



PLEASE CHECK APPLICATION TYPE

- Single Family Dwelling
Single Family Dwelling with Secondary Suite
Accessory Building when applied for in conjunction with principal dwelling
Guest Cottage

PLEASE NOTE:

Only applicants who are builders licensed with the Home Protection Office (HPO) and whose application is submitted with all the required documentation will be able to participate in the Two Day Residential Building Permit Program.

VALUE OF CONSTRUCTION:

AMOUNT: \$

Please Note: The value of construction is the actual value of the proposed construction less the value of the land. The District of North Saanich Building Officials use the "Marshall & Swift Residential Cost Handbook" to determine the value of construction.

Description of Property

Civic Address PID

Legal Lot Block Section Range Plan

Contacts

Please print clearly.

Applicant

Form with fields: Date, Name, Company, Address, City, Email, Postal Code, Phone, Cell, Fax

Contractor

Form with fields: Name, Company, Phone, Fax, Business Licence #

Owner

If the applicant is NOT the owner, complete "Owner's Authorization" form.

A completed Schedule "C" is also required

| | | | |
|---------|------|-------------|--|
| Name | | Company | |
| Address | | City | |
| Email | | Postal Code | |
| Phone | Cell | Fax | |

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 at the District of North Saanich.

TWO DAY RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST

* *May be required by Infrastructure Services or Planning Department **prior** to Building Permit Application*

| Required | | Received | |
|----------|---|----------|---|
| ✓ | | | Home Owner Protection Office (HPO) approval. |
| ✓ | | | Owner's Acknowledgements (Schedule C from Building Bylaw No. 1150). |
| | | | Owner's Authorization Form (if applicant is not the owner). |
| ✓ | * | | Current Certificate of Title – maximum of 30 days old at time of application. |
| | * | | Ownership Transfer papers (if lot recently purchased). |
| | * | | Copies of all covenants, easements and rights of way registered on title. |
| ✓ | * | | Survey of building site prepared by BC Land Surveyor, including proposed structures and retaining walls, setbacks to property lines and between structures, water courses and riparian areas on or within 30 m of property, natural boundary as per plan registered on title for waterfront lots, area of lot, average geodetic grade calculation(s) (natural or finished) for structure(s) (as per District of North Saanich Zoning Bylaw No. 1255), easements and rights of way, and driveway location. |
| | * | | Environmental Assessment (if applicable). |
| | * | | Archaeological Alteration Permit (if applicable). |
| ✓ | * | | Property access approval (driveway). |
| ✓ | | | Infrastructure Services approval of all site servicing. |
| | | | Septic System Filing from VIHA (if applicable). |
| | * | | Engineered Drainage System, including Letters of Assurance (if applicable). |
| | * | | Fill/Soil Removal Permit and Geotechnical Assessment (if applicable). |
| | | | Copies of approved Development Variance Permits, Board of Variance decisions, and Development Permits (if applicable). |
| ✓ | | | Engineered Drawings, Engineer's Letters of Assurance (Schedule B, Building Code), (Schedule D, Building and Plumbing Bylaw No. 1150) with proof of liability insurance. No limitations – must cover entire structure. |
| | | | Geotechnical Engineer Letters of Assurance (Schedule B, Building Code), (Schedule D, Building and Plumbing Bylaw No. 1150) with proof of liability insurance (if applicable). |
| ✓ | | | Data for lot coverage, floor area ratio and building footprint (each structure), secondary suite size and percentage of area in single family dwelling (if secondary suite is applicable). |
| | | | Demolition Agreement (if applicable). |
| | | | Completed Demolition Permit (if applicable). |
| | | | Tree Permit Application (if applicable). |
| ✓ | | | Plumbing – number and type of fixtures, hydraulic load (fixture unit count), irrigation system, and proposed waterline size. |
| | | | Secondary Suite Permit (if applicable) |
| | | | BC Energy Compliance Report for new SFD |

