



BUILDING PERMIT APPLICATION INFORMATION

Many home renovations require a Building Permit. Failure to acquire a permit **BEFORE** starting will result in a double fee.

BUILDING PERMITS ARE REQUIRED BEFORE YOU:

- Renovate, repair or add on to an existing building
- Construct a new home
- Construct a new accessory building or structure greater than 10 m² (107 ft²)
- Remove, relocate, alter or construct interior walls
- Complete a previously unfinished area in an existing building
- Construct, reconstruct, cover or enclose a porch or sun deck
- Demolish, relocate or move a building
- Construct a swimming pool, hot tub or spa pool deeper than 1 metre 3.28 ft.)
- Construct retaining walls over 1 metre (3.3 ft.) or more in height (professional engineering required)
- Construct a fence over 2 metres (6.56 ft.) or higher in height
- Make plumbing additions or alterations
- Any inspections listed in Section 12.1 of Bylaw No. 1150 requires a permit
- All seawalls, even if they are less than the 1m height.

BUILDING PERMITS ARE NOT REQUIRED FOR MINOR NON-STRUCTURAL MODIFICATIONS SUCH AS:

- Cabinet replacement
- Painting
- Flooring
- Roofing repairs or re-roofing (third party inspection recommended)
- Decorative finish repair
- Retaining walls under 1 metre in height
- Fences under 2 metres in height; in residential zones 1.2 meters front yard, 1.9 metres other areas
- Landscaping (with the exception of irrigation systems). A construction permit may be required in some instances
- Accessory building under 10 m², not more than 1 storey, with no services

APPLYING FOR A BUILDING PERMIT:

All applications for a Building Permit can be made at the Planning and Community Services Department. Application forms can be picked up at the Municipal Hall during regular working hours or found at the end of this document.

At the time of application the applicant must provide:

- Completed building permit application form
- Two sets of the site plan at 1:100 scale
- Two sets of the construction drawings at 1:50 (or 1/4" to one foot)
- Homeowner Protection Office approval (single family dwelling) *
- Vancouver Island Health Authority septic approval (single family dwelling) if applicable

- Engineering Schedule B from BC Building Code and Schedule D from DNS Bylaw 1150 for any manufactured products, i.e. trusses, joists, manufactured beams, etc.
- Schedule "A" from BC Building Code, if multiple professionals (architects, engineers) are required
- Proof of Liability Insurance if Schedule D from DNS Bylaw 1150 is required
- Schedule "C", *Owners Acknowledgement*, from DNS Bylaw 1150
- Certificate of title including copies of all covenants, easements and rights of ways
- A fee for processing the plans, as stated in Section 5.9 of Building and Plumbing Bylaw 1150

** Residential Builder licensing or owner builder applications can be made by contacting the Homeowner Protection Office.*

Details on the information to be shown on the site plan and construction drawings can be seen on the Building Permit Application Form.

Applications for building permits will not be accepted until all the information is provided. This measure has been put in place to ensure that valuable documents are not misplaced. It also prevents any expectation that incomplete applications will be processed despite missing documentation.

Once an application is received, staff will undertake a complete review of plans for compliance with the District's bylaws and the BC Building Code. Applications are processed in the order that they are received. Typically, it will take approximately 3 weeks to review the application depending on:

- Volume of applications
- The complexity of the project
- The accuracy of the application
- If a development variance permit, covenant, or rezoning is required
- The compliance of the plans with the applicable zoning and other bylaws including the BC Building Code
- During peak periods of construction activity, the estimated times for processing a permit may be exceeded

Following a review of the Building Permit Application, the Building Inspector will prepare the permit for issuance and notify the applicant. The permit will be issued once all the required fees and deposits are submitted, and may include:

- Balance of Building Permit fees
- Any Engineering Fees & Deposits
- Off Site Costs *
- Contractors Liability Insurance Certificate
- Development Cost Charges - CRD Water or Sewer

* A Letter of Credit may be submitted in lieu of cash for amounts.

BUILDING PERMIT APPLICATION

The following items can be required* as part of your building permit application:

- The Building Permit Application form (pg. 4) must be completed prior to submission. It includes a checklist detailing what type of drawings are required and what should be shown on each drawing. If you are unsure of what information you need to provide, please feel free to contact a building inspector to discuss it.
- Two sets of the site plan at 1:100 scale (non-metric site plans will not be accepted).

