



# Building Permit Application

**The District of Peachland**  
 5806 Beach Avenue  
 Peachland, B.C. V0H 1X7  
 Telephone: (250) 767-2647  
 Fax: (250) 767-3433  
 www.peachland.ca

Please Print

Only Complete Applications will be reviewed

Building Permit  Plumbing Permit  Demolition Permit

Office Use Only			
Folio Number: _____		Plan Processing Fee: _____	
Current Zoning: _____		Date Paid: _____	
DP Area Designations: _____		Method of Payment: _____	
ALR: <input type="checkbox"/> Yes <input type="checkbox"/> No		Receipt No.: _____	

Registered Owner _____
Mailing Address _____ _____
City _____ Prov. _____
Postal Code _____
Phone _____
Email _____

2nd Owner _____
Mailing Address _____ _____
City _____ Prov. _____
Postal Code _____
Phone _____
Email _____

**Contractor/Agent Information (If Applicable)**

Name: _____
Address: _____ _____
City _____ Prov. _____
Postal Code _____
Phone _____
Email _____

**Building Permit Number**  
Office Use Only

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**Section 2 - Property Under Application**

Civic Address: _____
Lot: _____ Block: _____ District Lot: _____
Plan: _____
Parcel Identifier _____

Personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the *Freedom of Information and Protection of Privacy Act* and the District of Peachland's bylaws. Questions about this may be directed to the Director of Corporate Services.  
 District of Peachland,  
 5806 Beach Avenue, Peachland, BC V0H 1X7  
 (250) 767-2647

**Section 3 - Purpose of Application**

Description of Project \_\_\_\_\_  
 \_\_\_\_\_

Class of Work:

- |                                   |                                      |                                   |  |
|-----------------------------------|--------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> New      | <input type="checkbox"/> Alteration  | <input type="checkbox"/> Addition | <input type="checkbox"/> Conversion            |
| <input type="checkbox"/> Repair   | <input type="checkbox"/> Demolition  | <input type="checkbox"/> Move     | <input type="checkbox"/> Change of Occupancy   |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Other _____ |                                   | <input type="checkbox"/> Fireplace / Woodstove |

Type of Construction:

- |                                   |                                      |   |  |
|-----------------------------------|--------------------------------------|---|--|
| <input type="checkbox"/> Frame    | <input type="checkbox"/> Log         | <input type="checkbox"/> Plumbing / Heating | <input type="checkbox"/> Reinforced Concrete       |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Masonry     | <input type="checkbox"/> ICF                | <input type="checkbox"/> Engineered                |
| <input type="checkbox"/> Timber   | <input type="checkbox"/> Other _____ |   | <input type="checkbox"/> Preserved Wood Foundation |

Mobile Home                      CSA Z-240 Certified?                       Yes                       No

Are there any buildings occupying any portion of the land?                       Yes                       No

If yes, state use: \_\_\_\_\_  
 \_\_\_\_\_

**Mechanical Ventilation:** Is an HRV unit to be used?                       Yes                       No                       N/A

**Proposed Heating System:**

- |  |                                      |   |
|--|--------------------------------------|---|
| <input type="checkbox"/> Forced Air              | <input type="checkbox"/> Heat Pump   | <input type="checkbox"/> Solid Fuel-Fired Appliance |
| <input type="checkbox"/> Electric Baseboard      | <input type="checkbox"/> Geothermal  | <input type="checkbox"/> Wood Burning Appliance     |
| <input type="checkbox"/> Radiant / Hydronic Heat | <input type="checkbox"/> Other _____ |   |

**Plumbing / Contractors Company Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**BC Ticket#:** \_\_\_\_\_

**Value of construction when complete:** \$ \_\_\_\_\_ (Subject to evaluation or assessment)

## Section 4 - Supporting Information

- Yes  No Are there any restrictive covenants registered on the subject property?
- Yes  No Are there any registered easements or rights-of-way over the subject property?
- Yes  No Is there legal access to the subject property?
- Yes  No Is there a watercourse on the subject property or within 30 m of your property?

### Submission Requirement

Initial

**SUBMIT** a recent copy of the Certificate of Title or title search print for the subject property or properties. District of Peachland can obtain this information on your behalf. (See Title Search request on Page 5)

**SUBMIT** two (2) copies **and a digital PDF** file of a detailed site plan and other drawings **drawn to appropriate scale** that must include the following:

- Bearing and dimensions of the parcel taken from the registered subdivision plan;
- The legal description and civic address of the parcel;
- The location and dimensions of all statutory rights-of-way, easements and setback requirements;
- The location and dimensions of all existing and proposed buildings or structures on the parcel;
- Distances from the project to the high water mark of any lake or watercourse;
- The location of a proposed septic tank/ municipal water & sewer services, and distances from any structures and property lines.

