

Building Condition Assessment Form

The Building Condition Assessment Form provides guidance to preparing a comprehensive building condition report, which is required for converting existing two-family dwellings into individually titled, semi-detached lots. The form provides assistance and direction to architects, engineers, and landowners when they complete the submission on the building's condition (Declaration of Building Condition). When in doubt, a second, more detailed evaluation should be attached to this form.

Note: an inspection of the building envelope, interior finishes, mechanical and electrical systems, and accessible structural components is expected to complete this assessment. Photos and floor plans should be attached to the assessment to provide detail on the current condition.

The Building Condition Assessment Form will evaluate the building's condition and is divided into seven sections:

Note: Sections 1–6 may be completed by the homeowner or the architect/engineer.

1. Building Description and Condition Report - summary of location, area of property, attachments, and individual completing the form.
2. Description of Buildings or Structures - summary of building type, conditions, exterior finishes, stairs and steps, decks, exterior doors, and windows.
3. Building Structure - structural systems (foundations and structural framing of walls, columns, intermediate floors, and roofs).
4. Heating and Ventilation System - heating, ventilation, and air conditioning.
5. Plumbing System and Fixtures - plumbing and storm systems.
6. Electrical System and Fixtures - electrical system details.

Note: Section 7 must be completed by a registered architect or professional engineer in accordance with Schedule "H" of Subdivision and Development Bylaw No. 4-33.

7. Health and Safety Aspects - the applicant shall submit a written report by a professional engineer or architect that provides a BC Building Code review that specifically addresses the following:
 - fire separation
 - soundproofing
 - structural integrity
 - mechanical review

This report should also include information on the building's state of repair, general workmanship, life expectancy of the building(s), projected major increases in maintenance costs due to the condition of the building(s), assessments of the condition of the roof and the exterior and interior surfaces, and details of the building. If the building does not comply with the current BC Building Code, the professional shall identify the work that is required to bring the structure up to code. This report will be retained as public record.

Development, Engineering, and Sustainability Department
Building Condition Assessment Form

 Phone: 250-828-3561 | Email: planning@kamloops.ca
Section 1 - Building Description and Condition Report

Civic Address			
PID			
Date of Visit			
Building Condition Report	Date:	Prepared by:	
	Date:	Prepared by:	
Area(s) of storeys (m ²)	Basement:	Main:	Upper:
Area of property (m ²)			
Attachments	☐ Sketches/Floor Plans ☐ Photographs ☐ Documents ☐ Other (specify):		

Section 2 - Description of Buildings or Structures

• Comment/assessment must include information on physical condition, state of repair, and life expectancy. • Description must include photos of existing building components and current floor plans.		
Component	Description	Comment/Assessment
Existing House	Age:	
Life Expectancy		
Secondary Suite	☐ Yes ☐ No	
Garden/Carriage Suite	☐ Yes ☐ No	
Accessory Buildings	☐ Yes ☐ No	
Elevator/Lift	☐ Yes ☐ No	
Carport/Garage	☐ Yes ☐ No	

Section 2 - Description of Buildings or Structures

- Comment/assessment must include information on physical condition, state of repair, and life expectancy.
- Description must include photos of existing building components and current floor plans.

Component	Description	Comment/Assessment
Exterior Basement Entry	☐ Yes ☐ No	
Sprinklered	☐ Yes ☐ No	
Driveway	☐ Concrete ☐ Asphalt ☐ Gravel	Width:
Exterior Cladding	☐ Stucco ☐ Wood Siding ☐ Vinyl ☐ Composite ☐ Other (specify):	
Windows	Age:	☐ Vinyl ☐ Aluminum ☐ Wood
Fireplace	☐ Yes ☐ No	☐ Wood Stove ☐ Brick Fireplace ☐ Wood Insert ☐ Gas Fireplace
Recent Additions, Alterations, or Renovations Within Last Five Years	☐ Yes ☐ No Date:	Description:
Work Completed with a Building Permit	☐ Yes ☐ No	

Section 3 - Building's Structure

- Comment/assessment must include information on physical condition, state of repair, and life expectancy.
- Description must include photos of existing building components and current floor plans.

Component	Description	Comment/Assessment
Foundation	☐ Concrete Perimeter ☐ Concrete Piers ☐ Insulated Conc. Forms ☐ Preserved Wood ☐ Other (specify):	

Section 3 - Building's Structure

- Comment/assessment must include information on physical condition, state of repair, and life expectancy.
- Description must include photos of existing building components and current floor plans.

Component	Description	Comment/Assessment
Exterior Wall Construction		
Floor Systems	☐ Wood Joist ☐ Manufactured Joist	
Deck(s)	☐ Yes ☐ No	
Roof Systems	☐ Hand Framed ☐ Hand-Framed Truss ☐ Manufactured Truss	
Roofing Type	☐ Asphalt Shingles ☐ Wood Shingles ☐ Metal ☐ Concrete/Clay Tile ☐ Other (specify):	
Age of Roofing Membrane		R-Value:
Attic Insulation	Type:	
Eavestrough/ Downspouts	☐ Yes ☐ No	Discharge Location:
Skylights	☐ Yes ☐ No	

Section 4 - Heating and Ventilation System

- Comment/assessment must include information on physical condition, state of repair, and life expectancy.
- Description must include photos of existing building components and current floor plans.

Component	Description	Comment/Assessment
Heating	☐ Nat Gas - Forced Air ☐ Propane - Forced Air ☐ Boiler ☐ Electric ☐ Heat Pump ☐ Other (specify):	Location: Age: Life Expectancy: Condition: Last Service:

Section 4 - Heating and Ventilation System

- Comment/assessment must include information on physical condition, state of repair, and life expectancy.
- Description must include photos of existing building components and current floor plans.

