

# Checklist: Building Permit

## Single-Family Dwelling



Bulletin # 20-04

Updated: November 1, 2023

Created: June 12, 2020

*This information is provided for your convenience only and it should be clearly understood that you must satisfy all applicable Zoning Regulations and ensure that the premises conforms to the B.C. Building Code and all Bylaws/Regulations of the City of Kelowna.*

### Documents

- Two (2) full-sized sets of drawings printed to scale (see requirements below)
- Two (2) sets of sealed engineer's drawings and schedules 'B', 'D' & Proof of Insurance (if applicable)
- Engineered Truss & Beam Layouts & Designs (Include exact size and location of unfactored loads over 4,000 lbs) Note Solar Panel locations on roof truss layouts
- Title Search including Covenants, Right-Of-Ways, and Easements with reference drawings (must be dated within 30 days of application date)
- Owner's Authorization (Signed by owners on title)
- Owner's Acknowledgement Letter
- Developer's Approval (if applicable)
- Water Letter (from GEID or BMID if applicable)
- Septic Approval – RWOP Report (if applicable)
- BC Energy Step Code Pre-Build Compliance Report
- BC Housing Registration
- Lateral Bracing Plan (see Lateral Bracing bulletin for required details)
- Adaptability Backing design (see Adaptability Backing bulletin for required details)

### Drawings

#### General

- Zoning
- CEA Step proposed (Step Code Number)
- Details and Specifications as required to show compliance with current edition of British Columbia Building Code

#### Site Plan Drawings to include

- Lot Area
- Building foundation outline
- Lot dimensions
- Driveway location, width, and grade
- Zoning setbacks (from property lines to building foundation)
- Easements, Covenants and Right of Ways
- Septic Tank and field location (if applicable)
- Roof line and other overhangs
- Retaining walls

#### Cross Sections to include

- Assemblies for walls, roof, floors, ceilings, and decks (must match CEA pre-construction report)
  - Insulation
  - Interior Finish
  - Roofing Material
  - Sheathing
  - Exterior Finish
  - Roof Slope
- Height of each floor and overall height for building
- Stair Detail (if applicable)
- Roof Venting
- Sloped Lot Cross Section Requirements (see Bulletin of same name)

#### Building and Permitting

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### Foundation Drawings to include

- Footing size (depth, width, and length)
- Foundation wall thickness and maximum height
- Drainage system details
- If** ICF (Insulated Concrete Form) is used, provide information in brand-specific brochures\* (floor layouts, cross sections, usage limitation, etc.)  
\* Engineering may be required
- All retaining wall details where retaining walls form a portion of the dwelling floor plan.  
NOTE all retaining walls over 1.2m will require a Development Variance Permit

### Elevations Drawings to include

- Each face of dwelling (N, S, E, & W) showing
  - Spatial separations
  - Walk-out basement details
  - Guardrails
  - Overall height of building to finished grade
  - Height of each storey (measured centre-to-centre of floor assemblies)
  - Framing clearance from finished grade
  - Flashing
  - Siding

### Floor plans for each level to include

- Label showing the function of each room
- Floor joist and roof truss/joist spans
- Beams and lintel (included engineered beams where applicable)
- Smoke Alarms and CO detectors
- Window and door sizes (Bedroom windows to include direction they open)
- Room and passageway/corridor sizes
- Total finished floor area (including mechanical rooms, stairs, and storage)
- Total unfinished floor area
- Fans – Bath, Range and Ovens
- Attic access
- Wood stoves and wood fireplaces
- Plumbing fixtures (Sinks, toilets, bidets, showers, baths, dishwasher(s), clothes washer(s), hot water tank(s))
- Window well details (bedrooms must show proper egress requirements as per BC Building Code)
- Major Appliances
- Mechanical Equipment
- Radon and Future Solar Conduits locations

***Secondary Suites require additional information and documents;  
See Secondary Suite Bulletin and Checklist documents***

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