



Building Permit Application

Standard or Residential

Folder/Permit No.
B P 00

1903 Mount Newton Cross Road Saanichton BC V8M 2A9 250 544-4217 centralsaanich.ca

This collection of personal information is authorized under the *Local Government Act*, *Community Charter* and *Freedom of Information and Protection Privacy Act*. The information will be used for administering this permit, which may include sharing your contact information with WorkSafe BC. Questions can be directed to the District's Information and Privacy Officer.

Project Info

Address	Zoning
Legal	Project Value * \$
Project Description	

* New house construction confirmed by cost estimating software

Building Use(s)

<input type="checkbox"/> SFD	<input type="checkbox"/> Suite	<input type="checkbox"/> Acc. Dwelling	<input type="checkbox"/>	Sewer System	<input type="checkbox"/> Municipal	<input type="checkbox"/> Septic
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Construction

<input type="checkbox"/> New	<input type="checkbox"/> Addition	<input type="checkbox"/> Renovation	<input type="checkbox"/> Demolition	<input type="checkbox"/> Renewal	<input type="checkbox"/>
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Site Identification

If NEW or ADDITION, has the site been used for any industrial or commercial purposes or activities in Schedule 2 of Contaminated Sites Regulations?	<input type="checkbox"/> No <input type="checkbox"/> Yes – Complete Site Disclosure Statement
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Owner

Name(s)/Company			Contact (if applicable)		
Address		City	Postal Code		receive emails
					plan review <input type="checkbox"/>
Tel	Cell	email		site notice <input type="checkbox"/>	

If Applicable I, the owner of the above property, hereby authorize and appoint _____ as my agent for this application.

Please Circle Applicable

Applicant or Contractor

Name/Company		Contact	Business Licence No. & Municipality		
Address		City	Postal Code		receive emails
					plan review <input type="checkbox"/>
Tel	Cell	email		site notice <input type="checkbox"/>	
				building news <input type="checkbox"/>	

Contractor or Designer/Registered Professional

Name/Company		Contact	Business Licence No. & Municipality		
Address		City	Postal Code		receive emails
					plan review <input type="checkbox"/>
Tel	Cell	email		site notice <input type="checkbox"/>	
				building news <input type="checkbox"/>	

Form 1 Owner's Acknowledgement

- I acknowledge that the owner of the land in respect of which this permit is issued is solely responsible for carrying out the work authorized by this permit in accordance with the Building Code and other applicable laws respecting safety, including the requirements of the Building Code in relation to soil conditions for building foundations.
- I acknowledge that the owner of the land is also solely responsible for determining whether the work authorized by this permit contravenes any covenant, easement, right of way, building scheme or other restriction affecting the building site, and whether the work requires the involvement of an architect under the *Architect's Act* or an engineer or geoscientist under the *Engineer's and Geoscientist's Act*.
- I acknowledge that the District of Central Saanich provides a limited monitoring service in relation to building construction and does not, by accepting or reviewing plans, inspecting construction, monitoring the inspection of construction by others, or issuing building or occupancy permits, make any representation or give any assurance that the construction authorized by this permit complies in any respect with the Building Code or any other applicable laws respecting safety.
- If the District of Central Saanich has so indicated on this permit application, I acknowledge that the District will issue the permit in reliance on the certification of a registered professional, engaged by me to provide such a certification, that the plans for the work authorized by the permit comply with the Building Code and other applicable enactments, and that the fee for the permit has been accordingly reduced. I acknowledge that the District, by issuing this permit or any occupancy permit, makes no representations to me or any other person as to any such compliance.

The undersigned owner/authorized agent of the owner makes application for the permit specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

Owner's Signature – Required	Date	Authorized Agent Signature – If Applicable	Date
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Checklist

The following checklist is to assist applicants with the information necessary for a complete residential permit application.