Component	Description	Comment/Assessment
Air Conditioner	☐ Yes ☐ No	
Exhaust Fans	☐ Kitchen ☐ Bathroom(s)	
Principal Ventilation	☐ Principal Exhaust Fan ☐ Heat Recovery Ventilator	

Section 5 - Plumbing System and Fixtures

- Comment/assessment must include information on physical condition, state of repair, and life expectancy.
- Description must include photos of existing building components and current floor plans.

Component	Description	Comment/Assessment
General Condition		
Number of Bathrooms		Ventilation:
Hot Water Heater	☐ Gas ☐ Electric ☐ Electric Storage Type ☐ On Demand ☐ Other	Location: Age: Life Expectancy: Condition: Last Service:
Water Meter	☐ Yes ☐ No	
Sump Pumps	☐ Sanitary ☐ Yes ☐ No ☐ Storm ☐ Yes ☐ No	
Sanitary System	☐ Municipal ☐ Private	
Storm System	☐ Municipal ☐ Private	

Separate Services	☐ Yes ☐ No If yes, describe:	
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Section 6 - Electrical System and Fixtures

- Comment/assessment must include information on physical condition, state of repair, and life expectancy.
- Description must include photos of existing building components and current floor plans.

Component	Description	Comment/Assessment
Electrical Panel	Size (Amps):	Location:
Hydro Service	☐ Overhead ☐ Underground	
Wiring	☐ Copper ☐ Aluminum	

Section 7 - Health and Safety Aspects

- This list represents health and safety requirements for the purposes of Schedule "H" of Subdivision and Development Bylaw No. 4-33. **The Health and Safety Aspects Must be Completed by an Architect or Professional Engineer in accordance with Schedule "H".** The code requirements provided are a brief description only, and the current BC Building Code should be referenced for complete code requirements. It is not anticipated that the existing building will meet all current code requirements. Focus is given to items related to health and safety aspects of construction.
- **A building permit is required for upgrades of items regulated by the BC Building Code.**

Item	Existing Condition Description	Current BC Building Code Requirement	Required Upgrade (BP Scope of Work)
Structural - General			
Roof Framing		Suitable for spans based on construction	
Floor Framing		Suitable for spans based on construction	

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Item	Existing Condition Description	Current BC Building Code Requirement	Required Upgrade (BP Scope of Work)
Foundation		Suitable for type of construction	
Fire Separations	Assembly Description: Assembly Rating: Assembly Condition:	One storey 45 min. FRR >one storey 60 min. FRR Min. STC 50	
Party Wall	Assembly Description: Assembly Rating: Assembly Condition:	Fire separation with one hour fire resistance rating - from top of footing to underside of roof deck. Min. STC 50	
Dwelling Egress	Number of exits: Location(s):	Swings on vertical axis Min. 810 mm (32") wide	
Bedroom Egress Window		Min. 0.35 m ² (3.77 ft. ²) area Min. 380 mm (15") dim.	
Smoke Alarms		In each bedroom; in each hall to bedroom(s); hardwired; interconnected; on each storey	

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Item	Existing Condition Description	Current BC Building Code Requirement	Required Upgrade (BP Scope of Work)
Ventilation	☐ Bathroom Fan(s)	In each bathroom; min. 23 l/s (48 cfm) intermittent	
	☐ Kitchen Fan	Min. 47 l/s (99 cfm); vented to outdoors; non-combustible ducting	
	☐ Principal Exhaust	Based on area and number of bedrooms Continuous operation Max. 1 sone (24 dBa)	
Guardrails	Interior: ☐ Yes ☐ No Exterior: ☐ Yes ☐ No	Min. 900 mm (36") high Min. 1070 mm (42") at exterior decks >1.8 m high Max. 100 mm (4") opening	
Handrails	Interior: ☐ Yes ☐ No Exterior: ☐ Yes ☐ No	Extends full flight 865 mm (34") to 1,070 mm (42") above nosing line; Graspable; clearance behind	
Landings	Interior: ☐ Yes ☐ No Exterior: ☐ Yes ☐ No	At top and bottom of stairs Min. width of stairs Min. 900mm depth	

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Item	Existing Condition Description	Current BC Building Code Requirement	Required Upgrade (BP Scope of Work)
Interior Stairs	Rise/Run: Headroom:	Min. 125 mm rise (5") Max. 200 mm rise (8") Equal rise/run Min. 250 mm (10") run	
Exterior Stairs	Rise/Run: Headroom:		

Professional Opinion

I, the undersigned, hereby certify that I am a qualified engineer or architect and, in my professional opinion, the information supplied in this form and attachments is an accurate description of the property and current building condition.

Signature of Professional

Date

Print Name of Professional

(Affix Professional Seal)

Authorization

As the registered owner(s)/applicant of the subject lands, I/we submit this building condition assessment form for the development of the subject properties. I/we have completed the above form and submitted all documents as described and certify the information contained herein is correct to the best of my/our knowledge. I/we understand that this application, including submitted plans/reports, are public information and may be reproduced for the purpose of application processing. I/we understand the personal information collected on this form is collected for the purpose of processing this application and for administrative purposes and is collected under the authority of the *Local Government Act*. I/we provide authorization for Development, Engineering, and Sustainability Department staff to conduct an inspection of the subject properties, including buildings, and understand that the application may not be processed until the properties are in compliance with City bylaws.

Applicant Name_____
Applicant Signature_____
Date_____
Owner Name_____
Owner Signature_____
Date_____
Owner Name_____
Owner Signature_____
Date