



# BUILDING PERMIT APPLICATION

**\*\*Incomplete Applications Will Not Be Accepted\*\***

Please provide clear, legible, and precise information.

\$150.00 Deposit



To be filled by applicant

Date: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

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

Civic Address: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ DL: \_\_\_\_\_ Plan: \_\_\_\_\_

## Intended Use of Building:

- |   |                                     |  |  |   |  |  |
|---|-------------------------------------|--|--|---|--|--|
| <input type="checkbox"/> Residential        | <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial                                | <input type="checkbox"/> Institutional     | <input type="checkbox"/> New Repair       | <input type="checkbox"/> Addition                | <input type="checkbox"/> Alteration/<br>Renovation |
| <input type="checkbox"/> Secondary<br>Suite | <input type="checkbox"/> Foundation | <input type="checkbox"/> Fire<br><input type="checkbox"/> Relocate | <input type="checkbox"/> Retaining<br>Wall | <input type="checkbox"/> Swimming<br>Pool | <input type="checkbox"/> Solid Fuel<br>Appliance | <input type="checkbox"/> Accessory<br>Structure    |

Other: \_\_\_\_\_

Value of Construction \$: \_\_\_\_\_

Zoning: \_\_\_\_\_

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

Builder / Contractor (name & company): \_\_\_\_\_

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

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

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

Has / is the building been / being strata titled? ☐ Yes ☐ No

Are there any other buildings / structures on the property? ☐ Yes ☐ No

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

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 District of Summerland Development Services Department; and ensure that the following pages are enclosed with this application.

X

Registered Owner or Authorized Agent

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

## BUILDING PERMIT CHECKLIST

### Building Permits for new Construction or Additions

Please provide clear, legible, and precise information. If incomplete applications are submitted, the permit process will not be expedited in a timely manner.

Please note, zoning specifies regulations and permitted uses for properties within those designations.

All Builders / Contractors to have a current Summerland Business License or Intercommunity Mobile license.

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

			Submitted	Accepted
<b>Completed and signed Building Permit Application</b>		✓		
<b>Title Search</b>	A recent title search is required with every building permit application. This includes detailed information regarding easements, rights of way, and restrictive covenants registered against title.	✓		
<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	<input type="checkbox"/>		
<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	<input type="checkbox"/>		
<b>BC Housing &amp; Consumer Services Registration</b>	Proof of registration from BC Housing Licensing & Consumer Services (formerly known as HPO) is required for all new single-family dwellings, duplexes, carriage homes and substantially reconstructed / renovated homes.	<input type="checkbox"/>		
<b>Owner's Acknowledgments, Release, and Indemnification</b>	Acknowledgment of owners and contractor's responsibilities and District indemnifications through the construction process	✓		
<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.	<input type="checkbox"/>		

<b>Hazardous Material Assessment report</b>	All permits where proposed works include alterations or renovations within and existing structure that was constructed prior to 1990	<input type="radio"/>		
<b>DCC</b> <b>Development Cost Charges Fees</b>	<b>New Residential &amp; Commercial Space</b> Multi Family, Commercial, Industrial, Institutional	<input type="radio"/>		

### Professional Documents and Drawings

<b>Design and 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 (ie: Hot 2000, Quality First, Wright soft)	<input checked="" type="checkbox"/>		
<b>Lot Grading Plan</b>	Referencing geodetic datum points and lot area as it intersects with the proposed structure being applied for	<input type="radio"/>		
<b>Engineering Guides</b> <b>-Structural reviews – Please refer to Building Bulletin When A Structural Engineer is Required</b> <b>-Geotechnical Reviews</b>	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 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> <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</b> <b>All Letters of Assurance also require a Certificate of Insurance from each professional</b>	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"/> Sealed drawings from professional <input type="checkbox"/> Additional documentation: _____	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		
<b>Engineered Systems Not: Not required if provided for on sealed engineered drawings</b>	Provide shop design drawings for all roof truss, floor and beam designs at time of application submission. <b>All point loads over 4000 lbs.to be shown on shop drawings.</b>	<input type="radio"/>		

### Drawings

- Requirements for all drawings – **One (1) digital copy**  
Two (2) complete paper copies of each plan required with permit application.
- Must be scaled ¼" to foot preferred.
- Include North arrow for all plans
- Include Civic and legal address

<b>Site Plan</b> <ul style="list-style-type: none"> <li>Confirm zoning setbacks, heights etc.:</li> <li>All heights and setbacks on site plans</li> <li>From the proposed structure to the property lines.</li> <li>Location of mechanical equipment (i.e. air conditioners, heat pumps etc.) outside of setbacks</li> <li>Natural and finished grades.</li> <li>Driveway slope and location of any proposed catch basins</li> <li>Parking areas, including dimensioned depth and width</li> </ul> <p>Include any of the following:</p> <ul style="list-style-type: none"> <li>Covenants, easements, and rights-of-ways</li> <li>Landscape features such as retaining walls, pools etc.</li> <li>Roof and site drainage, roof overhangs, cantilevers etc.</li> </ul>	✓		
<b>Site plan for Secondary Suite / Carriage House</b> <ul style="list-style-type: none"> <li>Site coverage required.</li> <li>Parking space</li> </ul>	✓		
<b>Floor Plans</b> All plans to be fully dimensioned. Show the following: <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> </ul>	✓		
<b>Foundation Plans</b> All plans to be fully dimensioned. Show the following: <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>	✓		
<b>Elevation Plans</b> All plans to be fully dimensioned. Show the following: <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> </ul>	✓		

<ul style="list-style-type: none"> <li>Roof drainage</li> </ul>			
<b>Cross sections:</b> minimum 2 sections <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>	✓		
<b>Duplex / secondary suites / carriage houses</b> <ul style="list-style-type: none"> <li>Fire resistance rating (including all mechanical rooms)</li> <li>Sound ratings.</li> <li>Exterior exit protection</li> <li>ratio floor area of secondary suite to house</li> </ul>	✓		
<b>Additional Information</b>			
<p>For Single Family Dwelling applications, you will also be required to complete the additional forms and provide payment when applying for a building permit:</p> <ul style="list-style-type: none"> <li>Electrical Utility Service Requests for Temporary Power if required (full payment).</li> <li>Electrical Utility Service Requests for New Power Service (Application fee \$100.00).</li> <li>Driveway Application</li> <li>Water/Sewer Utility Application</li> <li>Purchase of Water Meter (full payment)</li> </ul> <p>Please enquire with Development Services if more information on fees is required.</p>			

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 requirements to complete an application. Specific requirements are dependent on the nature and complexity of the application. Staff will be glad 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

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Registered Owner or Authorized Agent

## 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:

**Proof of Signing Authority required for Commercial or Numbered Companies**