



BUILDING PERMIT APPLICATION

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

\$25.00 Title + Tax

Please provide clear, legible, and precise information.

\$150.00 Deposit

Date: _____

Civic Address: _____ **Lot:** _____ **Block:** _____ **DL:** _____ **Plan:** _____

Registered Owner(s): _____

Email Address: _____ Phone #: _____

Mailing Address: _____

Note Signing authority is required for properties owned by businesses/numbered companies

Builder / Contractor (name & company): _____

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

Business Address: _____ Phone # _____

Business License #: _____ Email: _____

Description of Project (be specific): _____

Intended Use of Building:

- Residential Commercial Industrial Institutional New Repair Addition Alteration/ Renovation
- Secondary Suite Foundation Fire Relocate Retaining Wall Swimming Pool Accessory Structure

Other: _____ **Value of Construction \$:** _____

Zoning: _____ Age of Current Building being altered/improved (if applicable): _____

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 DoS Development Services Dept and ensure the following pages are enclosed with the 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/Alterations & Additions

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

Documents: Required at the time of application May be Required at time of application

			Submitted	Accepted
Completed and signed Application		<input checked="" type="checkbox"/>		
Title Search	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.	<input checked="" type="checkbox"/>		
Development Permit (DP) or Development Variance (DVP) approvals	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"/>		
Agent Authorization form	If a third party is representing the owner of the property for building permits, a signed and completed Authorization form is required	<input checked="" type="checkbox"/>		
BC Housing & Consumer Services Registration	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"/>		
Owner's Acknowledgments, Release, and Indemnification	Acknowledgment of owners and contractor's responsibilities and District indemnifications through the construction process	<input checked="" type="checkbox"/>		
BC Energy Compliance Report	Pre-construction, performance path for Part 9 buildings prepared by an Energy Advisor (EA) for the purpose of Step Code.	<input type="checkbox"/>		
Hazardous Material Assessment report	All permits where proposed works include <i>alterations or renovations</i> within an existing structure that was constructed prior to 1990	<input type="checkbox"/>		
DCC Development Cost Charges Fees	New Residential & Commercial Space Multi Family, Commercial, Industrial, Institutional	<input type="checkbox"/>		

Professional Documents and Drawings

Design & capacity of Heating & Air-conditioning systems / appliances	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)	<input type="radio"/>		
Lot Grading Plan	Referencing geodetic datum points and lot area as it intersects with the proposed structure being applied for	<input type="radio"/>		
Engineering Guides Structural reviews – Please refer to Building Bulletin When a Structural Engineer is Required	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.			
Letter of Assurance 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"/> Sealed drawings from professional <input type="checkbox"/> Additional documentation: _____	<input type="radio"/>		
Engineered Systems	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)	<input type="radio"/>		
Drawings <ul style="list-style-type: none"> • We require One (1) digital copy to be submitted with application via email devserv@summerland.ca • Two (2) complete paper copies of each plan required with permit application 3'x2' in size • Must be scaled ¼" to foot preferred. • Include North arrow for all plans • Include Civic and legal address 				
Site Plan <ul style="list-style-type: none"> • Confirm zoning setbacks, heights & all heights and setbacks on site plans • Measurement from the proposed structure to the property lines. • Location of mechanical equipment (i.e. air conditioners, heat pumps etc.) outside of setbacks • Natural and finished grades. • Driveway slope and location of any proposed catch basins • Parking areas, including dimensioned depth and width 		<input checked="" type="checkbox"/>		

<p>Include any of the following:</p> <ul style="list-style-type: none"> • Covenants, easements, and rights-of-ways • Landscape features such as retaining walls, pools etc. • Roof and site drainage, roof overhangs, cantilevers etc. • For Secondary Suite/Carriage Home: Site Coverage & Parking Space Required 			
<p>Floor Plans</p> <p>Show the following fully dimensioned:</p> <ul style="list-style-type: none"> • North arrow on all floor plans • All plans to be fully dimensioned. • Size of all windows and doors • Location and size of all structural elements • Construction of wall assemblies • Mechanical room – water electrical etc. • Effective insulation values. Indicate fire and sound separations. • Point loads to foundation (see engineered systems) 	✓		
<p>Foundation Plans</p> <p>Show the following fully dimensioned:</p> <ul style="list-style-type: none"> • Layout showing locations and size of footings, walls columns. • Radon suppression layout and details • Geodetic elevations • Slab and top of wall drainage 	✓		
<p>Elevation Plans</p> <p>Show the following fully dimensioned:</p> <ul style="list-style-type: none"> • Natural and finished grades. • Storey elevations related to building grades. • Exterior cladding, roof finishes • Indicate all door and window openings. • Spatial separation calculations as per 9.10.14 or 9.10.15 • Fire protection provisions for assemblies <1.2m from lines of limiting distance. • Roof drainage 	✓		
<p>Cross sections (minimum 2 sections):</p> <ul style="list-style-type: none"> • Foundations, wall, floor, roof, ceiling assemblies • Stair dimensions, height of guards, handrails • Fire resistance & sound ratings, if required • Effective insulation values 	✓		
<p>Duplex / secondary suites / carriage houses</p> <ul style="list-style-type: none"> • Fire resistance rating (including all mechanical rooms) • Sound ratings. • Exterior exit protection • ratio floor area of secondary suite to house 	✓		
<p>Driveway Application (if required)</p>	0		



Plumbing Permit <ul style="list-style-type: none"> • Isometric Drawings 	0		
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For buildings requiring utilities the following forms are required upon BP Application:

- Electrical Utility Service Requests for Temporary Power if required (paid in full).
- Electrical Utility Service Requests for New Power Service (Application fee \$100.00).
- Water/Sewer Utility Application
- Purchase of Water Meter (full payment upon issuance of BP)

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

Registered Owner or Authorized Agent

AGENT AUTHORIZATION FORM

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

PROPERTY OWNERS'S AGREEMENT – All Owners on Title to Sign		
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