



REGIONAL DISTRICT NORTH OKANAGAN

9848 Aberdeen Road
Coldstream, BC V1B 2K9
Tel: (250) 550-3700 /
Fax: (250) 550-3701
info@rdno.ca

Office Use Only :

Permit (Folder) No.: _____

Reference No.: _____

Date Received: _____

Application Fee: \$55 \$109 \$163

Receipt No.: _____

BUILDING PERMIT APPLICATION FORM

Type of Work:			Type of Building:	
<input type="checkbox"/> New	<input type="checkbox"/> Alteration	<input type="checkbox"/> Addition	<input type="checkbox"/> Manufactured Home (CSA Z-240)	<input type="checkbox"/> Park Model RV
			<input type="checkbox"/> Modular Home (A-277)	<input type="checkbox"/> Other:

Construction Value : \$ _____

Description of Work: _____

CONSTRUCTION SITE

Legal Description: *Lot*

Plan

District Lot:

PID:

Civic Address: _____

PROPERTY OWNER

EMAIL: _____

Owner Name(s): _____

Address: _____

Postal Code: _____

Phone No. (primary): _____

Phone No. (secondary): _____

CONTRACTOR

EMAIL: _____

Contractor Name: _____

Address: _____

Postal Code: _____

Phone No. (primary): _____

Phone No. (secondary): _____

PROPERTY OWNER'S ACKNOWLEDGEMENT OF RESPONSIBILITY AND UNDERTAKINGS

- understand that in consideration of being granted a permit, release and agree to indemnify the Regional District, its Board members, employees and agents from and against all liability, demands, claims, causes of action, suits, judgments, losses, damages, costs and expenses of whatever kind which I/we or any other person, partnership or corporation or our respective heirs, successors, administrators or assignees may have or incur in consequence of, or incidental to, the granting of a permit or any representation, advice, inspection, failure to inspect, certification, approval, enforcement or failure to enforce the Building Bylaw or the Building Code and I/we agree that the Regional District owes me/us no duty of care in respect to these matters;
- have checked the Certificate of Title for covenants, building schemes, easements, etc. and I/we understand that these matters are not enforced by the Regional District;
- recognize that there are areas of 'problem soils' within the Regional District which are widely distributed as to location. I/we hereby affirm that it is my/our responsibility as owner of the parcel to identify site conditions generally and 'problem soils' in particular on which the construction cited in my application is to be placed and I/we will take all action required to ensure adequacy of foundation works;
- hereby acknowledge that if granted a permit pursuant to my/our application, that it is my/our responsibility to ensure compliance with the Building Code, Building Bylaw and any other applicable enactment, code, regulation or standard relating to the work in respect of which the permit is issued, whether or not said work is undertaken by me/us or by those whom I/we retain or employ to provide design and/or construction services;
- hereby acknowledge that neither the issuance of a permit; nor the acceptance and review of plans, specifications, drawings or supporting documents; nor inspections made by or on behalf of the Regional District constitute a representation, warranty, assurance or statement that the Building Code, Building Bylaw or any other applicable enactment, code, regulation or standard has been complied with; and,
- acknowledge that I/we have been advised to obtain independent legal advice in respect of the responsibilities I/we am assuming upon the granting of a permit by the Regional District pursuant to my/our application and in respect of the execution of this document.

I have read the above acknowledgement, undertaking, release and indemnity and understand it. I understand that a Building/Moving/Demolition/Sign Permit Application held on file at the Regional District and not completed within six months shall expire and all application documents may be destroyed. This application is made with my full knowledge and consent:

Registered Owner's Signature(s)

Date

BUILDING PERMIT APPLICATION

REQUIRED DOCUMENTS

Documents required for Manufactured Home/Modular Home/Park Model Permit Applications:

