



Temporary Sales Centre or Worksite Trailer Building Application Submission Checklist

LAKE COUNTRY

Life. The Okanagan Way.

District of Lake Country
10150 Bottom Wood Lake Road
Lake Country, BC V4V 2M1
250-766-6674
lakecountry.bc.ca

The following information may be necessary to facilitate a thorough evaluation and timely decision on your application. To expediate the evaluation, all materials submitted must be clear, legible, and precise. Plans/drawings must conform to the current edition of the BC Building Code.

Building Permit Applications should be submitted without personal information on any plans. Omitting this information will protect builders and tenants by reducing the risk of any personal information being wrongfully displayed, while also following the Province of BC's Freedom of Information and Protection of Privacy Act. If you consider the information to be personal, please omit from the building plans.

*Links are provided as needed below.

| Required | Office Use Only | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | APPLICATION FEE fees are payable by cash, cheque, credit card or money order at time of your application submission in accordance with the current year's fee schedule. |
| <input type="checkbox"/> | <input type="checkbox"/> | COMPLETED APPLICATION FORM |
| <input type="checkbox"/> | <input type="checkbox"/> | STATE OF TITLE CERTIFICATE OR TITLE SEARCH PRINT AND A COPY OF ALL REGISTERED CHARGES obtained from the Land Title Office within 30 days of the date of application including all relevant land title charges. |
| <input type="checkbox"/> | <input type="checkbox"/> | *OWNER AUTHORIZATION FORM if the Applicant is not the registered Owner of the land and has been appointed as agent. Applications and authorizations must be signed by all registered owners. |
| <input type="checkbox"/> | <input type="checkbox"/> | WATER PERMIT District of Lake Country. (If plumbing installed). |
| <input type="checkbox"/> | <input type="checkbox"/> | SEWER PERMIT Interior Health Approval (If plumbing installed). |
| <input type="checkbox"/> | <input type="checkbox"/> | DRIVEWAY ACCESS PERMIT when constructing a new driveway or modifying the first 6 metres of an existing driveway. |

ARCHITECTURAL DOCUMENTS

- **SITE PLAN** – Two dimensioned copies including: *(Preferred scale is 1" = 16'0" Imperial or 1:200 Metric)*
- LEGAL DESCRIPTION AND CIVIC ADDRESS** of the parcel.
- LOT LINE DIMENSIONS** from the registered subdivision plan.
- NORTH ARROW**
- ADJACENT CITY STREETS, LANES AND ADJACENT LOTS**
- RIGHT-OF-WAY SETBACKS, EASEMENTS, AND UTILITY RIGHTS-OF-WAY**
- OUTLINES** (dimensioned) of the building, cantilevers, decks, other projections, window wells, air conditioners, retaining walls, steps, stairs, decks, and existing buildings.
- DIMENSION** the distance from the property lines to the foundation, cantilevers, decks, and other projections for all existing and proposed structures.
- LOCATION** of proposed service connections, or private water/sewer systems, on-site Storm Water Management.
- LOCATION** and gradient of parking and driveway access including elevation of curbs and sidewalks.
- Other:**
- **BUILDING PLANS** – Two dimensioned copies including one electronic copy: *(Preferred scale is 1/4" = 1'0" Imperial or 1:50 Metric).*
- FLOOR PLANS** – dimensions, use of each room, size and swing of doors/windows, location and type of plumbing and HVAC systems, finishing treatment, appliances, safety glass, exhaust fans, smoke alarms, carbon monoxide detectors, attic and crawl space access, weather stripping and self-closer for garage door, radon mitigation, etc.

- ELEVATION DRAWINGS** – spatial separation calculations, height of the building, finished grade, roof slope, exterior finishes, doors, windows as per the current edition of the BC Building Code.
- BLOCKING, TIE DOWN DESIGN/LOCATION** – 6 tie downs for single wide, 12 tie downs for double wide.
- Other:**

ONLY COMPLETE APPLICATION SUBMISSIONS WILL BE ACCEPTED FOR PROCESSING.

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