



Building Inspection Department  
300-465 Victoria Street  
Kamloops, BC | V2C 2A0

T 250.377.8673  
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tnrd.ca

## DWELLING APPLICATION CHECKLIST

Type of Dwelling:  Single Family Dwelling  with suite  
 Duplex  2<sup>nd</sup> or Additional Dwelling  
See next page for an explanatory guide to this checklist

### DWELLING APPLICATION REQUIREMENTS

#### NEW, ADDITIONS OR ALTERATIONS

- Building and Plumbing Permit Application\*
- HPO registration
- Corporate Registration/summary (if required)
- Hazardous Materials Post-Abatement Report (Add/Alt)

#### TWO SETS OF BUILDING PLANS, INCLUDING:

- Site plan(s)  Cross-section  
Energy Model/ Pre-Construction Report OR  
Prescriptive Energy calculations
- Foundation  Truss/floor beam layout showing  
point loads (to be obtained from  
truss supplier)
- Floor plan(s)  Elevations

#### ONE OF EITHER:

- Septic Sewage disposal approval OR
- TNRD Utility approval OR
- Municipal utility approval

#### FEES:

- Application fee ( varies up to \$200)
- Building permit fee \*\* (paid at issuance)
- Surcharge fee (\$1500 paid at issuance)

\* If person to do the plumbing work is not a TQ Plumber, please provide a plumbing schematic for Inspector review.

\*\* Building Permit fee is based on construction value.

#### REGISTERED PROFESSIONAL (SCHEDULE B)

\*\*\*As and if applicable:

- Coordinating Registered Professional (CRP)
- Architectural
- Structural (truss specs)
- Mechanical
- Plumbing
- Fire Suppression Electrical
- Geo Tech - Temporary
- Geo Tech - Permanent

\*\*\* Required engineered drawings must accompany application package at time of submittal. In addition to Schedule B, we require a copy of the **Letter of Assurance** and **Registered Professional's Proof of Insurance**.

### DEMOLITION REQUIREMENTS

- Application (use same form as Building permit application)
- Corporate Registration/summary (if required)
- Building demolition form (confirmation of utility disconnection)
- Hazardous Materials Post-Abatement Report
- Site plans (two copies)
- Demolition permit fee (\$50) & deposit as applicable

#### PLANNING AND ZONING REQUIREMENTS

All permit applications will be reviewed by the Planning Department for compliance with the following:

- **TNRD Zoning Bylaw No. 2400**  
(<https://tnrd.civicweb.net/document/70091/>)
- **Floodplain Management Bylaw No. 2828**  
(<https://tnrd.civicweb.net/document/212202/>)
- **Agricultural Land Reserve** (<https://www.tnrd.ca/planning-development/planning/agricultural-land-reserve/>) and
- **Riparian Areas Protection Regulation**  
(<https://tnrd.civicweb.net/document/83626/>)

Failure to consider these may lead to a delay in processing the building permit application. For questions, contact the Planning Department prior to making an application 250-377-8673 or [planning@tnrd.ca](mailto:planning@tnrd.ca).

#### FOR OFFICE USE:

Civic Address Sign: Horizontal  OR Vertical

Initial application review date: \_\_\_\_\_

## HOW TO COMPLETE THE APPLICATION PACKAGE

Building Permit Application	<p>All owners named on the property title are required to initial and sign the Application form. See  throughout the application for places to initial and sign.</p> <p>In the event that a company owns the property, complete the '<b>Company-Owner</b>' section. You must submit a copy of your current corporate registration/summary <b>OR</b> your certified AGM (of the current year) showing the authorized signatories. For institutions, please confirm your title/authorization.</p>
Plumbing Permit Application	<p>Complete if plumbing fixtures are to be installed, altered or repaired.</p>
HPO Registration	<p>Under the <i>Homeowner Protection Act</i>, home warranty insurance is required on all new homes built in BC and on additions to existing dwellings that are substantial in size. We do require this approval prior to issuing these types of Building Permits.</p> <p>For more information regarding this process you may visit BC Housing – Licensing &amp; Consumer Services website at <a href="https://www.bchousing.org/licenses-and-services">Licensing &amp; Consumer Services (bchousing.org)</a>.</p> <p>At the time the application is submitted, we would like confirmation as to who carries the HPO registration. This confirmation may be provided via proof of receipt, copy of the approved registration or declaration from a licenced contractor.</p>
Two sets of Building Plans	<p>Two sets of building plans are to be included with the application. For more details regarding drawing requirements, please reference page 2 of Guide to Building Permits. Drawings to be ¼"=1'-0", typically 24 x 36, in size. At time of application we require preliminary truss and floor layouts (or schematics) including point load information from the truss supplier. The final stamped and sealed engineered truss/beam drawings are required at or prior to the framing inspection.</p>
Septic Sewage Disposal Systems	<p>Approval is required from the Interior Health Authority (IHA) for the installation of a septic sewage disposal system where a community sewage system is not available. Approval may also be required from (IHA) when additional bedrooms and/or floor area are being added to an existing dwelling. With on-site septic, you may contact IHA directly for more information about this process. Contact information for their main and satellite offices may be found on page 5 of Guide to Building Permits.</p>
Application Fee	<p>TNRD approved methods of payment are cash, debit or cheque. Cheques are to be made payable to the "TNRD". Kindly note, there are no other payment options.</p>