- Completed application form with owner information, contractor information (if applicable) and approximate construction value indicated, signed by **all** registered owners.
- Appointment of Representative form if the permit is to be applied for, picked up, or revised by anyone other than the registered owner.
- Land Title Search – Title to be dated within 30 days of application.
- Application Fee (non-refundable) as outlined in Schedule “A” to Building Bylaw No. 2670, 2015
- Site Plan (and/or Survey Certificate) as outlined in Sections 612 and 613 of Building Bylaw No. 2670, 2015 including:
 - legal description and civic address of the parcel together with lot dimensions taken from the registered subdivision plan or equivalent information;
 - measurements for the location of any existing and proposed buildings or structures relative to:
 - property or plot in proximity to these buildings or structures,
 - the natural boundary of any watercourses within 30 metres to these buildings or structures whether on the subject parcel or on any adjacent land, and
 - all statutory rights-of-way or easements on the subject parcel.
- Two sets of Construction plans to a scale of ¼” = 1.0’, on minimum 11”x17” paper, including:
 - *Floor Plans* showing the dimensions and use of every room area, size and swing of doors, location size and opening of windows, and location and description of all plumbing works and fixtures;
 - *Building Elevations* for each side showing the height of the building, finished grade, roof slopes, exterior finishes, doors, windows and other design features;
 - *Blocking Plan or Footing/Foundation Details* showing the size and location of footings and walls or piers.
- Evidence of Potable Water Supply as outlined in Section 607 of Building Bylaw No. 2670, 2015
- Interior Health Septic Approval/Proof of Sewer Connection as outlined in Section 608 of Building Bylaw No. 2670, 2015.
- Schedule 1: Site Disclosure Statement
- Affidavit for properties **NOT SUBJECT** to the Provincial Riparian Areas Regulation signed by the owner and witnessed by a Commissioner (available at RDNO Main Office), Notary or Lawyer
- CSA Z-240/CSA A-277 Serial number, registration number, and snow load design factors.

Additional Documents for Specific Permit Applications:

- If a **Professional Engineer or Architect** is involved with any part of the project a Schedule B, Report on Professional Insurance and Engineer’s Certificate of insurance must be submitted at the time of application.
- If your project is located on a previously undeveloped lot, you will likely require a driveway. If your driveway will access your property from a **numbered highway** an access permit is required from the Ministry of Transportation. **Access Permit or approvals are required prior to Building Permit issuance.**

Ministry of Transportation:

(250) 712-3660

4791 23rd St. Vernon



PLANNING AND BUILDING

OWNERS APPOINTMENT OF REPRESENTATIVE OR AGENT

Property Information: PID: _____

Civic Address: _____

Owner Name(s): _____

Address: _____

City: _____ Postal Code: _____ Phone No.: _____

Email: _____

Date

Registered Owner's Signature

Representative Name(s): _____

Address: _____

City: _____ Postal Code: _____ Phone No.: _____

Email: _____

Date

Representative's Signature

I am the registered owner of the above described property and hereby authorize the above noted representative to receive and submit information in regards to the following application(s) and/or permit(s):

**Owner's
Initials**

Please indicate the requested application(s) or permit(s)

- Current Building Permit Application
- Building Permit # _____
- Any Planning or Building files available for this property

From the date of signature, and until such time as the Owner provides written revocation of the representative's appointment to the Regional District of North Okanagan (RDNO), the Owner:

1. Consents to the Representative accessing information related to this application and the property that may be in the custody or control of the RDNO;
2. Authorizes the Representative to act in accordance with the RDNO Building Bylaw, including to endorse applications, documents, and/or permits related to this application on behalf of the Owner, except for documents that must be registered with the Land Title and Survey Authority (LTSA);
3. Accepts and understands that the Owner is fully responsible for the Representative's acts or omissions related to this application, the RDNO Building Bylaw, the BC Building Code, and all other enactments;
4. Accepts and understands that the Appointment of a Representative in no way alters or diminishes the Owner's responsibilities as expressed in the Building Permit Application Form's "Property Owner's Acknowledgement of Responsibility and Undertakings" nor the RDNO Building Bylaw, the BC Building Code, or any other enactment and in no way modifies any waiver, indemnification, or release provided by the Owner to the RDNO or its authorized contractor.



PROOF OF WATER

(requirement of Building Permit Application)

Building File No.: _____

Requirement: Customer must complete and submit prior to a Building Permit being issued, even if the property already has a water service. This form is for information only and **is not** an application for a water service.

If applicable, a \$35.00 fee is payable at time of Building Permit issuance per the current Greater Vernon Water / Small Utilities Rates Bylaw.

Select water utility (map on reverse)

- Greater Vernon Water* Grindrod* Gunter Ellison Mabel Lake Silver Star* Whitevale
*water meters required

Outside RDNO water service area (no fee required) Requested water meter size (standard is 3/4"): _____

Is there an alternate source of water available (ie. irrigation, lake frontage, creek, well, private utility, etc.)

