



Building & Plumbing Permit Application Form

- **Complete all relevant sections.**
- **Include supporting information as required.**
- **Incomplete or piecemeal applications will not be accepted.**

Submit your application:

1. Email **building@peachland.ca**. You will receive a confirmation and directions on how to pay the fees.

OR

2. Drop off a paper copy with a USB digital copy to Municipal Hall and pay the fees.

PART 1: APPLICATION

REGISTERED OWNER INFORMATION

Owner Name(s)*: _____

Mailing Address: _____ City: _____ Province: _____ Postal Code: _____

Owner Email: _____ Owner Phone: _____

*If owner is a company or corporation, proof of signing authority is also required.

AGENT INFORMATION— if the registered owner is using an Agent for the project, signed Part 2 Owner Agent Authorization is required. Correspondence for the project will be through the Agent.

PROJECT INFORMATION

ADDRESS: _____

PERMIT TYPE: Single Family/ Duplex Multi-Family Residential Modular/Mobile Home Accessory Building

Other _____

PROJECT: New Construction Addition Plumbing Suite Retaining Wall Garage/Carport (detached)

Swimming Pool Alteration/Reno/Demolition* Other _____

* All Alteration/Reno & Demo applications must be accompanied by a [Hazardous Materials Form](#)

SUMMARY:

CONSTRUCTION VALUE: _____

OWNER/AGENT ACKNOWLEDGEMENT

- I hereby make application for a building permit with the District of Peachland (District), for the construction as described herein, and certify that the above information is correct, and I agree to comply with all the pertinent Bylaws, Regulations, and Codes, whether the detailed information is contained herein or not, and I understand that if I am not the owner of the property upon which the above construction is to be carried out, I require the Owner to authorize me to be his/her Agent to act on his/her behalf.
- I hereby agree to indemnify and save harmless the District and its employees from all claims, liability, judgements, costs, and expenses of every kind which may result from negligence or from the failure to comply with all Bylaws, statutes, and regulations relating to the undertaking of this application.
- I agree to pay the full cost of repairing any damage to District property that may result from the works under this permit.

Owner/Agent Name: _____ Signature: _____ Date: _____

PART 2: OWNER AGENT AUTHORIZATION

ONLY fill out if applicant is **NOT** the registered owner.

PROJECT ADDRESS: _____

I am the registered Owner of the above referenced property and as such, I hereby authorize the Agent named below to represent me in:

- 1. Applying for and obtaining a building permit from the District of Peachland under the provisions of Building Bylaw No. 2273, 2020, and;
- 2. Providing to the District, as my agent, all information and documents required by the Bylaw for such an application.

The Agent may also have access to building plans on file with the District that may be required to complete the project. Furthermore, I authorize the Agent to act as the primary contact with respect to attending to all matters related to the project.

Agent Name: _____ **Company Name:** _____

Mailing Address: _____ **City:** _____ **Province:** _____ **Postal Code:** _____

Agent Phone: _____ **Agent Email:** _____

Business Licence No.: _____

OWNER RESPONSIBILITY

I/We accept and understand that during any construction I/we have the overall responsibility for assuring the building conforms to the requirements of the BC Building Code. The process of assessing conformity to the requirements during construction is the responsibility of the registered professionals for complex buildings (Part 3 BC Building Code), and the designer/builder for standard buildings (Part 9 BC Building Code).

I/we further understand that this authorization will remain in full force and effect until the permit expires, which is two (2) years after the permit has been issued, OR until I/we notify the District of Peachland in writing that it has been revoked.

I/we hereby agree to release, indemnify, and save harmless the District of Peachland, its employees and agents from and against all claims, liability, judgements, costs, and expenses of every kind including negligence which I or any other person, partnership, or corporation or our respective heirs, successors, administrators, or assigns may have or incur in consequence of or incidental to this application.

