



**Westbank First Nation**  
 301-515 Hwy 97 South,  
 Kelowna BC, V1Z 3J2  
 Phone 250-769-4999 Fax 250-769-2441

# APPLICATION FOR BUILDING PERMIT

Applicant is: Owner  Contractor  Authorized Agent  Area: IR9  IR10  Other \_\_\_\_\_

**Owner Name (s):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Band Member YES  NO

**Building Site Address:** \_\_\_\_\_

Legal Description Lot # \_\_\_\_\_ Plan # \_\_\_\_\_ Building Type: \_\_\_\_\_

**Contractor:** \_\_\_\_\_ Construction Value: \$ \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Square Feet: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

- 1) I acknowledge that if I am granted a building permit pursuant to this application that I am responsible for compliance with the current edition of the BC Building Code, Westbank First Nation Building law and any other applicable enactment, code, regulation or standard relating to the work in respect of which the permit is issued, whether or not the said work is undertaken by me or by those whom I may retain or employ to provide design and/or construction service.
- 2) I acknowledge that neither the issuance of a permit under the WFN Building Law 2005-14, nor the acceptance or review of plans, specifications, drawings or supporting documents, nor inspections made by or on behalf of the WFN constitute a representation, warranty, assurance or statement that the current edition of the BC Building Code, the Building regulations of Westbank First Nation or any other applicable enactment, code, regulation or standard has been complied with.
- 3) Where WFN requires Letters of Assurance be provided by a registered professional. I confirm that I have been advised by WFN that it relied exclusively on the Letter of Assurance of "Professional Design and Commitment for Field Review" prepared by (insert name of registered professional or attach list) \_\_\_\_\_
- 4) I confirm that I have relied only on the said registered professional for the adequacy of plans, drawings, specifications and supporting documents submitted with this application.
- 5) I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a permit by Westbank First Nation to this application and in respect of the execution of this acknowledgement.
- 6) I hereby apply for a building permit in accordance with the submitted documents and this application.

Owner/Authorized Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Project/Development description:** \_\_\_\_\_

For Office Use			
Actual floor area _____	Proposed floor area for DPSA _____	Difference _____	
Zone _____	Water Meter size: _____	Water Service Size _____	Sewer Service Size _____ Fire Protection _____
Basic Fee for first \$1000.00 project value	Fee \$100.00 _____	Dev. Cost Charges	Fee \$ _____
Project Value over \$1000.00 x .012	Fee \$ _____	Latecomer Cost	Fee \$ _____
Plbg, Fixtures: _____ @ \$10.00	Fee \$ _____	Other Charges	Fee \$ _____
Sewer Service ( yes _____ no _____ )	Fee \$ _____		
Water Service (yes _____ no _____ )	Fee \$ _____	TOTAL FEE \$ _____	



# WESTBANK FIRST NATION

Engineering, Planning and Public Works

Suite 301-515 Highway 97 South, Kelowna, B.C. V1Z 3J2  
Direct: (250) 769-2449 – Fax: (250) 769-2441

## Owner Authorization

This form to be signed by the owner of the property

Project: (What are you building?) \_\_\_\_\_

Site Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Plan: \_\_\_\_\_

As owner of the above mentioned property, I make application for the works described in the Permit Application;

**OR.**

As owner I authorize \_\_\_\_\_ To  
apply on my behalf.

### Owner's Information

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

### Owner's Agent Information

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

REQUIRED INFORMATION FOR NEW BUILDINGS AND ADDITIONS

<u>RECEIVED</u>	<u>N/A</u>	
_____	_____	WFN Utility Permit Water service application
_____	_____	RDCO Water service application
_____	_____	Public Health sewage disposal permit
_____	_____	WFN Utility Permit Sewage Service application
_____	_____	Driveway Access details including grade, culverts and required retaining walls
_____	_____	State of title certificate and all referenced covenant/easement documents effecting WFN
_____	_____	New Home Warranty Enrollment Forms
_____	_____	Owner Authorization

TWO SETS OF DRAWINGS MUST BE PROVIDED - INCLUDING SITE PLAN, FOUNDATION AND FLOOR PLANS, CROSS SECTIONS, DETAIL DRAWINGS, BUILDING ELEVATION DRAWINGS AND MANUFACTURED ROOF TRUSS, FLOOR JOIST AND BEAM DETAILS.

