

# BUILDING PERMIT APPLICATION

13211 Henry Avenue, Box 159, Summerland, British Columbia, V0H 1Z0  
 Development Services Department  
 Telephone: (250) 494-1373 Fax: (250) 494-1415  
 Email: developmentsservices@summerland.ca



A Permit is issued after a plan review. Submission of this form does not grant permission to begin construction

PROPERTY UNDER APPLICATION		
CIVIC ADDRESS:		
REGISTERED PROPERTY OWNERS		
NAME(S) ON TITLE: <b>(Proof of signing authority is required for companies)</b>	PHONE:	PHONE (ALTERNATE):
MAILING ADDRESS (incl. postal code):	E-MAIL:	
As owner(s) of the land described in this application, I/we hereby consent to the submission of this building application, and I/we acknowledge that it is my/our responsibility as the Property Owner(s) to ensure full compliance with the Building Code, the Subdivision and Development Servicing Bylaw, the Zoning Bylaw, Building Bylaw and other applicable legislation. It is the responsibility of the Property Owner(s) to ensure all regulations and requirements are met.		
<b>OWNER'S SIGNATURE:</b>		<b>DATE:</b>
APPLICANT – PREFERRED CONTACT		
Applicant is the property owner: <input type="checkbox"/> Yes <input type="checkbox"/> No: <b>COMPLETE "AGENT AUTHORIZATION FORM" (Request from Development Services)</b>		
NAME:	PHONE:	
MAILING ADDRESS (incl. postal code):	E-MAIL:	
I declare that the information submitted in support of this application is, to the best of my knowledge, true and correct and that I will submit further information deemed necessary by the District of Summerland for processing this application. I acknowledge that all fees paid in connection with this permit are non-refundable, except as noted in the District of Summerland Fees and Charges Bylaw. In consideration of this permit being issued, I release and indemnify the District of Summerland, its Council members, officers, employees, and agents from and against all liability, claims and other expenses of any kind which I, or any other person, may have in connection with anything said or done, the granting of this permit or any action taken or not taken, by the District of Summerland. I agree that the District of Summerland owes me no duty of care in respect of these matters.		
<b>APPLICANT'S SIGNATURE:</b>		<b>DATE:</b>
CONTRACTOR		
NAME:	COMPANY:	PHONE:
MAILING ADDRESS:	BUSINESS LICENSE #:	E-MAIL:
REGISTERED PROFESSIONALS – (Attach list of contacts when more than one professional is engaged)		
NAME:	COMPANY:	PHONE:
MAILING ADDRESS:	E-MAIL:	

### OFFICE USE ONLY

PERMIT#			
LEGAL DESCRIPTION: LOT(S)	BLOCK:	D.L.	PLAN
FOLIO/ROLL#: 325.	PID(s):		

**PROJECT DETAILS**

Total Value of completed project (including labour and materials): \$ \_\_\_\_\_ (subject to review)

**Project Description:**

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<p><b>Type of Building:</b></p> <input type="checkbox"/> Single Detached Housing <input type="checkbox"/> Duplex <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Accessory Building <input type="checkbox"/> Accessory Dwelling Unit <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional/Public	<p><b>Description (choose all that apply):</b></p> <input type="checkbox"/> New Construction <input type="checkbox"/> Alteration/Renovations <input type="checkbox"/> New Secondary Suite <input type="checkbox"/> Change of Occupancy <input type="checkbox"/> Garage/Carport <input type="checkbox"/> Addition <input type="checkbox"/> Plumbing <input type="checkbox"/> Placement of Z-240 Mobile Home	<input type="checkbox"/> Deck <input type="checkbox"/> Wood Burning Appliance <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Occupant Load <input type="checkbox"/> Other:	<p><b>Type of Construction:</b></p> <input type="checkbox"/> Engineered <input type="checkbox"/> Frame <input type="checkbox"/> Concrete <input type="checkbox"/> Timber <input type="checkbox"/> Log <input type="checkbox"/> Masonry <input type="checkbox"/> Steel <input type="checkbox"/> Reinforced Concrete <input type="checkbox"/> Other*
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Area under construction/building area (m<sup>2</sup> or ft<sup>2</sup>) \_\_\_\_\_ Type of Construction: Other\* \_\_\_\_\_

**REQUIRED DOCUMENTATION CHECKLIST** – The following is the minimum documentation required. Other documentation may be required by Development Services including but not limited to: Engineered Drawings, Grading Plans, Letters of Assurance, Sewage Disposal Permits, etc.

- TITLE SEARCH for all lots** (no older than 30 days) – Obtain through the Land Title Office: visit [www.ltsa.ca](http://www.ltsa.ca). Copies of all non-financial charges such as easements, covenants, rights-of-way, building schemes listed on the title(s) may also be required and may also be obtained through the Land Title Office.
- BUILDING PLANS** – Two complete sets of plans to scale (Electronic Set in PDF format also required prior to plan check), showing the specifications of the building and all interior and exterior alterations. Electronic plans may be submitted in person via a USB flash drive, or emailed to [developmentsservices@summerland.ca](mailto:developmentsservices@summerland.ca)
  - o **BC HOUSING REGISTRATION** – Required for all dwelling units

**Plans must include the following information:**

- a. Floor Plan**
- o Outside dimensions and inside room dimensions including hallways
  - o Purpose of all rooms (kitchen, bedroom etc.) highlighting areas to be renovated
  - o Footings, foundation walls, slab, crawlspace construction details (if altered or new)
  - o Proposed wall structure including footing, foundation, floor construction, wall construction, roof construction, beam and lintel sizes, include wall covering details, as applicable
  - o Details of all loadbearing walls or point loads (if removing walls)
  - o Details of fire-rated walls, doors, floor and ceiling assemblies separating the principal dwelling unit from the secondary suite, as applicable
  - o Joist size and layout, wall construction details, beam construction details, if changing
  - o Door, window & skylight sizes – label new or existing
  - o Stair width, rise & run
  - o Floor to ceiling heights, and height to undersides of beams and stairs
  - o Locations of plumbing fixtures
  - o Locations of smoke and carbon monoxide detectors, if bedrooms are affected
  - o Detail principal exhaust fan, kitchen, bathroom and laundry room venting & ducts/duct length
  - o Building height measured to the eaves, the peak, and the midpoint between the two for all buildings

- b. Site Plan**
- o Metric scale showing the dimensions of the parcel on which the building is to be situated. Include property line setbacks and locations of all existing and proposed buildings, with decks and cantilevers shown. Include the location and the dimension of the driveway and slope, any rights-of-way or easements. For new secondary suites or detached accessory dwelling units (Carriage Houses): your Site Plan must include parking.
  - o Parking dimensions and lot coverage

**INCOMPLETE APPLICATIONS WILL RESULT IN DELAYS  
SUBMITTING REVISED PLANS MAY RESULT IN ADDITIONAL FEES**