

BUILDING PERMIT APPLICATION CHECKLIST

Building Section - Development, Engineering, and Sustainability Department
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Canada's Tournament Capital

Commercial, Industrial, Institutional, and Multi-Family

Please provide clear, legible, and precise information. If incomplete applications are submitted, the permit process cannot 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:

Proposed Use(s):

Proposed Occupant Load for your "Unit":

Office Use Only

DOCUMENTS: <input checked="" type="checkbox"/> Required at time of application <input type="checkbox"/> May be required			Submitted	Accepted
1. Completed and Signed Building Permit Application	Please include construction value of project. For current application fee refer to refer to City of Kamloops Development & Land Use Fees Bylaw.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. BC Company Summary	IF property owned by a BC company, a company summary is required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. 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 residential units (proof of rental exemptions are required).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Title Search from LTSA https://ltsa.ca 1-877-577-5872 option 1	Title search within the 30 days of application. Including copies of all covenants and encumbrances noted on title.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Building Code Summary	Will show base building information, such as the number of storeys, whether the building is sprinklered, whether there is a fire alarm system, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Hazardous Materials Report Form	All permit applications where the proposed works include demo, alterations, or renovations within an existing structure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Fire Flow Calculations	All permit applications where the proposed works include four or more units or if required by Building Official.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Fire Sprinkler Application	All permit applications where the proposed works include installation of or alterations to a fire sprinkler system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Plumbing Permit Application	All permit applications where the proposed works include new fixtures, removals, alterations to plumbing system (including water/sewer connections).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Alternative Solution Request	Alternative solutions if required c/w City of Kamloops Alternate Solution Request Form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROFESSIONAL DOCUMENTS AND DRAWINGS:

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

14. Topographical Survey (Unless current registered lot grading plan is available) <ul style="list-style-type: none"> • Reference geodetic datum points and lot area in meters. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Letters of Assurance (LOA) <ul style="list-style-type: none"> • 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 	Schedule A - Certified Registered Professional (CRP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Schedule B - Architectural <ul style="list-style-type: none"> <input type="checkbox"/> Sealed drawings from professional <input type="checkbox"/> Additional documentation: _____ Arch drawings are required when a proposed occupancy (i.e. use) is either an assembly occupancy, Group A-2 Occupancy Classification, or a complex building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Schedule B - Structural <ul style="list-style-type: none"> <input type="checkbox"/> Sealed drawings from professional <input type="checkbox"/> Additional documentation: _____ Struct drawings are required when structural elements, such as floors or mezzanines, are to be added or when a structural component of the building is being altered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Schedule B - Structural - component(s) only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Schedule B - Mechanical <ul style="list-style-type: none"> <input type="checkbox"/> Sealed drawings from professional <input type="checkbox"/> Additional documentation: _____ Mech drawings are required for kitchen exhaust system for grease-laden vapours, dust collection systems, mechanical ventilation systems, and spray-painting facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Schedule B - Plumbing <ul style="list-style-type: none"> <input type="checkbox"/> Sealed drawings from professional <input type="checkbox"/> Additional documentation: _____ 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Schedule B - Plumbing (roof/site and foundation systems) <ul style="list-style-type: none"> <input type="checkbox"/> Excavation and storm management plans <input type="checkbox"/> Geotechnical site report (when applicable) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Schedule B - Fire Suppression System <ul style="list-style-type: none"> <input type="checkbox"/> Sealed drawings from professional <input type="checkbox"/> Additional documentation: _____ 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Schedule B - Electrical <ul style="list-style-type: none"> <input type="checkbox"/> Sealed drawings from professional <input type="checkbox"/> Additional documentation: _____ 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule B - Geotechnical (temporary/permanent)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. 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 4,000 lb. to be shown on shop drawings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DRAWINGS:

REQUIREMENTS FOR ALL DRAWINGS:

- One (1) complete copy of each plan is required with permit application (Hard copy or Digital)
- Provide metric 1:100 or ¼ foot scaled plans.
- Include North arrow for all plans.
- Include civic address.

• 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-way.
- Landscape features such as retaining walls, pools, etc.
- Roof and site drainage, roof overhangs, cantilevers, etc.
- Parking area, including dimensioned depth and width.
- Identify the use (occupancy) of the subject unit and surrounding units.
- Location of window wells and air condition equipment.
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- Grades exceeding 15% require site cross section showing drainage and required retaining.
- Max 10% slope for driveways over 15 m length c/w vertical transition clearances.
- The occupancies of the units beside, above, and below need to be indicated. For complex or assembly occupancies, all uses of the units on the same floor need to be indicated. Fire separations, washroom requirements, and other issues are determined by the units use and the surrounding units.



On- and Off-Site Civil Works Drawings

- Site servicing.
- On-site servicing.
- Include roof and site drainage.



17. Floor Plan

All plans to be fully dimensioned.

Show the following:

- North arrow on all floor plans.
- All plans to be fully dimensioned in metric and imperial.
- Label all rooms.
- Show interior room sizes (can affect accessibility for persons with disabilities and travel distance, etc.).
- Show washrooms and fixtures.
- Size of all windows and doors.
- Location and size of structural elements.
- Construction of all wall assemblies.
- Show size and swing of doors.
- Mechanical room, including water, electrical.
- Effective insulation values.
- Indicate fire and sound separations.
- Point loads to foundations (see Engineered Systems Section).
- Show location and dimensions of stairs.
- Show handrail, guards details.
- Show details of partition walls.
- **Indicate travel distance on plans.**
- Detail wall assemblies (fire separations) between adjacent units.
- Indicate exit signs, emergency lighting, and fire alarm devices where applicable.



<p>18. Foundation Plans</p> <p>Show the following:</p> <ul style="list-style-type: none"> Layout showing locations and sizes of footings, walls, columns. Radon layout and details. 	<p>All plans to be fully dimensioned.</p> <ul style="list-style-type: none"> Geodetic elevations. Slab and top of wall drainage 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>19. Elevations:</p> <p>Show the following:</p> <ul style="list-style-type: none"> Existing and proposed grades. Storey elevations related to building grades. Exterior cladding, roof finishes. Indicate all window and door openings. Spatial separation percentages. 	<p>All plans to be fully dimensioned.</p> <ul style="list-style-type: none"> Fire protection provision per BCBC 9.10 for assemblies <1.2 m from lines of limiting distance. Roof drainage. Exit exposure protection 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>20. Cross Sections: min. 2 sections required</p> <ul style="list-style-type: none"> Foundations, wall, floor, roof, ceiling assemblies. Stair dimensions, height of guards, handrails. Provide mezzanine and/or floor construction details. <ul style="list-style-type: none"> Dimension rise, run, headroom, handrails, and guards (note BCBC specific requirements). Draw stairs to mezzanine/second floors. Fire-resistance rating details if any required. Fire separations, including test(s) references. 	<ul style="list-style-type: none"> Fire-stopping details for service penetrations of fire separations. Effective insulation values. Show height between floors and ceilings. Wall, floor, roof, and/or ceiling assemblies (descriptions or cross sections). 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>21. Fire and Life Safety Plans and Section</p> <ul style="list-style-type: none"> Indicate all fire-resistance rating. Sound ratings. Travel distances. Exit signage and emergency lighting locations. 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Permit Submission (Office Use)		
Screened by:	Date:	<input type="checkbox"/> Insufficient information for application as noted - resubmit <input type="checkbox"/> Accepted for application
Comments:		

Please ensure that the Land Title is reviewed for any applicable legal notations and charges registered on title. Also see Part 13 of City of Kamloops Building Regulations Bylaw No. 11-84, 2025 for building permit application requirements.