



PLEASE CHECK APPLICATION TYPE

- Single Family Dwelling
Accessory Building(s) when applied for in conjunction with principal dwelling

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 <b>all</b> 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

