



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
						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 (%)		
					Floor Plans 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
✓		Schedule C (Building Bylaw)			Elevations min. scale 1:100, 1:50 or 1/4" = 1 foot	Smoke alarms, plumbing fixtures, fireplaces, heating
		Schedule B (Building Code) Letters of assurance for manufactured products such as trusses and I joints				Building finishes and materials
						For Commercial/Industrial include exterior colours
						Natural and finished grade & floor(s)
		Schedule A (Building Code) Required if multiple Engineers				Roof Height Calculation as per Zoning Bylaw #1255
						Roof slopes, finish, chimneys and roof top equipment
		Schedule D (Building Bylaw) Must accompany any required Letters of Assurance				Exterior finishes and details, windows and doors
						Spatial separation calculations
		Hazardous Materials Assessment & Abatement Report For buildings prior to 1990			Building Section min. scale 1:100 1:50 or 1/4" = 1 foot	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
		Owner's Authorization If applicant is not the owner			Zoning Data	Floor Area Ratio – Site Coverage