### Submission Requirement

Initial

#### Building Plans

**SUBMIT** two sets of building plans **and a digital PDF file drawn to a scale** 1:50 mm (1/4" per foot) or such other scale as may be acceptable to the building official that include:

- Floor plans showing the dimensions and use of all areas: the dimension and height of crawls and roof spaces, the location, size and swing of doors, the location, size and opening of windows; floor, wall and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
- A cross section through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;
- Elevation of all sides of the building or structure showing finish details, roof slopes, windows, doors, finished grade and conformance with District of Peachland bylaws, covenants and contracts relating to building height requirements;
- Cross-sectional details at sufficient locations to illustrate that the building or structure conforms to the Building Code; and
- A foundation design.

**Effective December 19, 2014** all building permit applications for **new dwellings** must address the requirements of Section 9.36 Energy Efficiency of the BC Building Code. These changes will require additional information at time of permit application. Upon submission it will be necessary to outline:

- Proposed heating/cooling systems
- Building ventilation as per 9.32 (is a heat recover ventilator being used?)
- Location and type of air barrier and vapour barrier
- Detail wall / ceiling / floor assemblies including Effective Insulation Value of all components.
- "U" ratings of proposed windows and doors.

### Additional Information

Additional material or more detailed information may be requested by the District of Peachland upon reviewing your application.

You may be required to provide a survey certificate of the property.

**Manufacturer's specifications and layouts are required for all manufactured beams, engineered trusses and I-joists.**

## Completion Checklist

- Completed all relevant sections of this application form
- Recent State of Title Certificate or Title Search (not more than 30 days old) for new dwellings
- Copies of all covenants, easements and rights-of-way registered against the title
- Two (2) copies and a **digital PDF file** of a site plan with all required information
- Two (2) sets of building plans and a **digital PDF file** with all required information
- Detailed wall / ceiling / floor assemblies including Effective Insulation Values
- Approved Watercourse Development Permit (If Required)
- Sewage disposal permit (if on septic)
- Driveway access permits (if required)
- Home Warranty Documentation as required (BC Housing)
- All owners listed on the title have signed the Application Form and Form 1**

**Important: Your application may not be considered complete unless it contains all the information above. The processing of your application will be delayed if it is incomplete.**

### Office Use Only

Dist \_\_\_\_\_ Area \_\_\_\_\_ Type \_\_\_\_\_

Zone \_\_\_\_\_ ALR \_\_\_\_\_ F/P \_\_\_\_\_

Fire Pro \_\_\_\_\_

Project Value \$ \_\_\_\_\_ X 0.12 Fee \$ \_\_\_\_\_

Plbg, Fixt. Count: \_\_\_\_\_ @ \$10.00 Fee \$ \_\_\_\_\_

Dev. Cost Fee \$ \_\_\_\_\_

Latecomer Cost Fee \$ \_\_\_\_\_

Damage Deposit Fee \$ \_\_\_\_\_

Less App. Fee \$ \_\_\_\_\_

Sewer Service  YES  NO Fee \$ \_\_\_\_\_

Water Service  YES  NO Fee \$ \_\_\_\_\_

Total Fee \$ \_\_\_\_\_

**OWNER AGENT DECLARATION**

Application Number \_\_\_\_\_

Date: \_\_\_\_\_ day / month / year

Owner Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ Prov. \_\_\_\_\_  
Postal Code \_\_\_\_\_

Legal Description of Subject Property:

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ District Lot: \_\_\_\_\_  
Plan: \_\_\_\_\_  
Parcel Identifier \_\_\_\_\_

Civic Address of Property:

\_\_\_\_\_  
\_\_\_\_\_

I am the registered owner of the subject property and as such hereby authorize:

**Agent's Name (Print):** \_\_\_\_\_

To act as my agent to submit a Development Application (Land Use Bylaw Amendment, Development Permit, Development Variance Permit, Building Permit or Subdivision) to the District of Peachland, and to act as primary contact with respect to attending to all matters related therein.

1. I will comply with or cause those whom I employ to comply with all bylaws of the municipality and other statutes and regulations in force in the municipality relating to the development, work , undertaking or permission in respect of which this application is made.
2. I hereby agree to release, indemnify and save harmless the municipality, its Council members, employees and agents from and against all claims, liability, judgments, costs and expenses of every kind including negligence which I or any of 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.

\_\_\_\_\_  
Print Name of Owner

\_\_\_\_\_  
Signature of Owner / Authorized Signatory

# DECLARATION

I/We, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my/our knowledge, a true statement of the facts related to this application.