REGISTERED OWNER INFORMATION

Owner Name(1): _____

Owner Name(2): _____

Mailing Address: _____ **City:** _____ **Province:** _____ **Postal Code:** _____

Owner Phone: _____ **Owner Email:** _____

| | |
|----------------------------|-------------|
| Owner (1) Signature: _____ | Date: _____ |
| Owner (2) Signature: _____ | Date: _____ |

PART 3: OWNER /AGENT ACKNOWLEDGEMENT

Complete and submit with application.

Owner

Owner/Agent Name: _____

Agent

Project Address: _____

I acknowledge

- that I am the owner/agent of the above noted property in respect of which this permit is being issued, and am solely responsible for carrying out the work authorized by this permit in accordance with the BC Building Code and other applicable laws and regulations.
- that the District of Peachland provides a limited service in relation to building construction and does not make any representation or give assurance that the construction authorized by this permit complies with the BC Building Code or other applicable laws.
- that the District has issued the permit in reliance on the certification of a registered professional, engaged by me to provide such certification, that the plans for the work comply with the BC Building Code and other applicable enactments, that the fee for the permit has been accordingly set, and that the District, by issuing this permit, makes no representation to me or any other persona as to any such compliance.

Referring to the District of Peachland's Building Bylaw 2273, 2020:

- I acknowledge I have read *Part 7: Owner's Responsibilities* and *Part 8: Obligations of Owners Contractor*.
- I understand that as an owner of the property noted above, under *Section 7.6* and *7.7*, I am responsible for the cost to repair any damage to the District's works or property that occurs as a result of the construction on my property authorized by this permit.
- I understand that in addition to payment of a security deposit under *Section 10.8* and *10.9*, an invoice for any damage must be paid for within 30 days of receiving the invoice.

I have inspected the District's works and property adjacent to my property and find that it is in good condition and I observe no damage.

I have inspected the District's works and property adjacent to my property and found the following damage (i.e. broken sidewalk, etc.). I have reported the damage to the Building Official prior to commencing any work.

Owner/Agent Signature: _____

Date: _____

PART 4: MECHANICAL, ENERGY, & PLUMBING: PROPOSED SYSTEMS

ONLY fill out if required for the project.

PROJECT ADDRESS: _____

CONFIRMATION OF MECHANICAL SYSTEM

HEATING SYSTEM (9.32 BCBC)

- Forced Air Electric Baseboards
- Hydronic Split Ductless
- Other: _____

Secondary Suite Heating: Separate Combined
(if applicable)

Type: _____

VENTILATION SYSTEM (9.32 BCBC)

- Option 1—Integrated Forced Air Option 3—CRV
- Option 2—HRV

Secondary Suite Ventilation: Separate Combined
(if applicable)

Type: _____

Note: Combined systems need to be designed & inspected by a mechanical engineer. See Bulletin [Building Code and Zoning Requirements for Secondary Suites](#), section 9.32.3.2, 9.10.9.6—9.33.4.3 for details.

ENERGY EFFICIENCY (9.36 BCBC) Select your method of 1, 2, or 3

- 1. Prescriptive Method
 - a. Show effective RSI assembly values for all exterior assemblies Yes No
 - b. Are there any proposed simple trade-offs? (see 9.36.2.11 BCBC) Yes No
If yes, please provide calculations and show on drawings
- 2. Performance Modeling Path—9.36.5 BCBC
Information package provided? Yes No
- 3. National Energy Code (NECB) Compliance Method
If yes, provide calculations with submission Yes No

[PART 9 ENERGY COMPLIANCE REPORTS](#): Compliance Tools and information for building permits dated Dec.12/2019—present.

PLUMBING SYSTEM

If a Single Family Dwelling with a secondary suite:

- Type of waterlines to be used: _____
- Type of DWV piping to be used: _____

CONTACTS (if known)

MECHANICAL

Company Name: _____ Contact Name: _____

Mailing Address: _____ City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

PLUMBING

Company Name: _____ Contact Name: _____

Mailing Address: _____ City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

PART 5: CHECKLISTS for simple buildings

Use the **Part 6: Document List** to determine what is required with your submission based on the lettering in the categories below. All documents listed are **REQUIRED**, unless you have spoken to the Building Official and made other arrangements. **Only check off the boxes in the category specific to your project.**

- Obtain property information from Geographic Information System (GIS) on the District website. You will find aerial imagery, and information on your property including zoning, legal description, development permit areas, etc.
- Check with the Building Department to see if you are within the 10-minute Fire Response Area. This may affect your design.
- Development permits and variances, if required, need approval from the Planning Department **BEFORE** a building permit can be issued.

