

Penticton City Hall and the Development Services Counter is still open to public access to ensure your projects can continue uninterrupted during this uncertain time. We are, however, directing everyone to follow recommended protocols and best practices for prevention and mitigation (hygiene, limited contacts and social distancing) and have implemented a few operational changes.

### **General Inquires**

We are not accepting in-person meetings at this time. We ask you to phone or email to arrange a phone or skype meeting with staff: [development@penticton.ca](mailto:development@penticton.ca) or 250-490-2501.

Project specific inquiries should be directed to your file manager or building official.

### **Property File Requests**

Property file requests can still be processed. In-office file reviews, however, may be restricted. Please review the [Property Information link](#) for request information or contact us at 250-490-2501 or [propertyinfo@penticton.ca](mailto:propertyinfo@penticton.ca).

Please note that property information, mapping and some payments (including business licensing) can be accessed through online services - [Penticton On-Line Services](#).

**MyCity can be used to monitor your business license account, track building permits and book building permit inspections.**

### **Applications**

We are accepting applications three ways:

- Digitally (**preferred** - see options below),
- At the front counter, or
- the drop box located at the front of City Hall.

Please ensure all applications are complete and contain all required supporting documentation. If unable to provide a cheque for payment, staff will follow up with an invoice at a later date.

### **Please forward your digital application to:**

- Planning – [development@penticton.ca](mailto:development@penticton.ca) or (250)490-2501
- Road closures – [development@penticton.ca](mailto:development@penticton.ca) or (250)490-2501
- Building Permits – [buildinginfo@penticton.ca](mailto:buildinginfo@penticton.ca) or (250)490-2571
- Business & Liquor Licensing – [businesslicences@penticton.ca](mailto:businesslicences@penticton.ca) or (250)490-2488

### **Building & Licensing Inspections**

#### **Simple Building projects requiring mandatory inspections**

Except for occupied buildings, inspections are still being carried out, however, we require that during inspections your staff and contractors relocate to a muster point or other suitable location, to ensure safe distancing for them and our staff. One representative from the

builder/developer's team may walk the inspector through the site, ensuring safe access to the site, maintaining social distancing (2.0m) and no physical contact throughout the inspection.



All inspection notices will be forwarded via email to the pre-assigned contacts. If you have questions, concerns please contact your building official directly and forward all documents, photos, etc to [permits@penticton.ca](mailto:permits@penticton.ca) with associated address and building permit subject header. Please do not attend City Hall to drop off information or to speak directly to building officials.

No inspections will be carried out in occupied homes or commercial buildings. Staff will coordinate directly regarding site condition requirements and re-inspections at a later date.

Failure to arrange for the necessary inspections (see your permit condition letter) or start work without a valid permit will be stopped worked with associated penalties. City of Penticton inspections are still required even if an Engineer is reviewing Geotechnical or Structural aspects of the project.

### **Complex Building Projects under supervision of a Registered Professional**

For Complex Projects please ensure that field reports are forwarded to [permits@penticton.ca](mailto:permits@penticton.ca) and that you direct inquires to your permit file manager.

We thank you for your patience and will continue to update you on any further changes.

#### **Ken Kunka, Deputy Director of Development Services**

City of Penticton | 171 Main Street | Penticton, BC | V2A 5A9  
p: 250.490.2505 | f: 250.490.2502 | e: [ken.kunka@penticton.ca](mailto:ken.kunka@penticton.ca)

**Free Online editions of 2018 BC Building, Plumbing and Fire Codes at [www.bcpublications.ca](http://www.bcpublications.ca).**

**The new Official Community Plan (OCP) is now effective as of August 8, 2019.**