



CORPORATION OF THE CITY OF VERNON
3400 – 30th Street, Vernon, B.C., V1T 5E6
ph: 250-545-1361
fx: 250-545-5309
Email: cmartens@vernon.ca
www.vernon.ca

BUILDING PERMIT APPLICATION GUIDE FOR COMPLEX BUILDINGS

This guide is intended to provide a brief synopsis of Building and Plumbing Bylaw #4900 (the bylaw) documentation requirements for building permit applications for complex buildings. It is not intended to replace the detailed requirements in the bylaw.

1. Schedule 2 (Letter of Undertaking) – an acknowledgment of the responsibility of the owner is to be submitted with the Building Permit application.
2. Schedule 3 (Appointment of Agent) – to be signed by the owner of the property where an owner is represented by an agent.
3. Design Drawings – two sets of scale drawings are required that provide all information necessary to perform the work in compliance with the bylaw. Without limiting the generality of the foregoing and without getting into detail the submission should include:
 - Title Search of the Property – the title search can be no older than 30 days. Any covenants or other charges on the title that may impact the proposed construction are to be investigated by the applicant, and copies of documents provided to the City. The owner is solely responsible to investigate and bring to the City's attention any charge on the title to the lands that in any way restricts construction on or use of the lands.
 - A site plan prepared by either a Registered Professional or Land Surveyor showing the location of all existing and proposed improvements on the land as well as boundaries of adjacent water bodies, the elevation of the ground levels, proposed floor elevations in relation to adjoining streets and sewers, etc.
 - Two sets of design drawings are to be provided by the Coordinating Professional. The drawings are to be sealed by the appropriate Registered Professional, and accompanied by Schedules B1 and B2, as required in Section 2.6 of the B.C. Building Code (the code).
 - Design of both on-site and off-site civil works as required by Subdivision and Development Servicing Bylaw #3843 (see Bylaw #3843 guide).
4. The applicant is to provide documentation that required utility connection charges to a private utility have been paid.
5. Buildings to be constructed in wildfire interface areas must be constructed with fire resistant roof and exterior finishes.
6. Property owners are responsible for any damage to public works that occurs as a result of the building permit, and are to submit a completed form entitled "Damage to Public Works".