CITY OF Vernon
COMMUNITY SERVICES BUILDING
3001 32 Avenue, Vernon BC V1T 2L8
Phone:(250) 550-3634
Email: buildingcounter@vernon.ca
www.vernon.ca

BUILDING PERMIT CHECKLIST

- ☐ MyCity Account Login Credentials (**required**). If you don't already have an account: register here
- ☐ Owner Information: full name, phone, mailing address, and email (**required**)
- ☐ Agent Information: full name, phone, mailing address, and email (required - if an Agent represents the Owner)
- ☐ Builder Information: full name, phone, mailing address, and email (if applicable)
- ☐ Construction Value and Gross Floor Area (m^2) (**required**)
- ☐ Description of Work: detailed project summary (**required**)
    - o Secondary suite assessment file number (if applicable)
- ☐ Damage to Public Works completed form (**required**)
- ☐ Title Search dated within 30 days of application (**required**). *Applicable City of Vernon, Regional District of the North Okanagan, Provincial and Federal title charges *may* be required
- ☐ Owner's Undertaking completed form (**required**)
- ☐ Proof of ownership (applicable if property owner is a business e.g. Register of Directors)
- ☐ New Home Registration Form through BC Housing (required for new construction)
- ☐ Appointment of Agent completed form (required if the applicant is acting on behalf of the property owner)
- ☐ Design Drawings including Site Plan (**required**)
    - o Include all existing buildings with dimensions, landscape features such as retaining walls and pools, covenants, right-of-way, and easements
    - o Include roof and site drainage (if applicable)
    - o New driveway access, enlargement, or relocation. Further reviews may be required to ensure the proposal meets City of Vernon Bylaws (if applicable)
    - o You can find Sample site plan here, and include zoning information using the Zoning Map in accordance with the zoning bylaw
    - o Refer to the Drawing Checklist for guidance, as applicable to residential buildings
- ☐ Complete sets of drawings signed, sealed and dated by Professional Engineer or Architect (as required)

Personal information is collected for the purposes of processing your application. Any collection, use, or disclosure of personal information is in accordance with section 26(c) and 26(e) of the Freedom of Information and Protection of Privacy Act (FOIPAA). For more information, about collection use or disclosure, contact the Freedom of Information and Protection of Privacy Head at **foirequest@vernon.ca** or at 250-545-1361

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BUILDING PERMIT CHECKLIST

- Architectural
- Structural
- Mechanical/Plumbing
- Electrical
- Civil
- Fire Suppression
- Other

☐ Engineering Reports (as applicable)

☐ Letter of Assurance – Schedule B signed and sealed by Professional Engineer including Certificate of Insurance (as applicable)

- Schedule A
- Schedule B Architectural
- Schedule B Structural (required for any work built to BCBC Part 4)
- Schedule B Mechanical
- Schedule B Fire Suppression
- Schedule B Electrical
- Schedule B Geotechnical (required for all single storey buildings & additions greater than 55m2)
- Schedule B Plumbing

NOTE: Structural additions or alterations (such as a mezzanine) for commercial or multifamily projects will require the review of a Structural Engineer.

☐ Truss and Joist Layouts (required for new construction)

☐ BC Energy Pre-Construction Report (for residential buildings only). If the building is not Step Code compliant, you must submit an Energy Performance Analysis showing the upgrades required

☐ Hazardous Materials Summary Form (required when altering a building constructed prior to 1990)

☐ Site Disclosure Statement (required if the site has been used for industrial or commercial purposes or activities described in SCHEDULE 2 of the Contaminated Sites Regulations. A $100 review fee may be applicable depending upon the application)

☐ Approved Development Permit (DP) or Development Variance Permit (DVP) (if required under the OCP, e.g., Hillside or Environmental)

☐ Sewage Disposal Permit from Interior Health and Proof of Potable Water from third-party (required if not connected to city water)

☐ Stormwater Management Approval in accordance with the City of Vernon's current Schedule F - Design & Installation of Drainage Systems (as applicable) *Note: Required when Municipal services are not provided

☐ Fire Safety Plan as per BC Fire Code (if applicable)

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- ☐ Ventilation checklist is required when creating a new residential unit and must be completed by the Heating Contractor before inspection, as instructed later in the application process by the Plans Examiner
- ☐ Commitment Not to Create Grease-Laden Cooking Vapours form is required only for Commercial uses where cooking activities are involved

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