

Building Permit Retaining Wall Checklist

Community Services Building
3001 32 Avenue, Vernon BC V1T 2L8
(250) 550-3634
buildingcounter@vernon.ca
www.vernon.ca

- 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 (**required**)
- Description of Work: detailed project summary (**required**)
- [Damage to Public Works](#) completed form (**required**)
- [Title Search](#) dated within 30 days of application (**required**)
- [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 including Site Plan (**required**)
 - Include all existing buildings with dimensions, landscape features such as retaining walls and pools, covenants, rights-of-way, and easements. Include site drainage (if applicable)
 - New driveway access, enlargement, or relocation. Further reviews may be required to ensure the proposal meets [City of Vernon Bylaws](#) (if applicable)
- Letter of Assurance – Schedule B (Structural and Geotechnical) signed and sealed by Professional Engineer including Certificate of Insurance (as applicable)
- Engineering drawings - Structural and Geotechnical (Rock and block walls) (if 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)
- Approved Development Permit (DP) or Development Variance Permit (DVP) (if required under the OCP, e.g., Hillside or Environmental)

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