<u>RECEIVED</u>	<u>N/A</u>	
_____	_____	Site Plan
_____	_____	Foundation and floor plans
_____	_____	Cross sections and details
_____	_____	Building elevation drawings
_____	_____	Manufactured roof truss, floor joist and beam details

REGISTERED PROFESSIONAL DESIGN AND SUPERVISION:

<u>RECEIVED</u>	<u>N/A</u>	
_____	_____	Schedule A
_____	_____	Geotechnical details and Schedule B
_____	_____	Architectural details and Schedule B
_____	_____	Structural details and Schedule B
_____	_____	Mechanical details and Schedule B
_____	_____	Plumbing details and Schedule B
_____	_____	Fire suppression details and Schedule B
_____	_____	Site servicing details and Schedule B

THE FOLLOWING MAY BE REQUIRED DUE TO THE SIZE AND COMPLEXITY OF THE PROJECT:

<u>RECEIVED</u>	<u>N/A</u>	
_____	_____	Development permit and/or development variance permit
_____	_____	Development cost charges
_____	_____	Subdivision servicing and development requirements
_____	_____	Referral to the local fire department
_____	_____	Referral to the public health department



# These Items Will Be Reviewed By The Building Inspector When Doing Inspections

## WFN-Inspection Checklists to be used as a Guide for Inspections

**Footing Inspection** review only the following items:

- The general aspects of the site for a safe building area (i.e. rock fall hazard, slope stability, terrain)
- Soil conditions as they appear at the footing level
- Where Registered Professionals are involved, their inspection reports
- Air temperature vis-à-vis the ability to cure concrete
- Footing depths for frost protection
- Footing sizes and locations in relation to the plans

**Dampproofing/drain tile Inspection** review only the following items:

- The survey certificate (where required)
- Dampproofing completeness
- Tie hole sealing
- Type and size of drain pipe and rock
- Dry well or other termination location
- Where Registered Professionals are involved, their inspection report
- Height of foundation wall above grade

**Water Service Inspection** review only the following items:

- Depth of pipe for frost protection
- Piping material
- Service termination inside of building
- Check valve requirements
- Working pressure test
- Size of pipe as specified on permit documents

**Sewer service inspection** review only the following items

- Piping slope and pipe size as specified on permit documents
- Pipe material and pipe bedding
- Test
- Cleanout placement
- Depth of pipe for frost protection
- Inspection chamber plug retrieval

**Rough-in plumbing, drain, waste and vent inspection** review only the following items:

- Piping, slope, materials and sizing
- Piping layout and arrangement
- Support of piping
- View test for leaks
- Backwater valve requirements, sumps

**Water distribution system inspection** review only the following items:

- Pressure test for leaks
- Piping material
- Support for piping
- Location of piping (protection from freezing)

**Polyethylene and granular fill prior to pouring of concrete slab**

- Installation and sealing of polyethylene sheet

**Framing inspection** review only the following items:

- Where Registered Professionals are involved, their inspection reports
- Equivalency to plans in appearance and size
- Roof truss/rafter/joist installation
- Roof beam construction
- Type and thickness of roof sheathing
- Roof loads carried down to foundation
- Roof ventilation
- Exhaust fan ducts installed, insulated and terminated and ventilation checklist
- Attic accesses
- Wall framing materials, type and quality/size and spacing
- Continuity of air/vapour barriers
- Floor joist materials; spans, end bearings, bridging and nailing
- Floor sheathing: size and type
- Posts, beams and columns; sized and attached
- Openings through floors; sized and supported

