

SOLAR HOT WATER & PHOTOVOLTAIC SOLAR PANEL APPLICATION CHECKLIST

Building Section - Development, Engineering, and Sustainability Department
 105 Seymour Street, Kamloops, BC, V2C 2C6
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Please provide clear, legible, and precise information. If incomplete applications are submitted, the Permit Process will not be expedited in a timely manner. Please note zoning specifies the regulations and permitted uses for properties within those designations.
ALL builders/contractors must 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 see refer to CoK Development & Land Use Fees Bylaw No. 51-4	☒	☐	☐
2. 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.	☐	☐	☐
3. 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.	☐	☐	☐
4. Manufacturer Specifications	Manufacturer data for the proposed product required at time of application.	☒	☐	☐
5. Single Line Diagram	Diagram outlining grid-connection details	☐	☐	☐
PROFESSIONAL DOCUMENTS AND DRAWINGS:				
6. Letters of Assurance (LOA) • Schedule B is required from a registered professional when the existing roof structure is being used for attaching or supporting the panel frames • All letters of assurance also require a copy of certificate of insurance from each professional.	Structural – Roof Structure and attachment	☐	☐	☐
	Schedule B - Structural ☐ Sealed drawings from professional ☐ Additional documentation: _____	☐	☐	☐
DRAWINGS: Requirements For All Drawings:				
• One (1) complete copy of each plan is required with permit application. (Hardcopy or Digital) • Provide metric 1:100 or ¼ foot scaled plans. • Include North arrow for all plans. • Include civic address.				
7. Site Plan: Confirm zoning setbacks, heights, etc: • Location of solar panels on the property or location on a building. Include size of panels and setbacks from roof edge	• Meter and Disconnect location • Include the <i>proposed</i> and <i>existing</i> structure/location to the property lines.	☒	☐	☐
Permit Submission (Office Use)				
Screened by:	Date:	☐ Insufficient information for application as noted – resubmit ☐ Accepted for application		
Comments:				

Also see Part 21 of City of Kamloops Building Regulations Bylaw No. 11-84, 2025 for building permit application requirements.