



LAKE COUNTRY

Life. The Okanagan Way.

District of Lake Country
10150 Bottom Wood Lake Road
Lake Country, BC V4V 2M1
t: 250-766-6675 f: 250-766-0200
Inspection Line: 250-766-6676
Email: building@lakecountry.bc.ca

APPLICATION FOR BUILDING PERMIT

Application # \_\_\_\_\_ X-Ref # \_\_\_\_\_

DESCRIPTION: BUILDING PERMIT

A Building Permit is required for a variety of construction projects. These range from new construction to existing structure additions and major renovations. A Building Permit is not the same as a Development Permit. A Building Permit ensures that construction of a building structure is in adherence to BC Building Codes.

APPLICATION

Table with 2 main sections: APPLICANT INFORMATION and REGISTERED OWNER. Each section includes fields for NAME, ADDRESS, Postal Code, EMAIL, CELL, and PH#.

Applicant/Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Table with 1 main section: PROPERTY INFORMATION. Fields include CIVIC ADDRESS, LEGAL DESCRIPTION, OFFICIAL COMMUNITY PLAN DESIGNATION, ZONING DESIGNATION, PID, ROLL, WATER SOURCE, FARM STATUS, METHOD OF SEWAGE DISPOSAL, and ESTIMATED VALUE OF CONSTRUCTION.

Building Type: (description) \_\_\_\_\_

- Checkboxes for various building types: Accessory Suite, Barns & Farm Buildings, Building Move, Commercial New/Alteration, Demolition, Garage, Carport, Accessory & Structure, General, Multi-Family Dwelling, Retaining Wall, Residential Additions, Secondary Suite, Single Family Dwelling, Swimming Pool & Fence, Temporary Building, Temporary Residence, Wood Burning Appliances, Finished/Unfinished Basement.

I hereby authorize the above-named applicant to act as my agent on this application.

OWNER'S NAME (PLEASE PRINT) \_\_\_\_\_

OWNER'S SIGNATURE \_\_\_\_\_

Table titled 'FOR OFFICE USE ONLY' with columns: FEE TYPE, GL, AMOUNT. Rows include Building Permit, Title, Access, and a TOTAL row.

DATE \_\_\_\_\_

# APPLICATION FOR BUILDING PERMIT

## CHECKLIST: WHAT TO INCLUDE WITH YOUR APPLICATION



### COMPLETED APPLICATION FORM (BUILDING PERMIT, ACCESS, WATER & SEWER)

Be sure to complete all of the required fields on the front of this sheet. Double check that the information provided is accurate and up to date.



### CURRENT TITLE SEARCH

Provide 30 days current Title Search that includes all relevant land title charges (easements, SROW, DP's or any item on registered title that is applicable). Certificates of Title can be purchased through the District for a fee (\$25.00)



### BUILDING PERMIT APPLICATION FEES

Application Fee

Building Permit Fee: Approximately 1.2% value of construction or as outlined in the District's Fees Bylaw (payable when permit is ready for pick-up)

Any additional applicable fees (i.e. water, sewer, DCC's etc.) or securities (i.e. building move, demolition, temporary building etc.)



### BUILDING DOCUMENTS REQUIRED (see attached)



### PRE-PLAN MEETING (optional)



### OWNER AUTHORIZATION

Be sure the owner has signed the front of this sheet.

## APPROVAL PROCESS: WHAT HAPPENS NEXT?

1. Following submission of your application staff will review the application and refer it to internal departments and/ or external agencies.
2. Incomplete permit applications will not be accepted.
3. Building staff consider the application and approve, amend or reject the application.
4. Building staff will advise the applicant via email/ phone of any missing or required information.
5. Once completed, building staff will phone and advise as to when the permit is ready for pick up and what fees or securities are owed.



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Personal information provided to the District of Lake Country is collected, used and disclosed in accordance with the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Personal information such as your name, phone number, street or email address is only obtained if you supply it voluntarily through completing documents and forms. Any personal information we ask you to provide will only be used for the purpose of District of Lake Country services.

# Building Permit Application Checklist



District of Lake Country  
 10150 Bottom Wood Lake Road  
 Lake Country, BC V4V 2M1  
 t: 250-766-5650 f: 250-766-0200  
 Inspection Line: 250-766-6676

Email: [building@lakecountry.bc.ca](mailto:building@lakecountry.bc.ca)

Building permit application forms can be found on [www.lakecountry.bc.ca](http://www.lakecountry.bc.ca)

Retaining walls	Temporary Buildings/ Residence (including construction trailers)	New Commercial, Industrial Institutional, Multi-Family	New Secondary Suite	Residential Additions	Single Family Dwelling	Swimming Pool/ Fence	Wood Burning Appliances	Barns & Farm Buildings	Commercial Industrial, Institutional, Multi-Family Addition or Alteration	Demolition	Garage, Carport, Accessory Structure	Internal Renovations & Basement Finish	Mobile/ Manufactured Home Placement	New Accessory Structure with Suite	New Accessory Suite in Existing Structure	
	✓												✓			CSA Rating Plate (if applicable)
	✓															Registration of Covenant documents (if applicable)
						✓										Approval of design from the Interior Health Authority, if the pool is accessible for public use
		✓			✓											Owner's Undertaking Form
	✓															Written description of the project explaining why the building is temporary
	✓															Statement by the owner indicating the intended use and duration of the use
		✓			✓									✓	✓	Compliance Report Pre-Build (applies to applications submitted on 1 April 2019 onwards)
✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Title Search (30 days current; if applicable)
		✓														Site Services building permit application (if applicable)
	✓		✓		✓			✓			✓	✓	✓	✓		Water Permit: DLC water application approval (if on DLC water) or approval of alternate water supply system (if applicable)
	✓		✓	✓	✓			✓			✓	✓	✓	✓		Sewer Permit: DLC sewer application approval (if on DLC sewer) or approval of alternate private sewage disposal system (if applicable)
	✓	✓	✓	✓	✓			✓	✓		✓	✓	✓	✓		Access Permit (if no Access Permit on file)
													✓			Oversized/Overweight Vehicle Permit
	✓												✓			Pre-move Permit - please contact Engineering Department (if applicable)
							✓									WETT Certification (to be submitted upon final inspection)
✓	✓	✓	✓	✓	✓	✓		✓	✓		✓	✓	✓	✓		2 sets of working drawings
✓	✓	✓		✓	✓	✓		✓		✓	✓		✓	✓	✓	2 site plans (to scale) - all dimensions to be shown in metric and imperial measurements
	✓	✓		✓	✓			✓			✓		✓			Roof truss layout/ floor truss layout and engineered beam specifications (if applicable)
		✓			✓				✓							Architectural Schedules (if applicable) and Confirmation of Professional Liability Insurance Form
✓	✓	✓		✓	✓	✓		✓	✓		✓			✓		Structural Schedules (if applicable) and Confirmation of Professional Liability Insurance Form
✓	✓	✓		✓	✓	✓		✓	✓		✓			✓		Geotechnical Schedules (if applicable) and Confirmation of Professional Liability Insurance Form
		✓			✓				✓							Miscellaneous Schedule (if applicable) and Confirmation of Professional Liability Insurance Form
		✓			✓									✓		H.P.O. Residential Builder Registration or Owner - Builder Declaration

## Required documents

Please note this is a standardized checklist; required documents may vary due to project's specifics