PRE-SUBMISSION CHECK I have confirmed with [Planning](#) that my project complies with the [Zoning Bylaw](#) AND does NOT require a [Development Permit](#) (DP) or [Development Variance Permit](#) (DVP).

NEW SINGLE FAMILY DWELLING OR GARDEN SUITE

Required:

A B C D F G H I J K M AA BB

If applicable to your project:

L N O P Q R S T U V W X Y Z DD

SECONDARY SUITE

Required:

A B C D E M

If applicable to your project:

F J K N O P Q
 R S T U V W X
 Y Z AA DD EE

RETAINING WALL

Required:

A B C D G M N
 R S X

If applicable to your project:

Y Z DD

A separate permit application with an engineered design is required for walls over 1.2m, unless attached to the building.

ALTERATION OR ADDITION

Required:

A B C D M

If applicable to your project:

F G N O P Q R
 S T U V W X Y
 Z AA DD EE

SWIMMING POOL

Required:

A B C D G M N
 R S

DEMOLITIONS

Required:

A B C D EE

ACCESSORY BUILDING

Required:

A B C D F G M

If applicable to your project:

N O P Q R S T
 U V W X Y Z

All building permits may require additional supporting documentation that may be requested at any time during the application process.

For submission requirements for other buildings or projects, contact the Building Department at building@peachland.ca.

PART 6: DOCUMENT LIST (can be used for all buildings as applicable)**To be used with Part 5**

| | |
|----------|---|
| A | COMPLETED <u>BUILDING PERMIT APPLICATION FORM</u> : (Includes Owner Agent Authorization and Owner Acknowledgement. If owner is a company or corporation, proof of signing authority is required) |
| B | APPLICATION FEE: variable- based on cost of construction |
| C | APPLICATION DEPOSIT FEE: \$100 for <\$200k or \$500 >\$200k (credited toward fees upon issuance of BP) |
| D | TITLE SEARCH: dated within 30 days of application and SUPPORTING DOCUMENTS listed such as covenants, statutory rights-of-ways, & easements (use a land title search company like ltsa.ca or speedysearch.ca) |
| E | <u>SECONDARY SUITE APPLICATION</u> : \$125 Additional Application Fee |
| F | TRUSS, BEAM, & FLOOR PACKAGE: with Layouts & Point Loads over 2500 lbs noted |
| G | SITE PLAN: must show location of the PROPOSED buildings & all setbacks to property lines and other buildings; covenant, SROW, easement lines etc. & distance to building; Watercourse & lake setbacks to building; HWM elevation noted; Location of retaining walls; Legal description and civic address; Location of septic system; Location, dimensions, and gradient of parking and parking access |
| H | BC HOME WARRANTY REGISTRATION FORM: Contractor Owner |
| I | BC ENERGY COMPLIANCE REPORT FORM: from Certified Energy Advisor for STEP3 |
| J | <u>INTERIOR HEALTH SEPTIC PERMIT</u> : approval if applicable |
| K | POTABLE WATER LOG: if on private well |
| L | SOLAR HW READY: For Single Family Dwellings or SFDs with Secondary Suites. Plans showing details of the location of the future solar panels on the roof or other design; details of the conduit runs from the primary service water heater to the attic space or roof (if on roof) or wall including identification of caps, size of pipe, terminations, accessibility; Roof Truss Designs stating they are designed for the extra load of point loaded solar panels and a truss layout showing the location of the future solar panels and the area (minimum area 12ft x 10ft) |
| M | <p>ARCHITECTURAL DRAWINGS (Digital & Paper): must include all dimensions with labeled use of all areas, door and window sizes and openings, elevations, building height, all roof/ceiling/wall/floor assemblies, plumbing fixtures, kitchen/bathroom/bar counters, stair and guard rail details, life safety system details, sound attenuation (if applicable), fire separation details and fire resistance ratings of assemblies (if applicable), structural elements, cross-section(s) sufficient to show all necessary assembly and construction details.</p> <p>Must include a <u>Zoning and Building Code Analysis</u> Summary including the applicable edition of the building code, such as without limitation whether the building is designed under Part 3 or Part 9 of the BCBC, major occupancy classification(s) of the building, building area and building height, number of streets the building faces, and accessible work areas, washrooms, firewalls, and facilities as applicable to the project. For Complex Buildings use the <u>2018 BC Building Code Part 3 Checklist</u>.</p> |
| N | STRUCTURAL DRAWINGS (Digital & Paper) |
| O | <u>ALTERNATIVE SOLUTIONS REQUEST FORM</u> : if applicable, with supporting documentation and fees. See Bulletin: <u>Alternative Solutions</u> |
| P | SCHEDULE A: Confirmation of Commitment by Owner & Coordinating Registered Professional |
| Q | SCHEDULE B: ARCHITECTURAL Sealed Drawings Schedule C-Bylaw Liability Insurance OR Building Envelope Consultant: Membrane Waterproofing |