| Required | Received | Plans | Details |
|----------|----------|---|---|
| ✓ | | 2 SETS OF PLANS REQUIRED | |
| ✓ | | Site Plan metric only at scale of 1:100 | North arrow and scale, date, property address, current zoning |
| | | | Dimensions & setbacks of proposed & existing buildings & structures and proposed & existing driveways |
| | | | Location & dimensions of all vehicle parking. |
| | | | Locate all existing & proposed water lines, wells, septic fields, sanitary sewer & storm drain facilities, including sizes |
| | | | Above ground services. Show location of any heat pumps. |
| | | | Storm water management and surface permeability |
| ✓ | | 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 |
| | | | Smoke alarms, plumbing fixtures, fireplaces, heating |
| ✓ | | Elevations min. scale 1:100, 1:50 or 1/4" = 1 foot | Building finishes and materials |
| | | | Natural and finished grade & floor(s) |
| | | | Roof Height Calculation as per Zoning Bylaw No. 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 1/4" = 1 foot | Wall section with details of footing, foundation, slab, exterior wall, rain screen details, insulation, floor assemblies and roof construction. Fire resistance ratings (Secondary Suite) |
| | | | Building section with dimensions and geodetic elevations |

District of North Saanich Building and Plumbing Bylaw No. 1150, Section 3.6.1 – The Building Official may revoke a permit when – (d) the permit was issued on the basis of incorrect information.

| | |
|--|---------------------------------|
| Signature of Applicant: Two Day Residential Building Permit process requires applicant signature confirming that all of the above has been submitted | _____ Signature of Applicant |
|--|---------------------------------|

BUILDING PERMIT APPLICATION FEES:

Application for SFD - \$250.00 Demo application (no charge)
 Application for Non-SFD (0.62% of value to max \$2000)

FORMS OF PAYMENT ACCEPTED: CASH CHEQUE INTERAC

Office Use Only

| | | | |
|-----------------------|--------------------|-----------------------------|---------------------|
| Received By | | Plan Processing Receipt No. | Plan Processing Fee |
| Date Received | | | Date Issued |
| Submitted Information | | Folio No. | Permit No. |
| | Required Documents | | |
| | Required Plans | BP Receipt No. | BP Fees |
| | | | \$ |



Information Handout Two Day Residential Building Permit

The Two-Day Residential Building Permit process will be open to Home Owner Protection Office (application must include New Home Registration Form with Warranty Insurance) licensed residential builders for construction of:

- New Single-Family Dwelling;
- New Single-Family Dwelling with Secondary Suite;
- New Accessory Building (when applied for, in conjunction with New Principal Dwelling); and
- New Guest Cottage

Additional information is required over and above a conventional Building Permit Application, including, but not limited to:

- Survey of property by B.C. Land Surveyor showing:
 - » proposed structures and retaining walls;
 - » setbacks to property lines and between structures;
 - » water courses and riparian areas on or within 30 metre of property;
 - » natural boundary as per plan registered on title for waterfront lots;
 - » area of lot;
 - » average geodetic grade calculation(s) (natural or finished) for structure(s) (as per District of North Saanich Zoning Bylaw No. 1255);
 - » easements and rights of way; and
 - » driveway location.
- Engineering Plans and Letters of Assurance, (Schedule B from B.C. Building Code) that cover the entire structure, not just limited to engineered products alone, must be accompanied by Schedule D (District of North Saanich Building and Plumbing Bylaw No. 1150) and proof of Liability Insurance for engineer.
- Plumbing data – number and type of fixtures, hydraulic load (fixture unit count), irrigation system and proposed waterline size.

Information Handout
Two Day Residential Building Permit

If approvals are required from the Infrastructure Services or Planning Departments, they must be completed and approvals submitted, along with the Two Day Building Permit Application. These include but are not limited to:

- Site Service (water, storm water, sewer);
- Fill/Soil Removal Permit;
- Development Variance Permit;
- Board of Variance;
- Development Permit;
- Rezoning; and
- Subdivision.

Approvals may be required from other regulatory agencies. These include:

- Septic System Approval (filing) from Vancouver Island Health Authority;
- Archaeological Alteration Permit if property is in a known archaeological site. Contact the Archaeological Branch of B.C. Government. Written guidance required if in a buffer zone.

If there is an existing house on the property that must be removed or converted to comply with zoning requirements, this can be accomplished with a Demolition Agreement or a completed Demolition Permit. Please review the Building and Plumbing Bylaw No. 1150.

If tree removal is required for development of the property, submit a completed Tree Permit Application, along with the Two-Day Building Permit Application. Building Inspections will endeavour to approve to avoid any delays.

In completion of the Two-Day Building Permit Application Checklist, please note the items that are marked with approved or approval requirements. These requirements must be completed and the approvals submitted, along with the Two-Day Building Permit Application, to qualify for the Two-Day Building Permit Process.