- Yes No - If yes, provide details:

Property address:

Legal description:

Name of property owner(s):

Phone number:

Email:

Proposed development (check all that apply):

- Single Multi Suite Institutional Commercial Industrial

Adding new dwelling units?

- Yes, how many? _____ No

Note for all customers: It is the responsibility of the owner's engineer to determine the required fire flows.

Greater Vernon Water customers: You may have the opportunity to transfer some of the allocation on your property to reduce the Development Cost Charge(s) or Connection Fee(s), if applicable. To do this, a Water Allocation Adjustment Form must be signed by the property owners and processed at the Regional District of North Okanagan office.

Will you be completing a Water Allocation Adjustment form? Yes No

Signature:

Date:

OFFICE USE ONLY

Water meter required? Yes No

Is there allocation on the property? Yes No

Existing Water Service

Location: _____ metres N/S/E/W from N/S/E/W iron post/property line
Diameter: _____ mm

Fees (Included in Building Permit Fees)

- Proof of Water Fee Additional Fees – see attached Water/Sewer fees form
No Fee: Outside water service area Alternate Source Other:

Outstanding Fees

- Water Service Application required Other:

Provide to customer (as applicable):

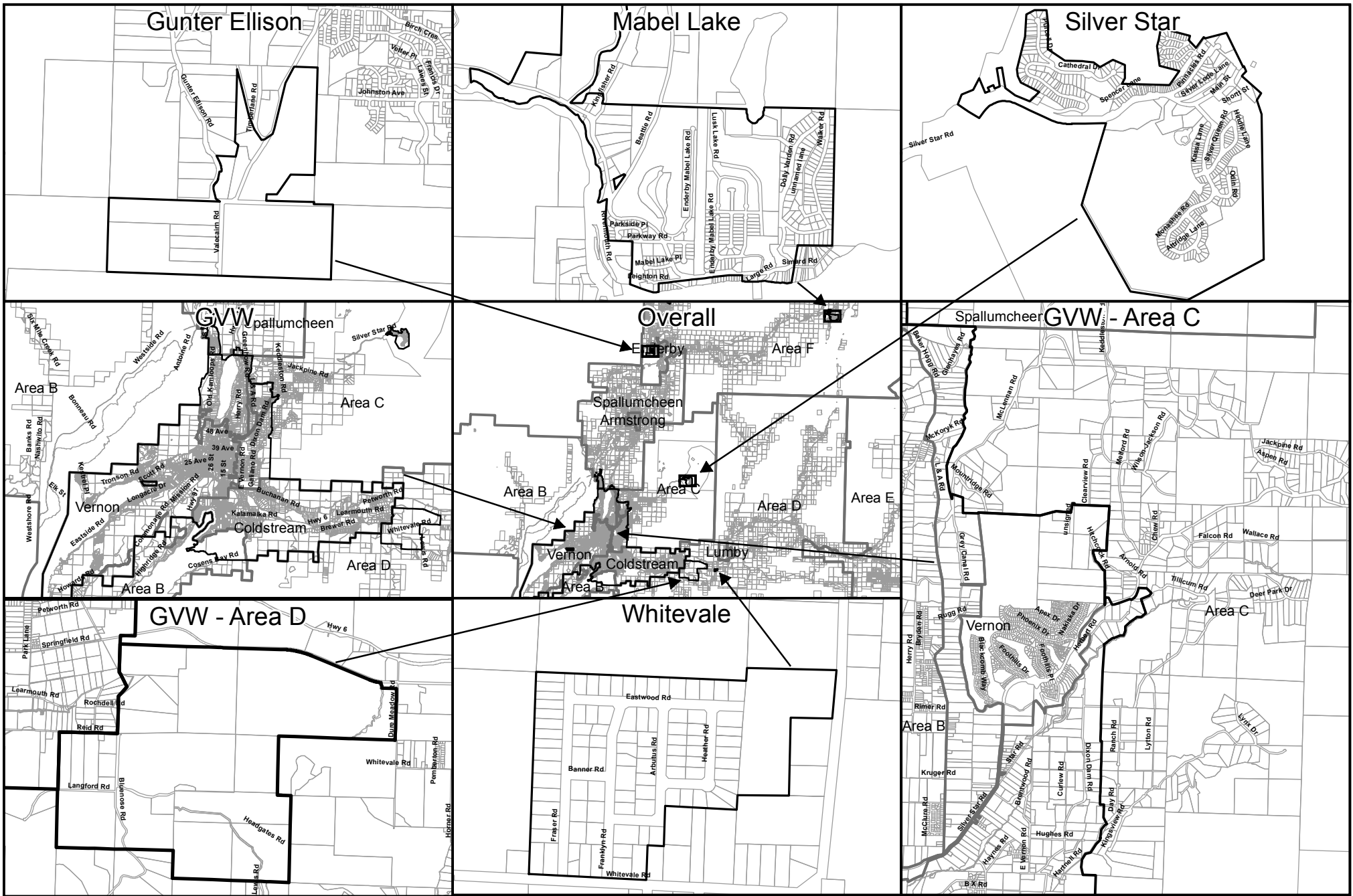
- Water/Sewer Fees on BP form Water Service Application form
 Water Meter Purchase Information form Water Allocation Adjustment form
 Greater Vernon Water- Water Meter Installation guide **or** Silver Star Water - Water Meter Installation guide
 Drawing - Water Meter Installation in Building **or** Drawing - Outdoor Water Meter Pit
Proposed development (check all that apply): Adding new dwelling units?
 Single Multi Suite Institutional Commercial Yes, how many? _____ No
 Industrial