PART 6: DOCUMENT LIST continued

To be used with Part 5

| | |
|-----------|---|
| R | SCHEDULE B: STRUCTURAL with Sealed Drawings Schedule C-Bylaw Liability Insurance Permit to Practice # to be on Schedules and Plans |
| S | SCHEDULE B: GEOTECHNICAL Sealed Drawings Report Schedule C-Bylaw Liability Insurance Geotechnical Temporary Geotechnical Permanent Permit to Practice # to be on Schedules and Plans |
| T | <u>PLUMBING FIXTURE COUNT</u> |
| U | SCHEDULE B: MECHANICAL Sealed Drawings Schedule C-Bylaw Liability Insurance Permit to Practice # to be on Schedules and Plans |
| V | SCHEDULE B: FIRE SUPPRESSION Sealed Drawings Schedule C-Bylaw Liability Insurance Permit to Practice # to be on Schedules and Plans |
| W | SCHEDULE B: ELECTRICAL Sealed Drawings Schedule C-Bylaw Liability Insurance Permit to Practice # to be on Schedules and Plans |
| X | Confirmation Letter of Coordination between Structural & Geotechnical P Eng |
| Y | DEVELOPMENT PERMIT APPROVAL: If applicable, copy of Development Permit required Hillside Sensitive Aquatic Archaeological Comprehensive Upland Units Wildfire SEA (terrestrial) |
| Z | DEVELOPMENT VARIANCE PERMIT APPROVAL: If applicable, copy of Variance Permit required |
| AA | DRIVEWAY PERMIT APPLICATION: Driveway Application Fee: \$100 per driveway Driveway Damage Deposit: \$1000 per driveway |
| BB | WATER AND SEWER APPLICATION FORM: Water Meter: Actual Cost of meter Plus inspection Water Connection Fees: \$375 <1" \$450 1" \$550 1.5" \$750 2" Sewer Connection Fees: \$150 |
| CC | |
| DD | STRATA APPROVAL: For strata developments, consult with the strata regarding bylaws and rules that apply to strata lot owners/tenants outlining the rights and responsibilities of strata lot owners/tenants. If strata bylaws and rules prohibit something then it will not be allowed regardless of the local government bylaws (i.e. strata prohibits secondary suites, then no suites will be permitted even if municipal bylaws allow for it) |
| EE | <u>HAZARDOUS MATERIALS REPORT FORM</u> : for work in homes built before 1990 per WorksafeBC regulations |
| FF | WATER MANAGEMENT PLAN: Submit a written plan indicating source of water, seasonal disposal, method of dechlorination/desalinization. |