**Framing inspection continued**

- Loads carried down to foundations
- Crawl spaces; accesses and ground cover
- Sill plates; separated from concrete and anchored
- Cut, notched and drilled framing members
- Door and window rough in sizes
- Stair construction.; rise/run/uniformity/headroom
- Smoke alarm locations, rough in locations marked
- Fireplace and chimneys; framing clearances/height/combustion air
- Masonry chimneys for solid fuel; liners and cleanouts
- Roofing materials vis-à-vis the slope of the roof
- Fire stopping
- Fire separation systems
- Solid fuel appliances; clearances, combustion air, connection to chimney, and installation instructions
- Confirm that fire dampers are located in duct at fire separations
- Ramp slopes
- Safety glass
- Height of foundation walls above grade

**Insulation inspection** review only the following items:

- RSI value, type and installation of insulation from the top of the crawl space floor or lowest floor, up through the exterior walls including joist spaces to the top plates of the highest storey and the RSI value, type and installation of friction fit or rigid insulation in floors and ceilings
- Where flexible sheet air barrier/vapour barrier is used, the type and installation of the air/vapour barrier from the top of the lowest floor up through all insulated spaces, including joist spaces and across ceilings and where applicable, floors

**Occupancy inspection** review only the following items:

- Where Registered professionals are involved with the project, their Schedule C's
- Completeness of the exterior finish including height above the finished grade
- Installation of the required wall flashings and masonry supports
- Driveway; designed to keep runoff out of the garage/carport
- Down spout termination
- Deadbolt latches, security screws, door viewers and NRP hinges
- Interior and exterior handrails
- Size and location of interior and exterior guardrails
- Completeness of interior floor, wall and ceiling finishes
- Smoke alarms; in place and functioning
- Doors and closers; in place and functioning
- Fire exit windows; in place and accessible
- Stops and traps on plumbing; materials and placement
- Required waterproof wall finishes; in place and functioning
- Plumbing fixtures, approved materials and connected
- Heating system; in place and operational
- Hot water supply system; in place and operational
- Mechanical ventilation of building interior
- Contractors certificate for loose fill and spray applied thermal insulation
- Weather-stripping
- Required egresses; as per plan
- Required fire alarm systems, tested and verified
- Required emergency lighting and exit sign systems; in place and operating
- Closures in fire separations; in place, type and ratings
- Exhaust systems for commercial kitchens, spray booths, etc; installed, tested and signed off by a Registered Professional
- Required fire sprinkler systems; installed, tested and signed off by a Registered Professional
- Fire hydrant placement; as per plan
- Fire department access; as per plan
- Fire extinguisher placement; as per plan
- Ramp slopes
- Disabled requirements; lever handles, handrail terminations, highlighted risers, clear and level areas, tactile warning systems, directional signage, door lettering, path of travel, automatic doors, washroom requirements, areas of refuge, floor level changes, exit door colours, handrail colours

It is the responsibility of the General Contractor or Owner to:

- a) Obtain a surveyor's certificate by registered BC land surveyor, showing the exact location of the structure on the lot. This certificate is required after the pouring of concrete foundation walls, or at a stage approved in writing by the field inspector. The surveyor's certificate is required for all commercial, industrial, institutional, multi-family residential, two-family residential and single family residential buildings unless otherwise approved by the building inspector.
- b) Clearly identify, by a sign visible from the road, every construction site, indicating the legal description of the site and the civic address.
- c) Give twenty-four (24) hours' notice for all inspection calls. When requesting an inspection, please state: type of inspection, permit number, civic address, your name and phone number and when the work will be ready.
- d) Contact Telephone, Electrical, and Cable to determine installation requirements - i.e.: underground or overhead.