Completed by:

Date:

Entered in Tempest

Revised: January 24, 2023



This map was compiled by RDNO, using data believed to be accurate; however, a margin of error is inherent in all maps. This product is distributed without warranties of any kind, either express or implied, including but not limited to warranties of sustainability or particular purpose or use.

Plot Date: Apr 30, 2018

RDNO Water Utilities





SCHEDULE 1 SITE DISCLOSURE STATEMENT

Has the site been used for any industrial or commercial purposes or activities described in [SCHEDULE 2](#) of the Contaminated Sites Regulation?

Yes No

Exemptions (See the Contaminated Sites Regulation, Division 3 of Part 2):

Does the application qualify for an exemption from submitting a site disclosure statement?

Yes No

If yes, indicate which exemption applies _____

I. CONTACT INFORMATION

A: SITE OWNER(s) or OPERATOR(s)			
LAST NAME		FIRST NAME(s)	
COMPANY (if applicable)			
ADDRESS - STREET		CITY	
PROVINCE/STATE	COUNTRY		POSTAL CODE
PHONE		E-MAIL	
B: PERSON COMPLETING SITE DISCLOSURE STATEMENT (Leave blank if same as above)			
<input type="checkbox"/> Agent authorized to complete form on behalf of the owner or operator			
LAST NAME		FIRST NAME(s)	
COMPANY (if applicable)			
C: PERSON TO CONTACT REGARDING THE SITE DISCLOSURE STATEMENT			
LAST NAME		FIRST NAME(s)	
COMPANY (if applicable)			
ADDRESS - STREET		CITY	
PROVINCE/STATE	COUNTRY		POSTAL CODE
PHONE		E-MAIL	

II. SITE INFORMATION

Coordinates (using the North American Datum 1983 convention) for the centre of the site:

Latitude			Longitude		
DEGREES	MINUTES	SECONDS	DEGREES	MINUTES	SECONDS

Attach a map of appropriate scale showing the location and boundaries of the site.

For Legally Titled, Registered Property

SITE ADDRESS (or nearest street name/intersection if no address assigned)	
CITY	POSTAL CODE

PID	Land Description	Add	Delete
		+	-

For Untitled Crown Land

PIN numbers and associated Land Description (if applicable)

PIN	Land Description	Add	Delete
		+	-

And if available

Crown Land File Numbers	Add	Delete
	+	-

III. INDUSTRIAL OR COMMERCIAL PURPOSES OR ACTIVITIES

In the format of the example provided, which of the industrial or commercial purposes or activities have occurred or are occurring on this site.

EXAMPLE

Schedule 2 Reference	Description
E1	appliance, equipment or engine maintenance, repair, reconditioning, cleaning or salvage
F10	solvent manufacturing, bulk storage, shipping or handling

Schedule 2 Reference	Description	Add	Delete
		+	-

IV. ADDITIONAL INFORMATION

1. Provide a brief summary of the planned activity and proposed land use at the site.

2. Indicate the information used to complete this site disclosure statement including a list of record searches completed.

