



CORPORATION OF THE CITY OF VERNON
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BUILDING PERMIT APPLICATION GUIDE FOR NON-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 non-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. 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.
4. 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:
 - 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.
 - Scale design drawings of the proposed building showing all aspects of the work necessary to perform the work, including floor plans, cross-sections, elevations, large scale details, etc.
 - Design of both on-site and off-site civil works as required by Subdivision and Development Servicing Bylaw #3843 (see Bylaw #3843 guide).
 - Floor area of all floors.
 - Manufactured structural components such as wood roof trusses, proprietary wood joist systems, beams and columns, etc.
5. Aspects of the work that fall outside the prescriptive requirements of Part 9 of the B.C. Building Code (the Code) must be designed and the work supervised by a Registered Professional. Sealed design drawings and Schedules B1 and B2 of the Code are to be submitted. It should be noted that all new buildings other than accessory buildings less than 55 square meters by default require that the soils or foundations be designed and the work supervised by a Registered Professional. Should a Registered Professional indicate in writing based on his review of the work that special considerations are not required, he must indicate this in writing to the City.
6. The applicant must provide confirmation that required utility connection charges to a private utility have been paid.
7. Buildings to be constructed in wildfire interface areas must be constructed with fire resistant roof and exterior finishes.
8. Property owners are responsible for any damage to public works that occurs as a result of the building permit. The owner is to inspect the public works adjoining the property and provide a completed form entitled "Damage to Public Works", which is included in the building permit application package.