- Two sets of the construction drawings at 1:50 or ¼ inch to one foot.
- Recent Certificate of Title (not more than 30 days old) including copies of all charges. Charges include covenants, easements and statutory right of ways. For further information on how to obtain a Certificate of Title, please contact the Land Title Office.
- Schedule “C”, , *Owners Acknowledgement*, from DNS Bylaw 1150 - This is the owner’s undertaking and is required for all building permit applications.
- Schedule “D”, from DNS Bylaw 1150 - Registered professional's proof of insurance coverage.
- Homeowner Protection Office Approval – Proof of third party home warranty insurance is required for all new residential construction. Building permits for this type of construction **cannot be issued prior** to receipt of an approved Homeowner Protection Office (HPO) warranty or owner builder approval. Building permit applications will be accepted in advance of the proof of home warranty insurance providing the owner or licensed builder signs an undertaking acknowledging that a building permit will not be issued until proof of warranty or owner builder approval is provided. Please visit the [Homeowner Protection Office](#) website for further information.
- Professional Letters of Assurance – If any manufactured products such as trusses or “I” joists are being used in the construction project then Engineering Schedule B of the BC Building Code is required.
- Schedule “A” from BC Building Code – If you are using more than one engineer on the construction project, then a completed Schedule A is required.
- Vancouver Island Health Authority Approval – For properties not connected to sewer, approval of the septic system is required for all new residences and renovations that increase the number of plumbing fixtures. For further information on approval of septic systems, please visit the [Vancouver Island Health Authority](#) website.
- A fee for checking the plans. The final building permit fee will be determined after the review of the plans and must be paid prior to the issuance of the building permit.

* The actual requirements depend on the type of construction. Not all of this information and applications may be needed for smaller renovation projects or repairs to existing structures. Please feel free to contact a Building Inspector to discuss the requirements for your project.



1620 Mills Road, North Saanich BC V8L 5S9

250-655-5470 Fax 250-656-0782 www.northsaanich.ca

Building Inspection Services
Building Permit Application

Description of Property

Civic Address _____ PID _____

Legal Lot _____ Block _____ Section _____ Range _____ Plan _____

Contacts

Please print clearly

Applicant

Inspection Report

Manual Copy ☐

E-mail Copy ☐

Name		Company	
Address		City	
E-mail		Postal Code	
Phone	Cell	Fax	

The undersigned owner/authorized agent of the owner makes an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

Applicant's Signature (required)	Date
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Owner *A completed Schedule "C" is also required*

Inspection Report

Manual Copy ☐

E-mail Copy ☐

Name		Company	
Address		City	
E-mail		Postal Code	
Phone	Cell	Fax	

Contractor

Inspection Report

Manual Copy ☐

E-mail Copy ☐

Name		Company	
E-mail:			
Phone	Fax	Business Licence #	

Any personal information provided in this application is collected for the purpose of administering the Local Government Act, and the bylaws of the municipality under the Local Government Act, and under the authority of those enactments. Questions about the collection of the information may be directed to the Freedom of Information Officer.

Building Permit Application Fees

Application for New SFD - **\$250.00**

Application for Other Than New SFD (0.625% of declared value- minimum \$100, maximum \$2000)

Application for Sign Permit – **no charge**

Demolition Application – **no charge**

Application fees are credited toward building permit fees

Forms of payment accepted:

CASH

CHEQUE

INTERAC

Development Details

Construction

Type ☐ New ☐ Addition ☐ Renovation ☐ Demolition ☐ Sign ☐ _____

Building Use ☐ SFD ☐ Acc. Bldg. ☐ Multi-Res ☐ Commercial ☐ Industrial ☐ Secondary Suite ☐ Guest Cottage

Describe Proposal _____

Current Zoning _____ (If proposed construction not permitted by current Zoning, other approvals may be required.)

Services ☐ Septic or ☐ Municipal Sewer ☐ Storm Drain Connection or ☐ Alternative acceptable to the Municipality

Value of Construction \$ _____

Information Required for Submission

Consult with staff to determine non-applicable (N/A) items. Additional information may be requested during application review.