3. List any past or present government orders, permits, approvals, certificates or notifications pertaining to the environmental condition of the site. (Attach extra pages, if necessary):

V. DECLARATIONS

Where a municipal approval is not required, please indicate the reason for submission directly to the registrar:

- Under Order Foreclosure CCAA Proceedings BIA Proceedings
 Decommissioning Ceasing Operations

By signing below, I confirm that the information in this form is complete and accurate to the best of my knowledge:

SIGNATURE

DATE SIGNED (YYYY-MM-DD)

APPROVING AUTHORITY CONTACT INFORMATION

NAME	AGENCY
ADDRESS	
PHONE	E-MAIL

Reason for submission (Please check one or more of the following):

- Building Permit Subdivision Zoning Development Permit

DATE RECEIVED (YYYY-MM-DD)

DATE SUBMITTED TO REGISTRAR (YYYY-MM-DD)

Affidavit for Properties Not Subject to the Provincial Riparian Areas Regulation

Property Subject to Development: _____

Legal Description: _____

Property Address: _____

Registered Owner(s) of the Above Property:

As the Registered Owner(s) of the above described property, I (we) solemnly affirm that the development proposed for the subject property will not be located within a “**riparian assessment area**” as defined by the *Provincial Riparian Areas Regulations* (“*Regulations*”); and

I (we) understand that under the *Regulations* “development” means any of the following associated with or resulting from the local government regulation or approval of residential, commercial or industrial activities to the extent that they are subject to local government powers under the *Local Government Act*:

- a) removal, alteration, disruption or destruction of vegetation;
- b) disturbance of soils;
- c) construction or erection of buildings and structures;
- d) creation of non-structural impervious semi-impervious surfaces;
- e) flood protection works;
- f) construction of roads, trails, docks, wharves, and bridges;
- g) provision and maintenance of sewer and water services;
- h) development of drainage systems;
- i) development of utility corridors;
- j) subdivision as defined in Section 455 of the *Local Government Act*; and

I (we) understand that a “**riparian assessment area**” is defined under the *Regulations* as follows:

- a) for a stream, the 30 metre strip on both sides of the stream, measured from the high water mark;
- b) for a ravine less than 60 metres wide, a strip on both sides of the stream measured from the high water mark to a point that is 30 metres beyond the top of the ravine bank; and
- c) for a ravine 60 metres wide or greater, a strip on both sides of the stream measured from the high water mark to a point that is 10 metres beyond the top of the ravine bank; and

I (we) understand that a “**stream**” is defined under the *Regulations* as any of the following that provides fish habitat:

- a) a watercourse, whether it usually contains water or not;
- b) a pond, lake, river, creek or brook;
- c) a ditch, spring or wetland that is connected by surface flow to something referred to in paragraph a) or b); and

I (we) understand that a “**ravine**” is defined under the *Regulations* as a narrow, steep sided valley that is commonly eroded by running water and has a slope grade greater than 3:1.

Signature(s): _____

Print Name(s): _____

Mailing Address: _____

Postal Code: _____ Phone: _____

Date: _____

Certified By:

Commissioner for Taking Affidavits in the Province of British Columbia

Dated at _____, British Columbia this _____ day of _____, 20_

Riparian Areas Regulation Transition Policy

Any of the following associated with or resulting from the local government regulation or approval of residential, commercial or industrial uses or ancillary activities to the extent that they are subject to local government powers under Part 26 of the *Local Government Act*:

- a) removal, alteration, disruption or destruction of vegetation;
- b) disturbance of soils;
- c) construction or erection of buildings and structures;
- d) creation of non structural impervious or semi-impervious surfaces;
- e) flood protection works;
- f) construction of roads, trails, docks, wharves and bridges;
- g) provision and maintenance of sewer and water services;
- h) development of drainage systems;
- i) development of utility corridors;
- j) subdivision as defined in section 872 of the *Local Government Act*;

And which are located within a “**riparian assessment area**” which is defined as follows:

- a) for stream, the 30 metre strip on both sides of the stream , measured from the high water mark,
- b) for a ravine less than 60 metres wide, a strip on both sides of the stream measured from the high water mark to a point that is 30 metres beyond the top of the ravine bank, and
- c) for a ravine 60 meters wide or greater, a strip on both sides of the stream measured from the high water mark to a point that is 10 metres beyond the top of the ravine bank.