\_\_\_\_\_  
Signature of Registered **Owner/Agent**  
(or Authorized Signatory of Corporation\*)

\_\_\_\_\_  
Signature of Registered **Owner/Agent**  
(or Authorized Signatory of Corporation\*)

\_\_\_\_\_  
Name of Registered **Owner/Agent**  
(Print)

\_\_\_\_\_  
Name of Registered **Owner/Agent**  
(Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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



# FORM 1

I acknowledge that the **owner** of the land in respect of which this permit is issued is solely responsible for carrying out the work authorized by this permit in accordance with the **Building Code** and other applicable laws respecting safety, including the requirements of the **Building Code** in relation to soil conditions for building foundations.

I acknowledge the owner of the land is also solely responsible for determining where the work authorized by this permit contravenes and covenant, easement, right-of-way, building scheme or other restrictions affecting the building site, and whether the work requires the involvement of an architect under the **Architects Act** or an engineer or geoscientist under the **Engineers and Geoscientists Act**.

I acknowledge that the District of Peachland provides a limited service in relation to building construction and does not, by issuing a building or occupancy permit, make any representation or give any assurance that the construction authorized by this permit complies in every or any respect with the **Building Code** or any other applicable laws respecting safety.

If the District of Peachland has so indicated on this permit, I acknowledge that the District has issued the permit in reliance on the certification of a **registered professional**, engaged by me to provide such a certification, that the plans for the work authorized by the permit comply with the **Building Code** and other applicable enactments, and that the fee for the permit has been accordingly set. I acknowledge that the District of Peachland, by issuing this permit or any occupancy permit, makes no representation to me or any other persona as to any such compliance.

\_\_\_\_\_  
Signature of Registered **Owner/Agent**  
(or Authorized Signatory of Corporation\*)

\_\_\_\_\_  
Signature of Registered **Owner/Agent**  
(or Authorized Signatory of Corporation\*)

\_\_\_\_\_  
Name of Registered **Owner/Agent**  
(Print)

\_\_\_\_\_  
Name of Registered **Owner/Agent**  
(Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

## NOTICE TO DISTRICT OF PEACHLAND PERMIT HOLDERS

Note: When more than one (1) re-inspection is required for any of the required inspections, a re-inspection fee of \$50.00 must be paid to the District of Peachland prior to the re-inspection being done.

**Inspections:** Permit holders are responsible to build their project in conformity with codes and bylaws. Inspections are required at each of the following stages:

1. After preparations for footings are completed; prior to placement of concrete.
2. After dampproofing and foundation drains are in place; prior to backfilling.  
**\*Foundation Survey Certificate is required at this time (where applicable)**
3. After building drains, sanitary sewer or storm sewer drains are in place; prior to backfilling.
4. After placement of polyethylene and granular fill; prior to pouring of concrete slab.
5. After water service lines are in place; prior to backfilling.
6. After any part of the plumbing system is in place and tested; prior to covering.
7. After framing and sheathing of the building is complete; including:
  - Firestopping
  - Bracing
  - Chimneys
  - Duct Work
  - Plumbing
  - Gas Venting
  - Wiring
  - Continuity of Fire Separations through concealed spaces;

Prior to any insulation, lath or other interior or exterior finish which would conceal the work.

**For dwelling units - A completed mechanical ventilation checklist is required at the framing inspection. The checklist must be completed for the applicable heating/ventilation system by a certified member of the HVCI Association of B.C..**

8. After all insulation and vapour barriers are in place; prior to any lath or other interior finish being applied which would conceal such work.
9. After the building or portion thereof is complete and ready for occupancy; prior to the occupancy of the whole or any portion of the building.
10. Any other inspections that may be required by the Building Inspector due to the size or complexity of the work.



## NOTICE TO DISTRICT OF PEACHLAND PERMIT HOLDERS

**Please** try to provide 24 hours notice to the building inspector for your inspection. Voice Mail is available for your inspection request after normal business hours; however, inspection requests received at our office up to 9:00 a.m. will normally be completed that day. Inspection requests received after 9:00 a.m. will normally be inspected some time the following day. **As our inspectors are unable to provide specific inspection times, the work being inspected must be ready for inspection at any time during that day. The work can proceed only after you have received inspection approval.**

**Plans and Documents:** You have been provided with a weatherproof bag to hold the approved plans and documents. These **must** be on site during an inspection.

**Occupancy Approvals:** Final inspection slips will be issued when a project is completed authorizing the permit holder to use, 'occupancy' of the project. Please be advised that the following information (when applicable) must be provided to the District of Peachland prior to the undertaking of the Final Inspection:

- All the Schedule C's from the professional(s) involved with the project.

**Building Inspection Services:** The B.C. Building Code has been enacted to provide minimum building standards. It is the responsibility of the property owners and their agents to meet these standards. The role of the Building Inspection Service is to carry out phase inspections to monitor, at specific stages, whether the construction is in conformity with these minimum standards.