Req'd	Rec'd	Documents	Req'd	Rec'd	Plans	Details
✓		Copy of Certificate of Title Obtained from Land Titles Office	✓		2 SETS of PLANS REQUIRED	
		Covenants, Easements, and Rights-of-way Obtained from Land Titles Office			Site Plan metric only at scale of 1:100	North arrow and scale, date, property address, current zoning
						Lot area and dimensions, rights-of-way, easements
		Secondary Suite Permit (Bylaw 1244) Obtain s219 Covenant (LTA) from Planning				Dimensions & setbacks of proposed & existing buildings & structures and proposed & existing driveways
		Development Permit Area Obtain DP from Planning if identified in OCP.				Location & dimensions of all vehicle parking.
		Arborist Report including Tree Survey				For Commercial/Industrial Parking include numbering, disabled persons' parking, vehicle stops & loading
		Home Protection Office Documents (HPO) For all new house construction				Natural & finished grades of site, at buildings & retaining walls
		Health Authority Approval For on- site septic disposal permits	✓			Locate all existing & proposed water lines, wells, septic fields, sanitary sewer & storm drain facilities, including sizes
		Pre-Construction Energy Compliance Report For all new construction under 9.36.5 or 9.36.6 BCBC				Locate high water mark, top of bank, natural boundaries, watercourses & riparian area on or within 30 m of property
		Driveway Access Permit For new or widened driveway over boulevard			Floor Plans min. scale 1:100 or 1/4" = 1 foot	Above ground services. Show location of any heat pumps.
		Schedule C (Building Bylaw)				Storm water management and surface permeability
		Schedule B (Building Code) Letters of assurance for manufactured products such as trusses and I joints				Development Summary data box for calculations & setbacks including Floor Area Ratio (FAR) and Lot Coverage (%)
		Schedule A (Building Code) Required if multiple Engineers			Elevations min. scale 1:100, 1:50 or 1/4" = 1 foot	Detailed foundation plan with dimensions
		Schedule D (Building Bylaw) Must accompany any required Letters of Assurance				Uses & dimensions of all floor areas, floor joists, beams & roof
		Hazardous Materials Assessment & Abatement Report For buildings prior to 1990				Window and door sizes & locations, bedroom window egress
		Owner's Authorization If applicant is not the owner				Smoke alarms, plumbing fixtures, fireplaces, heating
					Building Section min. scale 1:100 1:50 or 1/4" = 1 foot	Building finishes and materials
						For Commercial/Industrial include exterior colours
					Zoning Data	Natural and finished grade & floor(s)
						Roof Height Calculation as per Zoning Bylaw #1255
						Roof slopes, finish, chimneys and roof top equipment
						Exterior finishes and details, windows and doors
						Spatial separation calculations
						Wall section with details of footing, foundation, slab, exterior wall, rain screen details, insulation, floor assemblies and roof construction
						Building section with dimensions and geodetic elevations
						Floor Area Ratio – Site Coverage

DISTRICT OF NORTH SAANICH
BUILDING AND PLUMBING BYLAW 1150
SCHEDULE C

OWNER'S ACKNOWLEDGEMENTS

I acknowledge that the owner of the land in respect of which this permit is issued is solely responsible for carrying out the work authorized by this permit in accordance with the Building Code and other applicable laws respecting safety, including the requirements of the Building Code in relation to soil conditions for building foundations.

I acknowledge that the owner of the land is also solely responsible for determining whether the work authorized by this permit contravenes any covenant, easement, right of way, building scheme or other restriction affecting the building site, and whether the work requires the involvement of an architect under the *Architect's Act* or an engineer or geoscientist under the *Engineers and Geoscientists Act*.

I acknowledge that the District of North Saanich provides a limited monitoring service in relation to building construction and does not, by accepting or reviewing plans, inspecting construction, monitoring the inspection of construction by others, or issuing building or occupancy permits, make any representation or give any assurance that the construction authorized by this permit complies in any respect with the Building Code or any other applicable laws respecting safety.

If the District of North Saanich has so indicated on this permit application, I acknowledge that the District will issue the permit in reliance on the certification of a registered professional, engaged by me to provide such a certification, that the plans for the work, authorized by the permit comply with the Building Code and other applicable enactments, and that the fee for the permit has been accordingly reduced. I acknowledge that the District, by issuing this permit or any occupancy permit, makes no representations to me or any other person as to any such compliance.