Then, for a local government to allow development to proceed in a riparian assessment area, a developer will be required to follow the RAR and, at their expense, hire a QEP to provide an assessment report to the Ministry of Environment and to Fisheries and Oceans Canada and the local government must receive notification from the Ministry that, in respect of the proposed development, an assessment report has been received which meets the requirements of section 4 (2) or of section 4 (3) of the Riparian Areas Regulation. For example, these requirements apply to the issuance of development permits, development variance permits or building permits for development involving a riparian assessment area or in relation to zoning, re-zoning or subdivision servicing bylaws in respect of development in a riparian assessment area.

If a development is proposed in an area that is clearly not in, or in close proximity to, a riparian assessment area, then the normal local approval process will be followed. However, if there is any doubt, local government staff may consider requiring the developer to sign a document, such as an affidavit, confirming that, in respect of the proposed development, there are no changes proposed within a riparian assessment area.. The developer will then be responsible for any consequences of not following the Riparian Areas Regulation or for providing incorrect information.

SCHEDULE "A" TO BYLAW NO. 2670, 2015 – FEES AND CHARGES

1.	Building Permit Application Fees – Non-Refundable	
	a. Construction Value \$1,000 or less.....	55.00
	b. Construction Value over \$1,000 up to \$250,000.....	109.00
	c. Construction Value \$250,000 and more	163.00
2.	Building Permit Fees	
	(Note: A surcharge on fees may apply in remote areas)	
	a. For the first \$1,000 of Construction Value	60.00
	b. For each \$1,000 of Construction Value or part thereof over \$1,000 and less than \$500,000	13.00
	c. For each \$1,000 of Construction Value or part thereof over \$500,000 and less than \$1,000,000	12.00
	d. For each \$1,000 of Construction Value or part thereof over \$1,000, 000.... ..	11.00
	e. For the first five Plumbing Fixtures	60.00
	f. For each Plumbing Fixture over the first five	12.00
	g. For installing a Manufactured Home (mobile home) or park model recreational unit	265.00
3.	Building Permit Fees for Agricultural Buildings over 600 square metres	
	(Note: A surcharge on fees may apply in remote areas)	
	a. For the first \$1,000 of Construction Value	52.50
	b. For each \$1,000 of Construction Value or part thereof over \$1,000 and \$250,000	11.00
	c. For each \$1,000 of Construction Value or part thereof over \$250,000.....	8.25
4.	Sign Permit Fees	
	a. Application for a Sign Permit (non-refundable)	60.00
	b. Permit for a Sign:	
	- For the first \$100 of Construction Value	60.00
	- For each \$1,000 of Construction Value or part there of over \$100.....	13.00
5.	Demolition / Moving Permit Fees	
	a. Application for a Demolition / Moving Permit (non-refundable)	55.00
	b. Demolition / Moving Permit	242.00
	c. Demolition / Moving Deposit.....	2,100.00
6.	Other Fees and Charges	
	a. Special Inspection or Re-Inspection	109.00
	b. Provisional Occupancy Permit with Re-Inspection.....	109.00
	c. Administrative Charge to remove a 'Notice on Title'	850.00
	d. New products, systems or methods Evaluation Fee	2,415.00
	e. Administrative Charge for refund of Building Permit Fees	230.00

7. Building Permit File Closing Fee (Refundable)

In addition to other fees and charges payable in accordance with this Schedule at the time of permit issuance, a file closing fee will apply for all building permits as follows:

- a. Where construction value is less than \$10,000 100.00
- b. Where construction value is between \$10,000 and \$50,000..... 150.00
- c. Where construction value is between \$50,001 and \$100,000..... 300.00
- d. Where construction value is in excess of \$100,000 500.00

8. When all works associated with a building permit are completed and a final inspection has been approved within twenty-four (24) months of the date of permit issuance, the Regional District of North Okanagan will refund the Building Permit File Closing Fee as follows:

- a. Where construction value is less than \$10,000 100.00
- b. Where construction value is between \$10,000 and \$50,000..... 150.00
- c. Where construction value is between \$50,001 and \$100,000..... 300.00
- d. Where construction value is in excess of \$100,000 500.00

Where the works associated with a permit are not completed within twenty-four (24) months of the date of permit issuance, there will be no refund of the Building Permit File Closing Fee.

Any re-inspection fees or fines assessed against the owner/permit holder during the period of construction will also be deducted from the Building Permit File Closing Fee. In addition, if Notice on Title is required, there will be no refund of the file closing fee.