1620 Mills Road, North Saanich BC V8L 5S9
250-655-5470 Fax 250-656-0782 www.northsaanich.ca

Building Inspection Services

Building Permit Application

Submit to bpapplication@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

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
√		**Copy of Certificate of Title** Obtained from Land Titles Office
√		**Covenants, Easements, and Rights-of-way** Obtained from Land Titles Office
√		**Arborist Report ascertaining no trees will be impacted OR a Tree Application Form**
		Development Permit Area Obtain DP from Planning if identified in OCP.
		Secondary Suite Permit
		Home Protection Office Documents (HPO) For all new house construction
		Health Authority Approval For on- site septic disposal permits
		Pre-Construction Energy Compliance Report For all new construction under 9.36.5 or 9.36.6 BCBC
		Driveway Access Permit For new or widened driveway over boulevard
√		**Schedule C** (Building Bylaw)
		Schedule B (Building Code) Letters of assurance for manufactured products such as trusses and I joints
		Schedule A (Building Code) Required if multiple Engineers
		Schedule D (Building Bylaw) Must accompany any required Letters of Assurance
		Hazardous Materials Assessment & Abatement Report For buildings prior to 1990
√		**Owner's Authorization** If applicant is not the owner

Req'd	Rec'd	Plans	Details
√		1 (ONE) SET of PLANS REQUIRED	
√		**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 ¼" = 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
			Smoke alarms, plumbing fixtures, fireplaces, heating
√		**Elevations** min. scale 1:100, 1:50 or ¼" = 1 foot	Building finishes and materials
			For Commercial/Industrial include exterior colours
			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
√		**Building Section** min. scale 1:100 1:50 or ¼" = 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
√		Zoning Data	Floor Area Ratio – Site Coverage