



CITY OF KAMLOOPS
 BUILDING INSPECTION DIVISION
 Phone: 250-828-3554 Email: building@kamloops.ca

**SINGLE-FAMILY AND TWO-FAMILY
 BUILDING PERMIT APPLICATION**

FOR OFFICE USE ONLY
FOLDER NUMBER:

LOCATION OF WORK	CIVIC ADDRESS		
LEGAL DESCRIPTION	LOT	PLAN	
REGISTERED OWNER	NAME	PHONE	
	ADDRESS	EMAIL	
	CITY	POSTAL CODE	
GENERAL CONTRACTOR	NAME	PHONE	
	ADDRESS	EMAIL	
	CITY	POSTAL CODE	
	BUSINESS LICENCE NO.	BC HOUSING (HPO) BUILDER LICENCE NO.	
BLDG INSP EMAIL:			PLMBG INSP EMAIL:

NUMBER OF DWELLING UNITS CREATED		CONSTRUCTION VALUE		\$
<input type="checkbox"/> NEW	<input type="checkbox"/> ADDITION	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> OTHER	<input type="checkbox"/> TEMPORARY
<input type="checkbox"/> FOUNDATION	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> FIRE REPAIR	<input type="checkbox"/> SITE SERVICING	<input type="checkbox"/> RETAINING WALL
<input type="checkbox"/> EARTHWORK	<input type="checkbox"/> SWIMMING POOL	<input type="checkbox"/> SOLID FUEL APPL	<input type="checkbox"/> ACCESSORY	<input type="checkbox"/> SITING PERMIT
BRIEF DESCRIPTION OF WORK				
TYPE OF HEATING SYSTEM				
<input type="checkbox"/> GAS FORCED AIR	<input type="checkbox"/> ELECTRIC	<input type="checkbox"/> RADIANT HEAT	<input type="checkbox"/> GEOTHERMAL	<input type="checkbox"/> OTHER
If "OTHER" DESCRIBE:				

APPLICANT'S SIGNATURE: ***I agree to conform to all of the bylaws of the City of Kamloops and all of the statutes and regulations in force in the City of Kamloops and to save the City harmless from any action or cost whatsoever arising out of or incidental to the granting of this permit, if issued. I recognize that within the boundaries of the City of Kamloops there are areas of "problem soils" and that these are widely distributed as to location. I affirm that it is my responsibility as owner/agent to identify foundation conditions generally on which the intended construction is to be placed and take all action required to ensure the adequacy of the foundation.***

I HAVE READ AND UNDERSTAND ALL REQUIREMENTS OF THIS APPLICATION

APPLICANT'S SIGNATURE: _____ DATE: _____
 PRINT NAME: _____ PHONE: _____

SEE REVERSE FOR APPLICATION REQUIREMENT CHECKLIST

**SINGLE-FAMILY AND TWO-FAMILY
BUILDING PERMIT APPLICATION CHECKLIST**

Submission Item	Req'd	Prov'd	Notes
Application Form Complete			
Application Fee			
Current Land Title Search (<i>Land Title office at 455 Columbia Street</i>)			
BC Company Summary (<i>if property owner on title is a company</i>)			
Copies of All Encumbrances/Legal Notations			
Owners Authorization Form Representative/Applicant Noted; Signed by All Owners			
Appendix E			
Construction Value Provided			
Description of Work Provided			
BC Housing (HPO) Authorization Form Provided			
Site Plan, Including Driveway Details			
Grading Plan, Including Driveway Details			
2 Sets of Plans (marked Building Permit copy)			
2 Sets of Sealed Structural Plans (if applicable)			
Floor and Roof Truss Drawings			
Interior Health Approval and ROWP Design (septic)			

Letters of Assurance							
	Sch A	Sch B	App D	Ins cert			
Structural							
<i>Structural items, including, but not limited to: suspended slabs, ICF above foundation level, 8" foundation walls >8ft, hot tub areas, laterally unsupported walls, SIPS, high-framed walls, retaining walls (may be geotechnical for MSE's).</i>							
Fire Suppression (sprinklers)							
Geotechnical							
Architectural							
Development Permits/Other Site Conditions							
Silt Bluff							
Riparian Areas Regulation							
Intensive Residential Small Lot <370 m ² / Panhandle <9 m frontage							
Intensive Residential Carriage/Garden Suite							
Flood Plain (by Covenant Elevation; Save Harmless Covenant)							

*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.*