City of Kamloops

Canada's Tournament Capital

Building Permit Application Checklist

Building Section - Development Engineering & Sustainability Department
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Building Permit – Single Family or Duplex Checklist (New Construction or Additions only)

Please provide clear, legible, and precise information. If incomplete applications are submitted, the Permit Process can not proceed in a timely manner. Please note, property zoning designation specifies the regulations and permitted uses for properties within those designations. **ALL Builders/Contractors to have current City of Kamloops Business Licence or an ICBL.**

Project Address:		**Office Use Only**		
DOCUMENTS: (■ Required at time of application / ⊡ May be required)			Submitted	Accepted
1. Completed and Signed Building Permit Application	Please include construction value of project. For current application fee refer to CoK Building Bylaw-Appendix A.	■	☐	☐
2. Development Permit (DP) or Variance (DVP) Approvals	Please confirm your application complies with Zoning Bylaw and does not require a DP, or any variances. If Planning applications required, approvals are required prior to application.	■	☐	☐
3. Building Permit Agency Agreement	**If** a third party is representing the owner of the property for building permits, a signed and completed Agency form is required.	⊡	☐	☐
4. BC Housing Licensing and Consumer Services Registration	Proof of registration from Government of BC Licensing and Consumer Services (formerly HPO) is required for all New Single Family Dwellings, Duplexes and Garden Suites.	■	☐	☐
5. Current Title Search from LTSA (Land title office @ 455 Columbia St)	Title search within the 30 days of application. Including copies of all covenants & encumbrances noted on title.	■	☐	☐
6. Owner's Acknowledgement Form	All permit applications that include a new foundation or the use of heavy equipment on the property must include a signed Owner's Acknowledgement Form	■	☐	☐
7. BC Energy Compliance Report	Pre-Construction – Performance Path for Part 9 Buildings from an Energy Advisor. (https://energystepcode.ca/)	⊡	☐	☐
8. Hazardous Materials Report Form	All Permit applications where the proposed works include demo, alterations or renovations within an existing structure.	⊡	☐	☐
PROFESSIONAL DOCUMENTS AND DRAWINGS:				
9. Topographical Survey (unless current Registered Lot Grading Plan is available) • Prepared by a Registered BC Land Surveyor with original seal or stamp. • Reference geodetic datum points and lot area in meters.		■	☐	☐

Engineering Guides:

- **Structural Reviews:** Please refer to Building Bulletin – When a Structural Engineer is Required.
- **Geotechnical Reviews:** Please refer to note ⟹

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 an excavation and storm water management plans. Please note that some sensitive sites may require geotechnical reports and registration of covenants prior to permit release.

10. Letters of Assurance (LOA) • 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 copy of Certificate of Insurance from each Professional along with City of Kamloops Building Bylaw Appendix D & E	**Schedule B – Geotechnical** - (Temporary/Permanent)	■	☐	☐
	Schedule B – Plumbing (Roof/Site and Foundation systems) ☐ Excavation and Storm Management plan ☐ Geotechnical Site Report (when applicable)	⊡	☐	☐
	Schedule B – Structural – component(s) only	⊡	☐	☐
	Schedule B – Structural ☐ Sealed drawings from Professional ☐ Additional documentation: _____	⊡	☐	☐
11. Engineered Systems Note: Not required if provided for on sealed engineered drawings	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.**	■	☐	☐

12. Septic system	Interior Health approval & Registered Onsite Wastewater Practitioner (ROWP) design submission	☒	☐	☐
DRAWINGS: REQUIREMENTS FOR ALL DRAWINGS: • One (1) complete copy of each plan required with permit application • Provide metric 1:100 or ¼ foot scaled plans • Include North arrow for all plans • Include Civic Address				
13. Site Plan: **Confirm zoning setbacks, heights, dimensions, etc.:** • All heights and setbacks on site plans to be in both metric and imperial. • From the proposed structure to the property lines. • From existing structures to the property lines. **Include any of the following:** • Covenants, easements, and rights-of-ways. • Landscape features such as retaining walls, pools, etc. • Roof and site drainage, roof overhangs, cantilevers, etc.	• Location of window wells and air condition equipment. • Existing and proposed grades. • Grades exceeding 15% require site cross section showing drainage and required retaining. • Max 10% slope for driveways over 15m length c/w vertical transition clearances. • Parking area, including dimensioned depth and width.	■	☐	☐
12a. Site Plan for Secondary Suite / Garden Suite • Site coverage required.	• Amenity Space. • Parking Space.	■	☐	☐
14. Floor Plans All Plans to be fully dimensioned **Show the following:** • North arrow on all floor plans. • All plans to be fully dimensioned in metric & imperial. • Size of all windows and doors. • Location and size of structural elements. • Construction of all Wall assemblies.	• Mechanical Room inc. water, electrical. • Effective Insulation values. • Indicate fire and sound separations. • **Point loads to foundations** (see Engineered Systems section).	■	☐	☐
15. Foundation Plans All Plans to be fully dimensioned **Show the following:** • Layout showing locations and sizes of footings, walls, columns. • Radon layout and details.	• Geodetic Elevations. • Slab and top of wall drainage.	■	☐	☐
16. Elevations: All Plans to be fully dimensioned **Show the following:** • Existing & proposed grades. • Storey Elevations related to building grades. • Exterior Cladding, roof finishes. • Indicate all window & door openings.	• Spatial separation percentages. • Fire protection provision per BCBC 9.10 for assemblies <1.2m from lines of limiting distance • Roof drainage.	■	☐	☐
17. Cross Sections: Min. 2 sections required • Foundations, wall, floor, roof, ceiling assemblies. • Stair dimensions, height of guards, handrails.	• Fire-resistance & sound ratings, if required. • Effective Insulation Values.	■	☐	☐
18. Duplex/Secondary Suites/Carriage Houses • Fire-resistance rating (Inc. all mechanical rooms). • Sound ratings.	• Exterior exit protection. • Floor area ratio of secondary suite to house.	■	☐	☐

Permit Submission (Office Use)		
Screened by:	Date:	☐ **Insufficient information** for application as noted – Re-submit ☐ **Accepted** for Application
Comments:		

Please ensure that the Land Title is reviewed for any applicable legal notations and charges registered on title.
Also see Division 10 of City of Kamloops Building Regulations Bylaw No. 11-80 for Building Permit application requirements.