



Building Permit Application

Permit # \_\_\_\_\_

Folio # \_\_\_\_\_

## BUILDING PERMIT APPLICATION

For new construction, alterations & additions

\$25.00 Title + Tax ☐

\$150.00 Deposit ☐

**\*\*Incomplete Applications will not be processed until all requested documents are received\*\***

Please provide clear, legible, and precise information.

**CIVIC ADDRESS:** \_\_\_\_\_

Folio/Roll: \_\_\_\_\_ PID: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ DL: \_\_\_\_\_ Plan: \_\_\_\_\_ Zoning: \_\_\_\_\_

Registered Owner(s): \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

*Notice of Articles or Company Summary is required for properties owned by businesses/numbered companies*

Contractor Name & Business: \_\_\_\_\_

Business Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Business License #: \_\_\_\_\_ Email: \_\_\_\_\_

*All builders/contractors must have a valid DOS Business License or Inter-community license*

Description of Project (be specific): \_\_\_\_\_

**Value of Construction \$:** \_\_\_\_\_ Age of Current Building being altered/improved: \_\_\_\_\_

Are there any other buildings / structures on the property? ☐ Yes ☐ No SQFT: \_\_\_\_\_

If yes, state use (please be specific) \_\_\_\_\_

Is the building been / being strata titled? ☐ Yes ☐ No

## BUILDING PERMIT CHECKLIST

**Information on drawings shall be clear and legible and shall contain sufficient details to demonstrate conformance with the BC Building Code 2024.**

**Documents:**    ☒ Required at the time of application    ☐ May be Required at time of application

			Submitted	Accepted
<b>Completed and signed Application</b>		✓		
<b>Title Search</b>	A recent title search (within 30 days) is required with every building permit application	✓		
<b>Legal Notations/Covenants</b>	Copies of documents regarding easements, rights of way, and restrictive covenants registered against title.	✓		
<b>Owner's Acknowledgments, Release &amp; Indemnification</b>	Acknowledgment of owner's responsibilities and District indemnifications through the construction process; <b><i>This portion MUST be signed by the owner of the property.</i></b>	✓		
<b>Agent Authorization form</b>	If a third party is representing the owner of the property for building permits, a signed and completed Authorization form is required	✓		
<b>Development Permit (DP) or Development Variance (DVP) approvals</b>	Please confirm that your application complies with Zoning and does not require a DP, or any variances. If Planning applications are required, these must be completed prior to Building Permit application	○		
<b>DCC Development Cost Charges Fees</b>	New Residential & Commercial Space, Multi Family, Commercial, Industrial, Institutional	○		
<b>Professional Documents and Drawings</b>				
<b>Hazardous Material Assessment report</b>	All permits where proposed works include <b><i>alterations or renovations</i></b> within an existing structure that was constructed prior to 1990	○		
<b>BC Housing &amp; Consumer Services Registration</b>	Proof of registration from BC Housing Licensing & Consumer Services required for all new single-family dwellings, duplexes, carriage homes and substantially reconstructed / renovated homes.	○		
<b>BC Energy Compliance Report</b>	Pre-construction, performance path for Part 9 buildings prepared by an Energy Advisor (EA) for the purpose of Step Code.	○		
<b>Design &amp; capacity of Heating &amp; Air-conditioning systems / appliances</b>	9.33.5.1 Providing the Load Calculations for a certified system and declared within an approved program software that is F280 compliant (Room x Room)	○		
<b>Engineering Guides</b> Structural reviews – Please refer to Building Bulletin	Overview of Geotechnical Reviews: Unless otherwise confirmed by the Building Official all additions and new construction will require a Geotechnical Engineer with submission of Letters of Assurance as well as excavation and storm water			