Name of Registered Owner (please print)

Signature of Registered Owner or
Authorized Signatory of Corporate Owner

Date of Acknowledgement

Name of Authorized Signatory

Project Address

Building Permit Number

FOR OFFICE USE ONLY	
DATE:	

DISTRICT OF NORTH SAANICH
BUILDING AND PLUMBING BYLAW 1150
SCHEDULE D

REGISTERED PROFESSIONAL'S PROOF OF INSURANCE COVERAGE

**(This document requires the attachment of a current certificate of insurance coverage
and may not be altered in any way.)**

District of North Saanich

Attention: Senior Building Official

Address of Project: _____

Legal Description of Project: _____

The undersigned hereby gives assurance that:

1. I have fulfilled my obligation to obtain a policy of professional liability or errors and omissions insurance as required by section of Building and Plumbing Bylaw No. 1150, 2007;
2. I have enclosed a copy of my certificate of insurance indicating the particulars of such coverage;
3. I am a registered professional as defined by section 1.1.3.2 of the British Columbia Building Code; and
4. I will notify the Senior Building Inspector immediately if this insurance coverage is reduced or terminated at any time during construction.

Signature

Print Name

Name of Firm

Date

Attachment: Certificate of Insurance

G:\Building-Planning\Forms\Schedule D.doc

Owner's Authorization



District of North Saanich

Planning & Community Services
1620 Mills Road, North Saanich BC V8L 5S9

tel 250-655-5470 fax 250-656-0782
www.northsaanich.ca

This form may be used in conjunction with Development Applications where the owner is authorizing an agent to submit an application and liaison with the municipality on his/her behalf.

Description of Property

Civic Address

Legal

Lot _____ Block _____ Section _____ Range _____ Plan _____

Authorization

Authorization

The owner(s) of the above property, hereby authorize and appoint _____
Print Name

as our agent for the purposes of the submitted application. Permit No. _____

All communication and correspondence regarding this application shall be directed to the applicant.

Owner(s)

*Please print
clearly.*

Owner Name (or Company Representative with Signing Authority)		Company	
Address		City	
Phone	Fax	Postal Code	
Registered Owner Signature (or Company Representative with Signing Authority)		Date	

Owner Name (or Company Representative with Signing Authority)		Company	
Address		City	
Phone	Fax	Postal Code	
Registered Owner Signature (or Company Representative with Signing Authority)		Date	

Owner Name (or Company Representative with Signing Authority)		Company	
Address		City	
Phone	Fax	Postal Code	
Registered Owner Signature (or Company Representative with Signing Authority)		Date	

Any personal information provided above is collected for the purpose of administering the Local Government Act, the bylaws of the municipality under the Local Government Act, and under the authority of those enactments. Questions about the collection of the information may be directed to the Freedom of Information Officer.

BC ENERGY COMPLIANCE REPORT - PERFORMANCE PATHS FOR PART 9 BUILDINGS

For Buildings Complying with Subsection 9.36.5. or 9.36.6. of the 2018 BC Building Code (see BCBC Article 2.2.8.3. of Division C)

A: PROJECT INFORMATION

Building Permit #: _____ Building Type: _____
 Builder: _____ If Other, Please Specify: _____
 Project Address: _____ Number of Dwelling Units: _____
 Municipality / District: _____ Climate Zone: _____
 Postal Code: _____ Floor Area of Conditioned Space (m²): _____
 PID or Legal Description: _____

BC Building Code Performance Compliance Path (select one):

☐ 9.36.5. ➔ Complete Sections A, B, C, & E
 ☐ 9.36.6. ➔ Complete Sections A, B, D, & E

Software Name: _____ Version: _____ Climatic Data (Location): _____

B: BUILDING CHARACTERISTICS SUMMARY (see BCBC Clause 2.2.8.3.(2)(b) of Division C)

	DETAILS (ASSEMBLY / SYSTEM TYPE / FUEL TYPE / ETC.)	EFFECTIVE RSI-VALUE / EFFICIENCY
EXTERIOR WALLS & FLOOR HEADERS		
ROOF / CEILINGS		
FOUNDATION WALLS, HEADERS, & SLABS	Slab Is: <input type="checkbox"/> Below OR <input type="checkbox"/> Above Frost Line AND <input type="checkbox"/> Heated OR <input type="checkbox"/> Unheated	
FLOORS OVER UNHEATED SPACES		
FENESTRATION & DOORS	FDWR: _____ %	
AIR BARRIER SYSTEM & LOCATION		
SPACE CONDITIONING (HEATING & COOLING)		
SERVICE WATER HEATING		
VENTILATION		
OTHER ENERGY IMPACTING FEATURES		

Based on information provided by the builder and drawings prepared by _____, dated _____.

