



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 for Date, Name, Company, Address, City, Email, Postal Code, Phone, Cell, Fax.

Contractor

Form with fields for 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
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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
		\$