BUILDING PERMIT APPLICATION

Town Contact Information			
Building Department	(T) 250.495.6191	(F) 250.495.2400	(E) plan@osoyoos.ca

Building Type (check all that are applicable)				
☐ **New building**	☐ **Addition/Alteration**	☐ **Tenant Improvement**	☐ **Retaining Wall**	
☐ **Residential**	☐ **Commercial**	☐ **Industrial**	☐ **Demolition**	☐ **Bldg. Move**
☐ **Plumbing**	☐ **Fire Suppression System**	☐ **Swimming Pool**	☐ **Wood Burning Appliance**	

Describe the Proposed Work/Use			
Estimated Construction Value	**$**	**Total Area**	

Property Information (please print clearly)						
Site Civic Address						
Legal Description	**Lot**		**District Lot**		**Zoning**	
	Block		**Plan**		**Folio No.**	
Are there buildings on the property now?			☐ **No**		☐ **Yes**	
If yes, what buildings?						

Owner Information (please print clearly)					
Name/Company				**Contact**	
Address				**Post Code**	
Phone No.		**Cell No.**		**Email**	

Owner's Agent Information (please print clearly)					
Name/Company				**Contact**	
Address				**Post Code**	
Phone No.		**Cell No.**		**Email**	

Contractor (please print clearly)					
Company				**Contact**	
Address				**Post Code**	
Phone No.		**Cell No.**		**Email**	

The owner is responsible to provide copies of notations on title.

Are there any covenants, easements or right-of-ways on the property?	☐ **No**	☐ **Yes**
If "Yes" please provide more details.		

The Town of Osoyoos may provide inspection and monitoring reports by email. Please notify us who should receive a copy of these reports (i.e. homeowner, contractor, etc.) along with their email address.

Contact Name(s)	**Email Address**

Signatures				
Print Name		☐ **Owner**		☐ **Agent**
Signature		**Date**		**PERMIT NO:**

CONSULTANT/TRADE LIST (Enter all applicable information)							
ARCHITECT/DESIGNER:							
Company Name							
Contact Name							
Address						**Postal Code**	
Phone No.		**Cell No.**		**Email**			
STRUCTURAL ENGINEER:							
Company Name							
Contact Name							
Address						**Postal Code**	
Phone No.		**Cell No.**		**Email**			
GEOTECHNICAL ENGINEER:							
Company Name							
Contact Nane							
Address						**Postal Code**	
Phone No.		**Cell No.**		**Email**			
MECHANICAL ENGINEER:							
Company Name							
Contact Name							
Address						**Postal Code**	
Phone No.		**Cell No.**		**Email**			
ELECTRICAL ENGINEER:							
Company Name							
Contact Name							
Address						**Postal Code**	
Phone No.		**Cell No.**		**Email**			
CIVIL ENGINEER:							
Company Name							
Contact Nane							
Address						**Postal Code**	
Phone No.		**Cell No.**		**Email**			
TRADE – PLUMBER:							
Company Name							
Contact Name							
Address						**Postal Code**	
Phone No.		**Cell No.**		**Email**			
TRADE – ELECTRICIAN:							
Company Name							
Contact Name							
Address						**Postal Code**	
Phone No.		**Cell No.**		**Email**			
Other _____							
Company Name							
Contact Nane							
Address						**Postal Code**	
Phone No.		**Cell No.**		**Email**			

BUILDING PERMIT APPLICATION CHECKLIST

NEW RESIDENTIAL BUILDINGS, ADDITIONS & STRUCTURAL ALTERATIONS

Complete checklist and submit with your application. Please note incomplete applications cannot be processed.

Req'd	N/A	Included	To follow	
☐	☐	☐	☐	Building Permit Application Form
☐	☐	☐	☐	Application Fee as per the Bylaw at time of application submission
☐	☐	☐	☐	Administration Fee as per the Bylaw due permit issue
☐	☐	☐	☐	2 sets of drawings to appropriate scale [1/8" = 1'-0", 1/4" = 1'-0", etc.] (must include the following: site plan, foundation plan, floor plans, cross section, elevations)
☐	☐	☐	☐	1 set of drawings in electronic format (PDF)
☐	☐	☐	☐	Schedule B completed by Registered Professionals (Schedule CB required at completion project)
☐	☐	☐	☐	Proof of Liability Insurance Certificate from Professional Engineers
☐	☐	☐	☐	Title Search (current within 6 months)
☐	☐	☐	☐	Survey (corners of foundation walls to be pinned prior to footing inspection)
☐	☐	☐	☐	Home Warranty Insurance as per Homeowner Protection Act (registration or owner/builder exemption)
☐	☐	☐	☐	Owner Authorization (written)
☐	☐	☐	☐	Strata Authorization (written)
☐	☐	☐	☐	Riparian Areas Assessment
☐	☐	☐	☐	Hazardous Waste Assessment (for buildings to be demolished or substantially renovated)
☐	☐	☐	☐	Truss Layout (with reactions) / Floor System Layout / Beam-Joist Calculations
☐	☐	☐	☐	TECA Ventilation Checklist & Appliance Selection Worksheet
☐	☐	☐	☐	BC Energy Pre-Construction Compliance Report
☐	☐	☐	☐	BC Energy As-Built Compliance Report

Additional Documentation for *Complex* Buildings & *Complex* Tenant Improvements (application of Part 3, BCBC)

☐	☐	☐	☐	Schedule A from Co-ordinating Registered Professional
☐	☐	☐	☐	Additional set of drawings (total of three sets + PDF)
☐	☐	☐	☐	Building Code Analysis
☐	☐	☐	☐	Alternative Solution Proposal (if applicable)
☐	☐	☐	☐	Site Safety Plan / Construction Fire Safety Plan
☐	☐	☐	☐	Proposed Fire Truck Route & Site Access Plan
☐	☐	☐	☐	Plan Review Fee/Deposit - $2000.00 (applied to permit fees at BP issue)
☐	☐	☐	☐	Energy Modeling Calculations

THE TOWN OF OSOYOOS
BUILDING **CODE ADMINISTRATION** BYLAW NO. 1251, 2009

NOTICE TO REGISTERED PROFESSIONALS

Where Registered Professionals provide letters of assurance in accordance with this Bylaw, the Town of Osoyoos will rely solely on the letters of assurance submitted by the registered professional and field reviews undertaken by the registered professional that the design and construction substantially complies with the B.C. Building Code, Building Code Administration Bylaw 1251, and other applicable enactments respecting safety.

Pursuant to section18 of the Building Code Administration Bylaw, the Building Official may attend the construction site from time to time during the course of construction to ascertain that the field reviews are taking place and to **monitor** the field reviews undertaken by the Registered Professional as required by the letters of assurance.

A policy has been adopted in order to define the intent of monitoring and to provide guidance on the roles and responsibilities of the Building Official, the constructor, and any Registered Professionals retained in connection with the construction of a building.

Monitoring involves the Building Official attending the site of construction of a building to ensure that field reviews by the Registered Professionals are taking place and that the reviews relate specifically to the progress of construction of the project. At no time will the Building Official provide design solutions to the constructor, as that is the responsibility of the Registered Professional. Comments provided on a monitoring report issued by the Building Official will be relayed directly to the Coordinating Registered Professional for their review and action.

Comments contained in this notification are for convenience only. A complete review of Building Code Administration Bylaw 1251, 2009 is recommended.

Owner/Agent Initials