FOR NEW CONSTRUCTION - BC Energy Step Code
 Required Step _____ Proposed Step _____

I am applying for building permit rebate and will construct to higher level than required

YES	N/A	Documents/Permits		
		Current Certificate of Title + Encumbrances <i>Within the last 30 days</i>	Building Department	
		BC Housing Warranty Registration (HPO) <i>For new (or conversion) house construction</i>		
		Structural Engineer <i>Letters of Assurance for entire structure, including seismic</i>		<ul style="list-style-type: none"> Schedule B Form 2 (Bylaw 1470) Insurance certificate
		BC Energy Step Code Compliance Report <i>Pre-Construction Report from Energy Advisor Ensure date and details match drawings</i>		
		Septic System Onsite (new, addition, reno) <ul style="list-style-type: none"> VIHA accepted septic design OR Letter from ROWP/ENG accepting existing 		
		Registered Covenant <ul style="list-style-type: none"> Cottage/Carriage House Retain House while Building New SFD Area Prone to Flooding 		
		Fill/Soil Removal APPROVED PERMIT	Engineering Department	
		Run-off Control Plan by P. Engineer <i>If non-permeable surface ≥ 400m² (roof, paving, patio, walkways etc.) See Bylaw No. 1606 for details</i>		
		Driveway Permit APPLICATION		
		Blasting APPLICATION		
		Tree Management Bylaw APPLICATION <i>If removing or pruning protected tree (≥ 30cm dia.) Bylaw No.2065</i>	Planning Dept	
		Residential (Infill, Small Lot, Cottage) Development Permit		
		Shoreline; Sensitive Eco; Riparian Development Permit <i>≤ 15m from sea; ≤ 30m from streams</i>		
		(staff use) Fire Dept - 10min Response and Access	Fire	

3 Sets of Plans	YES	N/A	Details
Site Plan			<i>Dimensions of property lines, rights-of-way, easements and all setbacks to all buildings</i>
			<i>Locate and size of all existing and proposed water lines, wells, septic fields, sanitary sewer and storm drain laterals and detention tank</i>
			<i>Natural and finished grades of site, at buildings and retaining walls</i>
			<i>Indicate total roof and paved areas – storm detention tank required when area 200-399m²</i>
			<i>Location and dimensions of driveways, vehicle parking and EV chargers</i>
			<i>Locate size and species of all trees</i>
			<i>Locate high water mark, top of bank, natural boundaries, watercourses, riparian areas and dimensions to the development</i>
Floor Plans with Structural Engineer's design/seal for entire structure			<i>Detailed foundation plan with dimensions</i>
			<i>Uses and dimensions of all areas; Floor area totals for crawlspace, each level, and SUITE</i>
			<i>Structural members - floor joists, beams, roof</i>
			<i>Stairs details – rise, run, guards and handrails</i>
			<i>Window and door sizes, bedroom egress opening size, NAFS design and U-VALUE numbers</i>
			<i>Smoke/CO alarms, plumbing fixtures, HVAC systems</i>
Secondary Suite			<i>Heating systems, ventilation details</i>
			<i>Smoke/CO alarms types and interconnection details</i>
			<i>Fire separation and Sound Transmission Class rating location between dwellings and assembly types</i>
Accessory Dwelling Unit			<i>Zoning calculations for lot as per Land Use Bylaw</i>
			<i>Compliance with the BC Building Code for dwelling, including Step Code, Structural Engineer, Builder Licencing and all other items on this checklist</i>
			<i>Registration of covenant as per bylaw</i>
Elevations			<i>Building finishes and materials</i>
			<i>Natural, finished grade and floor(s), roof and building height</i>
Building Section			<i>Wall, floor and roof assemblies (details of footing, foundation, slab, exterior wall, air barrier location, vapour barrier, insulation, window headers, flashing, rainscreen cavity etc.) SHOW EFFECTIVE R VALUE OF ALL ASSEMBLIES</i>
Calculations			<i>Lot Coverage, Floor Area Ratio (Land Use Bylaw)</i>
			<i>Building height from average natural grade</i>
			<i>Spatial separation where 3m or less setback – Ratio of unprotected openings to exposed building face (BCBC 9.10.14 OR 15)</i>