C: 9.36.5. ENERGY PERFORMANCE COMPLIANCE (see BCBC Clause 2.2.8.3.(2)(c) of Division C)

Complete this section only if using the Energy Performance Compliance Path in Subsection 9.36.5.

PROPOSED HOUSE RATED ENERGY CONSUMPTION (GJ/YEAR)	
HVAC	
Hot Water Heating	
SUM	

REFERENCE HOUSE RATED ENERGY TARGET (GJ/YEAR)	
HVAC	
Hot Water Heating	
SUM	

The airtightness value used in the energy model calculations for the Proposed House is:

☐ 4.5 ACH @ 50Pa ☐ 3.5 ACH @ 50Pa **OR** Tested At _____ ACH @ 50Pa

The above calculation was performed in compliance with Subsection 9.36.5. of Division B: ☐ Yes ☐ No

D: 9.36.6. ENERGY STEP CODE COMPLIANCE (see BCBC Sentence 2.2.8.3(3) of Division C)

Complete this section only if using the Energy Step Code Compliance Path in Subsection 9.36.6.

Proposed House Rated Energy Consumption (GJ/year): _____ Reference House Rated Energy Target (GJ/year): _____

METRIC	UNITS	REQUIRED	PROPOSED
Step Code Level	Step 1, 2, 3, 4, or 5		
Mechanical Energy Use Intensity (MEUI)	kWh/(m ² ·year)	(max)	
ERS Rating % Lower Than EnerGuide Reference House, <i>where applicable</i>	%	(min)	
Thermal Energy Demand Intensity (TEDI)	kWh/(m ² ·year)	(max)	
Airtightness in Air Changes per Hour at 50 Pa differential	ACH @ 50 Pa	(max)	
Step Code Design Requirements Met: <input type="checkbox"/> Yes <input type="checkbox"/> No			

The above calculation was performed in compliance with (see BCBC Clause 2.2.8.3.(2)(e) of Division C)

Select One:

- ☐ Subsection 9.36.5.,
- ☐ The Passive House Planning Package (PHPP), version 9 or newer, and the energy model was prepared by a Certified Passive House Designer or Certified Passive House Consultant,
- ☐ The EnerGuide Rating System (ERS), version 15 or newer, or
- ☐ The applicable requirements of NECB Part 8 and the City of Vancouver Energy Modelling Guidelines.

E: COMPLETED BY

Full Name (Print): _____

Company Name: _____

Phone: _____

Address: _____

Email: _____

Date (dd/mm/yyyy): _____

If applicable, enter ERS information:

Advisor ID Number: _____

Service Organization: _____

EnerGuide P #: _____

SUPPLEMENTARY INFORMATION

Supplementary information is not required for Code Compliance but may be requested by the local municipality/district.

Where applicable, all metrics within Section F are calculated with baseloads included. If required, complete the applicable sections below.

F: OTHER ENERGY MODELLING METRICS

#	METRIC	UNITS	REFERENCE HOUSE	PROPOSED HOUSE
1	Airtightness NLA@10Pa	cm ² /m ²		
2	Rated Greenhouse Gas Emissions	kg/year		
3	Rated Greenhouse Gas Intensity	kg/m ² /year		
4	Rated Energy Use Intensity	GJ/m ² /year		
5	Peak Thermal Load (PTL)	W/m ²		
6	% of the Building's Conditioned Space Served by Space-Cooling Equipment	%		
7	% Lower Than Reference House With Baseloads Included	%		

#	ENERGY SOURCE	REFERENCE HOUSE ENERGY CONSUMPTION (GJ/YEAR)	PROPOSED HOUSE ENERGY CONSUMPTION (GJ/YEAR)
8	Electricity		
	Natural Gas		
	Propane		
	District Energy		
	On-Site Renewables		
	Other:		
	TOTAL		

G: OPTIONAL CERTIFICATIONS

PENDING:

- ☐ BUILTGREEN®, Level: _____
- ☐ Certified Passive House
- ☐ CHBA Net Zero House

- ☐ ENERGY STAR® for New Homes
- ☐ LEED® for Homes
- ☐ R2000
- ☐ Other: _____