When a Structural Engineer is Required	management plans. Please note that some sensitive sites may require geotechnical reports and registration of covenants prior to permit release.			
<b>Letter of Assurance</b>  Schedule B is required from a registered professional when one has been retained or if during the plan review it is determined by the Building Officials  All Letters of Assurance also require a Certificate of Insurance from each professional	Schedule B – Geotechnical  Schedule B – Plumbing (roof/site and foundation systems)  <input type="checkbox"/> Excavation and storm management plan <input type="checkbox"/> Geotechnical site report (when applicable)  Schedule B – Structural – components only  Schedule B – Structural  <input type="checkbox"/> <b>Sealed drawings from professional</b> <ul style="list-style-type: none"> <li>✓ We require one (1) digital copy to be submitted with application via email <a href="mailto:devserv@summerland.ca">devserv@summerland.ca</a></li> <li>✓ Two (2) complete paper copies of each plan</li> <li>✓ Drawings must be scaled ¼ to foot or metric equivalent</li> <li>✓ Drawings must include civic &amp; legal addressing</li> </ul> <b>Proof of Insurance Required with all Schedules</b>	O		
<b>Engineered Systems</b>	Provide shop design drawings for all roof truss, floor and beam designs at time of application submission. All point loads over 4000 lbs to be shown on shop drawings.  (Additional systems are not required if there are sealed engineered drawings)	O		
<b>Drawings</b>				
<ul style="list-style-type: none"> <li>✓ We require one (1) digital copy to be submitted with application via email <a href="mailto:devserv@summerland.ca">devserv@summerland.ca</a></li> <li>✓ Two (2) complete paper copies of each plan</li> <li>✓ Drawings must be scaled ¼ to foot or metric equivalent</li> <li>✓ Drawings must include civic &amp; legal addressing</li> <li>✓ Include North Arrow</li> </ul>				
<b>Site Plan – to be in Metric Dimensions</b> <ul style="list-style-type: none"> <li>✓ North Arrow</li> <li>✓ <b>Location &amp; dimensions</b> of all <b>existing</b> and <b>proposed</b> buildings and structures</li> <li>✓ <b>Setbacks</b> from all <b>existing</b> and <b>proposed</b> structures (including projections and overhangs) to parcel lines</li> <li>✓ Location of existing access roads, driveways, vehicle parking, pathways, screening and fencing</li> <li>✓ Location of any physical or topographic constraints (such as watercourse, shorelines, ravines, wetlands, steep slopes etc.)</li> <li>✓ Location of all existing waterlines, easements, right of ways, etc.</li> <li>✓ Existing lot coverage and proposed lot coverage</li> <li>✓ Confirm proposed heights</li> <li>✓ Driveway slope and location of any proposed catch basins &amp; drainage</li> <li>✓ Landscape features such as retaining walls, pools etc.</li> </ul>		✓		

<ul style="list-style-type: none"> <li>✓ Location of mechanical equipment (i.e. air conditioners, heat pumps etc.) outside of setbacks</li> <li>✓ Referencing geodetic datum points and lot area as it intersects with the proposed structure being applied for</li> </ul>			
<p><b>Floor Plans</b></p> <p>Show the following fully dimensioned:</p> <ul style="list-style-type: none"> <li>✓ North arrow on all floor plans</li> <li>✓ All plans to be fully dimensioned.</li> <li>✓ Size of all windows and doors</li> <li>✓ Location and size of all structural elements</li> <li>✓ Construction of wall assemblies</li> <li>✓ Mechanical room – water electrical etc.</li> <li>✓ Effective insulation values. Indicate fire and sound separations.</li> <li>✓ Point loads to foundation (see engineered systems)</li> <li>✓ Basic Electrical Plan showing location of: <ul style="list-style-type: none"> <li>• Lighting (interior &amp; exterior)</li> <li>• Baseboard heating (if required)</li> <li>• Interconnected smoke alarms</li> <li>• Fan locations – bath, range, and oven</li> <li>• Attic access</li> </ul> </li> <li>✓ Lateral Bracing Drawings</li> <li>✓ Backing for Adaptability</li> </ul>	✓		
<p><b>Foundation Plans</b></p> <p>Show the following fully dimensioned:</p> <ul style="list-style-type: none"> <li>✓ Layout showing locations and size of footings, walls columns.</li> <li>✓ Radon suppression layout and details</li> <li>✓ Geodetic elevations</li> <li>✓ Slab and top of wall drainage</li> </ul>	✓		
<p><b>Elevation Plans</b></p> <p>Show the following fully dimensioned:</p> <ul style="list-style-type: none"> <li>✓ Natural and finished grades.</li> <li>✓ Storey elevations related to building grades.</li> <li>✓ Exterior cladding, roof finishes</li> <li>✓ Indicate all door and window openings.</li> <li>✓ Spatial separation calculations as per 9.10.14 or 9.10.15</li> <li>✓ Fire protection provisions for assemblies &lt;1.2m from lines of limiting distance.</li> <li>✓ Roof drainage</li> </ul>	✓		
<p><b>Cross sections</b> (minimum 2 sections):</p> <ul style="list-style-type: none"> <li>✓ Foundations, wall, floor, roof, ceiling assemblies</li> <li>✓ Stair dimensions, height of guards, handrails</li> <li>✓ Fire resistance &amp; sound ratings, if required</li> <li>✓ Effective insulation values</li> </ul>	✓		
<p><b>Duplex / secondary suites / carriage houses</b></p> <ul style="list-style-type: none"> <li>✓ Fire resistance rating (including all mechanical rooms)</li> <li>✓ Sound ratings.</li> </ul>	✓		

<ul style="list-style-type: none"> <li>✓ Exterior exit protection</li> <li>✓ ratio floor area of secondary suite to house</li> </ul>			
<b>Driveway Application</b>	O		
<b>Plumbing Permit – To be completed by the Plumber</b> <ul style="list-style-type: none"> <li>✓ Plumber TQ &amp; Business license required</li> </ul>	O		
<b>Electrical Utility Service Requests</b> <ul style="list-style-type: none"> <li>✓ Temporary Power- Paid in full at time of application</li> <li>✓ New Service/Service Upgrade – Application Fee paid at time of application</li> </ul>			
<b>Water / Sewer Utility Service Request Application</b> <ul style="list-style-type: none"> <li>✓ If the lot currently does not have services – application fee is paid</li> <li>✓ If sprinklers will be installed, water line upgrades may be necessary &amp; application fee will be paid</li> </ul>			

