

Contacts

Contact numbers below for specific information and permits

Electrical Permits

Electrical Safety Branch
4248 Glanford Avenue 952-4444

Natural Gas Permits

Gas Safety Branch
4248 Glanford Avenue 952-4444

Plumbing Permits

District of Central Saanich 544-4217

Fireplace, Chimney and Wood-Burning Appliance Permits

District of Central Saanich 544-4217

House Move or Demolition Permits

District of Central Saanich 544-4217

Blasting Permits

District of Central Saanich 544-4210

Potable Water Supply (well) and Septic Fields

Vancouver Island Health Authority (VIHA) 544-2426

Land Registry Office

850 Burdett Avenue 387-6331

This pamphlet is intended for general guidance only. Applicants should consult the District of Central Saanich Land Use Bylaw, Building Bylaw and the British Columbia Building Code for requirements and procedures.

Revised September 2004

Central Saanich



Residential Building Permits (Standard)

District of Central Saanich
1903 Mt Newton Cross Rd
Saanichton, B.C. V8M 2A9

tel (250) 544-4217
fax (250) 652-4737
centralsaanich.ca

When is a Building Permit Required?

No person shall commence or continue any construction, alteration, reconstruction, demolition, removal, relocation, excavation or change the occupancy of a building without a building permit.

For example, a building permit **would** be required for:

- ♦ a new single family dwelling;
- ♦ new interior or exterior walls;
- ♦ accessory building; or,
- ♦ wood burning appliances.

A permit is **not required** for such minor projects relating to

- ♦ building maintenances such as painting, refacing cabinets, replacing flooring, roofing, material or existing windows,
- ♦ landscaping,
- ♦ accessory buildings less than 10 square metres.

If you are unsure about whether a permit is required, please contact the Building Department.

Fees

Building Permit fees are as follows:

- ♦ \$75 (base fee/minimum fee)
- ♦ +1.25% of construction value.

A non-refundable plan processing fee (25% of the permit fee) is required at the time of permit application.

Permits for new construction with drain tiles and roof water pipes will be charged a \$100 fee separate from the plumbing fees.

A Surety Deposit may be required of either \$250 or \$500, depending on the construction costs.

In addition to the building permit fees, there may be additional fees relating to

- ♦ Plumbing permits
- ♦ Engineering fees, such as site servicing, driveway access or tree removal permits
- ♦ Sign permits

Permit Information Required

Permit applications require the following:

- Completed building permit application form with the owner's signature ;
- "Form 1" (from bylaw) signed by the property owner;
- 2 Sets of construction drawings (see separate examples);
- 25% of building permit fee for processing; and,
- Copy of the Certificate of Title (issued within 30 days) OR Municipality will obtain document for a \$10 fee.

Additional information *may* be required such as:

- New construction requires one set of reduced site and floor plans
- Details of Covenants, Easements or Rights-of-way registered on the Certificate of Title
- Home Protection Office documents (HPO) (new SFD only);
- Vancouver Island Health Authority (VIHA) approval (Septic system and wells)
- Confirmation of Contractor Business Licence
- Driveway Permit (Engineering Department)
- Erosion District/Tree Removal permit (Engineering Department)
- Blasting Permit (Engineering Department)

Your building permit application may be reviewed by the

- ◆ Planning Department;
- ◆ Engineering Department;
- ◆ Building Department;
- ◆ Fire Department; and/or ,
- ◆ Community Services if the building is a Heritage Building.

If additional information is required, in order for staff to complete the necessary plan review, the applicant will be contacted. When the permit is ready and the required fees have been paid, the permit will be issued to the applicant.

During Construction

Inspections

You will receive a building permit package which must be on site for all inspections.

Inspection Department shall be notified at least 24 hours before the inspection is required. Any part covered prior to inspection shall be exposed when requested and at owner's expense.

FOOTINGS

FOUNDATION

WATER, SEWER, OR DRAIN PIPE

PERIMETER AND ROOF DRAINAGE SYSTEM

UNDER SLAB PLUMBING

UNDER SLAB OR GROUND SEAL

SOLID FUEL BURNING FIREPLACES

CHIMNEYS

ROUGH-IN PLUMBING

EXTERIOR SHEATHING

FRAMING

BUILDING PAPER/FLASHING (or STUCCO LATH)

INSULATION AND VAPOUR BARRIER

STUCCO BASE COAT

STUCCO SECOND COAT

FINAL OCCUPANCY

During construction, you may need to provide for the following:

- Plumbing permit
- Completed mechanical ventilation checklist
- BCLS Survey Certificate (required immediately following the placement of concrete)
- Professional Engineer's approval for Engineered Products
- At final, Electrical Authorization, Gas Permit No. and VIHA septic field approval