

Plumbing 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/Plumber Information: full name, phone, mailing address, Trade Qualification number and email (if applicable)
- Size of existing Water/Sewer/Storm service pipe in inches or millimeters (optional)
- Construction Value (optional)
- Description of Work: detailed project summary (**required**)
- [Damage to Public Works](#) completed form (**required**)
- [Title Search](#) dated within 30 days of application (as applicable)
- [Owner's Undertaking](#) completed form (**required**)
- [Appointment of Agent](#) completed form (required if the applicant is acting on behalf of the property owner)
- Proof of ownership (applicable if property owner is a business e.g. Register of Directors)
- Design Drawings with Site Plan, Plumbing Layout, and Civil Site Servicing must be sealed by a Registered Engineer (as applicable)
- Letter of Assurance – Schedule B (Civil, Mechanical/Plumbing, Fire Suppression) signed and sealed by Professional Engineer including Certificate of Insurance (as applicable)
- [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)
- 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

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