# Westbank First Nation Utility Permit Application

Building Permit No. \_\_\_\_\_

Applicant is: Owner \_\_\_ Contractor \_\_\_ Authorized Agent \_\_\_ (Letter Required)

Band Member: Yes \_\_\_ No \_\_\_

Owner's Name		Phone No.
Business Name		
Mailing Address	City	Postal Code
Building Site Address		
Name of Contractor		Phone No.
Mailing Address	City	Postal Code

LEGAL DESCRIPTION	
Lot Number	
Plan Number	RSBC ___ CLSR ___
Tsinstikeptum Ind. Reserve No.9 ___ No.10 ___	
Folio/Roll Number:	

**Water:** For services less than 50mm diameter

Source: WFN ___ Well ___ Other: _____	In Easement: Yes ___ No ___
Size of Line: _____ mm	Back flow device required: Yes ___ No ___
Meter Number: _____	Size: _____
Meters Inspected By: _____	Make & Model: <u>Neptune E-coder R900i</u>
Temporary ___ Permanent ___	Connection Date: _____
Approved by: _____	Date: _____

**Sewer:** For services 100mm in diameter

Septic: Yes ___ No ___ If yes Federal permit required	In Easement: Yes ___ No ___
Type: Commercial ___ Residential ___	Size: _____
IC Installed: _____	Connection Date: _____
Inspected by: _____	Date: _____

**Building Inspector:**

Plans reviewed by: _____	Date: _____
Recommendations Attached: Yes ___ No ___	OP: _____

**Business License:**

Required: Yes ___ No ___	Application filled out: Yes ___ No ___
Application Approved By: _____	Date: _____

**Note:** Occupancy permit cannot be issued until the meters are inspected and approved.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date





Community. Leadership. Pride.

Permit # \_\_\_\_\_

### Westbank First Nation-Utilities Department 7 Day Hydrant use permit

NAME OF HYDRANT USER: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_  
LOCATION OF HYDRANT: \_\_\_\_\_  
REASON FOR USE: \_\_\_\_\_  
ESTIMATED DURATION REQUIRED: START DATE: \_\_\_\_\_ FINISH \_\_\_\_\_  
ESTIMATED VOLUME REQUIRED: \_\_\_\_\_  
NAME OF CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

**OFFICE USE ONLY**  
AUTHORIZED BY: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_

**PERMIT TERMS:**

- Resale as potable water is prohibited.
- A \$50 non-refundable fee (per week) is required upon application.
- This permit must be in the possession of the hydrant user when operating the hydrant.
- A gate valve shall be installed on the hydrant to control flow. The operating wheel shall be removed when leaving the hydrant unattended. Ball valves are not to be used for control.
- The connection shall be removed by the end of each working day, except by written permission.
- Approved backflow prevention assemblies or an approved air gap must be used.
- A current test report for backflow prevention assemblies (if applicable) must be available on request.
- The hydrant must be fully open for use.
- Only hydrant wrenches are to be used (no pipe wrenches).
- Westbank First Nation Utilities reserves the right to restrict or terminate hydrant use at any time for any reason and in the event of such termination the hydrant user shall have no recourse against the Westbank First Nation or Westbank First Nation Utilities for damage or loss and hereby expressly waives any claim against Westbank First Nation or Westbank First Nation Utilities resulting from termination of this permit.
- The hydrant user acknowledges that any damage to the hydrant or the water main as a result of hydrant use will be repaired at the hydrant user's expense.
- Any connection to any fire hydrant without permitted approval will be subject to penalties authorized by the *WFN Waterworks Law 2005-16* and the *WFN Fire Protection Law No. 2005-11*.

**The Hydrant user understands and agrees that:**

The Hydrant User shall be liable for all loss, cost, damages, and expenses whatsoever incurred or suffered by Westbank First Nation Utilities, its officials, officers, employees and agents including but not limited to damage to or loss of property and loss of use thereof, and injury to or death of a person or persons resulting from or in connection with the performance, purported performance, or non-performance of this Permit, excepting only where such loss, costs, damages and expenses are as a result of the sole negligence of the Indemnities

The Hydrant User shall defend, indemnify and hold harmless the Indemnities from and against all claims, demands, actions, proceedings, and liabilities whatsoever and all costs and expenses incurred in connection therewith and resulting from the performance, purported performance, or non-performance of this Permit, excepting only where such claim, demand, action, proceeding or liability is based on the sole negligence of the Indemnities

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS

Signature of hydrant user \_\_\_\_\_ Date \_\_\_\_\_