***Payment for the water meter is required when picking up the building permit***

I hereby apply under the provisions of Bylaw 2000-450 and agree to conform to all the requirements of the said Bylaw. I, the undersigned, owner, or authorized agent for the above-mentioned construction, declare that the above is a true statement of the characteristics of altering, repairing remodelling, removing constructing the above building to the best of my knowledge. I have checked the title of this property and verify that there are no encumbrances or restriction against the property that would prevent a building permit being issued. Applicants are requested to fully complete this form before returning it to the DoS Development Services Dept and ensure the following pages are enclosed with the application.

Applications submitted must be complete to enable plan checking to be concluded. Your application may be rejected, or its approval delayed if any of the information is missing or if this form is incomplete.

This checklist outlines the requirements to complete an application. Specific requirements are dependent on the nature and complexity of the application. The staff will be pleased to provide assistance and information regarding your application.

**X**

\_\_\_\_\_  
Registered Owner or Authorized Agent

## OWNER'S ACKNOWLEDGMENTS, RELEASE, AND INDEMNIFICATION

The undersigned **acknowledges** the following:

Issuance of a permit pursuant to this application will not relieve me from my primary responsibility for complying with the federal, provincial and municipal regulations governing the work authorized by the permit, including the BC Building Code and the Municipality's bylaw, nor from the responsibility for obtaining information about such regulations, whether the work is undertaken by me or those whom I may retain or employ to provide design or construction services.

Construction must be carried out in accordance with the permit and all applicable laws, and in accordance with good construction practices.

It is my responsibility to establish the legal boundaries of the building lot and, unless the Building Official deems it unnecessary, to provide the Municipality a building survey certificate prepared by a BC Land Surveyor after the building foundations have been constructed.

Issuance of a permit does not entitle me to construct anything on the building lot in contravention of any covenant, easement, right of way, statutory building scheme, or other restriction or charge registered against title to the land, responsibility for the identification and interpretation of which rests wholly with me.

I am responsible for requesting inspections by the Municipalities Building Official at the following stages of construction, unless field reviews are being provided by a registered professional: footings and foundation framework; perimeter drainage and damp proofing before backfilling; water, sewage and storm drainage connections before backfilling; framing; plumbing; insulation & vapour barrier; and final inspection.

I will be liable to the Municipality for the cost of repairing any damage to public works or highways that results from the construction authorized by the permit.

If the project involves any plumbing work, other than the repair or replacement of a valve, faucet, sprinkler, the clearance of a stoppage, or repair of a leak, requiring in each case no change in piping, a separate permit is required.

Neither the issuance of a permit pursuant to this application, nor the review or acceptance of plans, specifications, or drawings or the conduct of inspections by the District of Summerland constitutes a representation, warranty or assurance that the work authorized by the permit complies with the BC Building Code, the Municipalities Building Bylaw, or any other applicable enactment, code or standard, or meets any standard of materials or construction.

In consideration of the granting of a permit pursuant to this application, **I release and indemnify** the District of Summerland, its Councillors, officers and employees from and against any liability, demands, claims, causes of action, suits, judgments, losses, damages, costs and expenses of whatever kind which I or any other person, partnership or corporation or our respective heirs, successors, administrators or assignees may have or incur, in consequences of or incidental to the granting of the permit or any representation, advice, certification, inspection, approval, enforcement or failure to enforce the BC Building Code of the District's Building Bylaw in respect of the work authorized by the permit, and agree that the Municipality owes me no duty of care in respect of these matters.

**X**

Registered Owner ONLY

**X**

Registered Owner ONLY

## AGENT AUTHORIZATION FORM

<b>PROPERTY UNDER APPLICATION</b>		
Civic Address:		
<b>REGISTERED PROPERTY OWNER(S) Main Contact</b>		
NAME(s) ON TITLE:	PHONE:	ALTERNATE PH:
MAILING ADDRESS:	EMAIL:	
<b>AUTHORIZED AGENT</b>		
NAME OF AUTHORIZED AGENT:	AGENT BUSINESS NAME (IF APPLICABLE):	
MAILING ADDRESS (and postal code):	PHONE:	
CITY:	EMAIL:	
AGENT SIGNATURE:	DATE:	

<b>PROPERTY OWNERS'S AGREEMENT – All Owners on Title to Sign</b>		
As owner(s) of the land described in this application, I/we hereby consent to the submission of this municipal application, and hereby authorize the following person to act in regard to this application:		
NAME (PRINT):	SIGNATURE:	DATE:
NAME (PRINT):	SIGNATURE:	DATE:
NAME (PRINT):	SIGNATURE:	DATE:
NAME (PRINT):	SIGNATURE:	DATE:

**Notice of Articles or Company Summary is required for  
Commercial or Numbered Companies**