT NO.:	_____

**Owner Information** (add additional page if more than two owners)

Registered Owner		Registered Owner (2 <sup>nd</sup> )	
Mailing Address		Mailing Address	
Province	Postal Code:	Province	Postal Code
Daytime phone	Alternate phone	Daytime phone	Alternate phone
Fax	E-mail	Fax	E-mail

**Purpose of Application**

<b>DESCRIPTION OF PROJECT:</b> _____			
Class of Work:			
<input type="checkbox"/> New	<input type="checkbox"/> Alteration	<input type="checkbox"/> Addition	<input type="checkbox"/> Conversion
<input type="checkbox"/> Repair	<input type="checkbox"/> Demolish	<input type="checkbox"/> Move	<input type="checkbox"/> Change of Occupancy
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Other _____		
Type of Construction			
<input type="checkbox"/> Frame	<input type="checkbox"/> Log	<input type="checkbox"/> Steel	<input type="checkbox"/> Engineered
<input type="checkbox"/> Concrete	<input type="checkbox"/> Masonry	<input type="checkbox"/> Reinforced Concrete	<input type="checkbox"/> Preserved wood foundation
<input type="checkbox"/> Timber	<input type="checkbox"/> Plumbing/heating	<input type="checkbox"/> Other _____	

**Land Under Application**

<b>LOCATION</b> (civic address of property)						
<b>Legal description</b>						
Lot		Block		District Lot		Plan
Parcel Identifier						

**Agent Information (if applicable – attach Letter of Authorization)**

Name & Company		
Address		
Town/Province	Postal Code	E-mail
Daytime phone	Alternate phone	Fax:

**Project Information**

Are there any buildings occupying any portion of said land?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, state use: _____ (Note – all structures on the property <b>must</b> be identified on the site plan)		
Value of project when complete: \$ _____ (subject to RDOS evaluation or assessment)		
<input type="checkbox"/> Mobile Home	CSA Z-240 certified?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Energy Efficiency Requirements (required for all new/substantially new structures)**

**Effective December 19, 2014** all building permit applications for **new dwellings** must address the requirements of Section 9.36 Energy Efficiency of the BC Building Code. These changes will require additional information at time of permit application. Upon submission it will be necessary to outline:

- Proposed heating/cooling systems
- Building ventilation as per 9.32 (is a heat recover ventilator being used?)
- Location and type of air barrier and vapour barrier
- Detailed wall / ceiling / floor assemblies including Effective Insulation Value of all components
- “U” ratings of proposed windows and door

**Effective Thermal Resistance Compliance method:**

Prescriptive

Prescriptive plus simple trade-offs (provide details)

Performance (energy modelling from Certified Energy Advisor required)

**Mechanical ventilation:**

Forced Air Systems                       Distributed CRV Systems

HRV Systems                                       Exhaust Fan & Passive Inlets – Zone 5 – single storey, less than 1800 sq. ft.

**Proposed Heating system:**

Forced Air                                       Wood burning appliance                       Heat pump – Zone 5

Electric Baseboard                               Masonry fireplace                               Ductless split – Zone 5

Radiant / hydronic Heat                       Geothermal                                       Gas Fireplace

Other \_\_\_\_\_

**Proposed Air Barrier location:**     Exterior                       Interior

## Supporting Information

- Yes  No Are there any restrictive covenants registered on the subject property?  
 Yes  No Are there any registered easements or rights-of-ways over the subject property?  
 Yes  No Is there legal access to the subject property?  
 Yes  No Is there a watercourse on the subject property or within 30 m of your project?

SUBMIT a recent copy of the Certificate of Title or title search print for the subject property or properties (see information on Page 4 – RDOS can obtain this information on your behalf).

SUBMIT two copies of a detailed site plan and other drawings **drawn to appropriate scale** that must include the following:

- Bearing and dimensions of the parcel taken from the registered subdivision plan;
- The legal description and civic address of the parcel;
- The location and dimensions of all statutory rights of way, easements and setback requirements;
- The location and dimensions of all existing and proposed buildings or structures on the parcel;
- Distances from the project to the high water mark of any lake, swamp, pond or watercourse or the top bank of any ravine;
- The location of a proposed septic tank and distances from any water;
- The existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or structure where the Regional District's land use regulations establish siting requirements related to minimum floor elevation; and
- The location, dimension and gradient of parking and driveway access.

### Building Plans

SUBMIT two sets of building plans **drawn to a scale** of 1/4" per foot or 1:50 mm or such other scale as may be acceptable to the building official that:

- Include floor plans showing the dimensions and use of all areas: the dimensions and height of crawls and roof spaces, the location, size and swing of doors, the location, size and opening of windows; floor, wall and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
- Include a cross section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;
- Include elevations of all sides of the building or structure showing finish details, roof slopes, windows, doors, finished grade and conformance with the Building Code, Regional District bylaws, covenants and contracts relating to building height requirements;
- Include cross-sectional details at sufficient locations to illustrate that the building or structure conforms to the Building Code; and
- Include a foundation design.

**INCLUDE** copies of approvals required under any enactment relating to health or safety, including without limiting, sewage disposal permits, highway access permits and Ministry of Health approval or, if such approvals have been applied for and not obtained, copies of the application.

