



## District of North Saanich

1620 Mills Road, North Saanich BC V8L 5S9

## Building Inspection Services Building Permit Application

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

### 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 (\$10 to \$30 depending on sign type)

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
✓		<b>Copy of Certificate of Title</b> Obtained from Land Titles Office
		<b>Covenants, Easements, and Rights-of-way</b> Obtained from Land Titles Office
		<b>Secondary Suite Permit</b> (Bylaw 1244) Obtain s219 Covenant (LTA) from Planning
		<b>Development Permit Area</b> Obtain DP from Planning if identified in OCP.
		<b>Arborist Report including Tree Survey</b>
		<b>Home Protection Office Documents (HPO)</b> For all new house construction
		<b>Health Authority Approval</b> For on- site septic disposal permits
		<b>Pre-Construction Energy Compliance Report</b> For all new construction under 9.36.5 or 9.36.6 BCBC
		<b>Driveway Access Permit</b> For new or widened driveway over boulevard
✓		<b>Schedule C (Building Bylaw)</b>
		<b>Schedule B (Building Code)</b> Letters of assurance for manufactured products such as trusses and I joints
		<b>Schedule A (Building Code)</b> Required if multiple Engineers
		<b>Schedule D (Building Bylaw)</b> Must accompany any required Letters of Assurance
		<b>Hazardous Materials Assessment &amp; Abatement Report</b> For buildings prior to 1990
		<b>Owner's Authorization</b> If applicant, not the owner

Req'd	Rec'd	Plans	Details
✓		<b>2 SETS of PLANS REQUIRED</b>	
		<b>Site Plan</b> metric only at scale of 1:100	North arrow and scale, date, property address, current zoning
			Lot area and dimensions, rights-of-way, easements
			Dimensions & setbacks of proposed & existing buildings & structures and proposed & existing driveways
			Location & dimensions of all vehicle parking.
			For Commercial/Industrial Parking include numbering, disabled persons' parking, vehicle stops & loading
			Natural & finished grades of site, at buildings & retaining walls
			Locate all existing & proposed water lines, wells, septic fields, sanitary sewer & storm drain facilities, including sizes
			Locate high water mark, top of bank, natural boundaries, watercourses & riparian area on or within 30 m of property
			Above ground services. Show location of any heat pumps.
			Storm water management and surface permeability
			Development Summary data box for calculations & setbacks including Floor Area Ratio (FAR) and Lot Coverage (%)
		<b>Floor Plans</b> min. scale 1:100 or 1/4" = 1 foot	Detailed foundation plan with dimensions
			Uses & dimensions of all floor areas, floor joists, beams & roof
			Window and door sizes & locations, bedroom window egress
		<b>Elevations</b> min. scale 1:100, 1:50 or 1/4" = 1 foot	Smoke alarms, plumbing fixtures, fireplaces, heating
			Building finishes and materials
			For Commercial/Industrial include exterior colours
			Natural and finished grade & floor(s)
			Roof Height Calculation as per Zoning Bylaw #1255
		<b>Building Section</b> min. scale 1:100 1:50 or 1/4" = 1 foot	Roof slopes, finish, chimneys and roof top equipment
			Exterior finishes and details, windows and doors
		<b>Zoning Data</b>	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