### Additional Information

Additional material or more detailed information may be requested by the Regional District upon reviewing your application.

You may be required to provide a survey certificate of the property.

**Manufacturer's specifications and layouts are required for all manufactured beams, engineered trusses and I-joists.**

## Applications for Plumbing Permit

Plumbing fixtures to be installed or repaired:					
Water Closets (toilets)	Bathtubs (with or without showers)	Shower stalls (include # of heads)	Sinks		Urinals
			Kitchen	Bathroom	Laundry
Automatic Washers	Dishwashers	Hose Bibs	Floor Drains		Other Fixtures (list)
<b>Total Number of fixtures:</b>					

## Applications for Building Relocation Permit

Applications for permits to authorize relocation of existing buildings must be accompanied by an approved demolition permit for the location from which the building is being relocated, if that location is subject to this bylaw.

## Applications for Complex Buildings

In addition to the requirements set out above, applications for complex buildings must include:

- A letter of assurance in the form of Schedule A as referred to in Section 2.2, Division C of the Building Code, signed by the owner, or a signing officer of the owner if the owner is a corporation, and the coordinating registered professional;
- Include a completed, signed and sealed Building Code analysis in a form prescribed by a building official; and
- Include letters of assurance in the form of Schedule B-1 and B-2 as referred to in Section 2.2, Division C of the Building Code, each signed by such registered professionals as the building official, coordinating registered professional or Building Code may require to prepare the design for and conduct field reviews.

## COMPLETION CHECKLIST:

- Completed all relevant sections of this application form
- Recent State of Title Certificate or Title Search (not more than 30 days old)
- Copies of all covenants, easements and right of ways registered against the title
- Two copies of a site plan with all required information
- Two sets of building plans with all required information
- Detailed wall / ceiling / floor assemblies including Effective Insulation Values
- Approved Watercourse and / or Environmental Sensitive Development Permit (if required)
- Sewage disposal permit and/or New Home Authorization documentation (if applicable)
- Highway access permits (if required)
- All owners listed on the title have signed the application form and Form 1**
- Correct application fee amount (contact Staff for current fees)
- Schedule from Coordinating Registered Professional (complex buildings only)
- Building Analysis (complex buildings only)

**Important: Your application will not be considered complete unless it contains all the information above. The processing of your application will be delayed if it is incomplete. Contact a staff member for assistance.**

**A note about obtaining the State of Title Certificate/Title Search and Covenants.** The State of Title Certificate/Title Search and covenants may be obtained through our office, from the Land Title Office or through your local government agent office for a fee.

Please obtain copy of current title search and/or required covenants, easements and right of ways.  
I understand the applicable charge(s) will be applied to my building permit costs.

Initial

## DECLARATION

I/We, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of the facts related to this application.

\_\_\_\_\_  
Signature of Registered **Owner /Agent**  
(or Authorized Signatory of Corporation\*)

\_\_\_\_\_  
Signature of Registered **Owner /Agent**  
(or Authorized Signatory of Corporation\*)

\_\_\_\_\_  
Name of Registered **Owner /Agent** (print)

\_\_\_\_\_  
Name of Registered **Owner /Agent** (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**\*if owner is a company or corporation, proof of signing authority is also required**

*Protecting your personal information is an obligation the Regional District of Okanagan-Similkameen takes seriously. Our practices have been designed to ensure compliance with the privacy provisions of the Freedom of Information and Protection of Privacy Act (British Columbia) ("FIPPA"). Any personal or proprietary information you provide to us for this permit application, is collected, used and disclosed in accordance with FIPPA. Contact the Freedom of Information Officer at the Regional District Okanagan-Similkameen for information.*



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## Owner’s Undertaking

1. This undertaking is given by the undersigned, as the owner of the property described above, with the intention that it be binding on the owner and that the Regional District will rely on same.
2. I confirm that I have applied for a building permit pursuant to “Regional District Building Bylaw No. 2805, 2018 (the “Bylaw”) and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and in particular, understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections thereunder.
3. Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility to ensure compliance with the Building Code and the Bylaw whether any work to be performed pursuant to the permit applied for is done by me, a contractor or a registered professional.
4. I am not in any way relying on the Regional District or its building officials, as defined under the Bylaw, to protect the owner or any other persons as set out in Part 3 of the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the Regional District or its building officials.
5. I hereby agree to indemnify and save harmless the Regional District and its employees from all claims, liability, judgments, costs and expenses of every kind which may result from negligence or from the failure to comply fully with all bylaws, statutes and regulations relating to any work or undertaking in respect of which this application is made.
6. I am authorized to give these representations, warranties, assurance and indemnities to the Regional District.

**Property address:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Registered **Owner**  
(or Authorized Signatory of Corporation\*)

\_\_\_\_\_  
Signature of Registered **Owner**  
(or Authorized Signatory of Corporation\*)

\_\_\_\_\_  
Name of Registered **Owner** (print)

\_\_\_\_\_  
Name of Registered **Owner** (print)

\_\_\_\_\_  
Date of Acknowledgement

\_\_\_\_\_  
Date of Acknowledgement

**\*if owner is a company or corporation, proof of signing authority is also required**