



# Building Permit Application

Standard or Residential

1903 Mount Newton Cross Road Saanichton BC V8M 2A9 250 544-4217 www.centalsaanich.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 at 250-652-4444 or municipal.hall@csaanich.ca.

Folder/Permit No.  
**BP00**

### Project Info

Address					Zoning
Lot	Section	Range	Plan	PID	Folio
Project Description					Project Value \$

### Building Use

<input type="checkbox"/> SFD	<input type="checkbox"/> SFD/Suite	<input type="checkbox"/> Suite	<input type="checkbox"/>	<b>Sewer System</b>	<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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### 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 application.

I, the owner of the above property, hereby authorize and appoint \_\_\_\_\_ as my agent for this

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 residential permit application.

ONLY those applications with ALL the required information will be eligible for the FIVE day permit program. If the details are not provided, or found to be inaccurate, your application will be processed as a Standard Application.

**FOR NEW CONSTRUCTION ONLY - BC Energy Step Code**  
 Required Step \_\_\_\_\_ Proposed Step \_\_\_\_\_

I am applying for the mid-construction rebate for electrically heated home (and have not previously received rebate)

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

YES	N/A	Documents/Permits		
		<b>Current Certificate of Title + Encumbrances</b> <i>Within the last 30 days</i>		Building Department
		Home Protection Office Document (HPO) <i>For new house construction</i>		
		<ul style="list-style-type: none"> <li>Schedule B</li> <li>Form 2 (Bylaw 1470)</li> <li>Insurance certificate</li> </ul>	Structural Engineer <i>Letters of Assurance for entire structure, including seismic</i>	
		<b>BC Energy Step Code Compliance Report</b> <i>Pre-Construction Report from Energy Advisor</i> <i>Ensure date and details match drawings</i>		
		Septic System Onsite (new, addition, reno) <ul style="list-style-type: none"> <li>VIHA accepted septic design OR</li> <li>Letter from ROWP/ENG accepting existing</li> </ul>		
		Existing House on Property <ul style="list-style-type: none"> <li>Registered covenant</li> <li>Plans to decommission or demo</li> </ul>		
		Fill/Soil Removal APPROVED PERMIT		Engineering Department
		Run-off Control Plan by P. Engineer <i>If non-permeable surface ≥ 400m<sup>2</sup> (roof, paving, patio, walkways etc.)</i> See Bylaw No. 1606 for details		
		Blasting APPLICATION		
		Erosion District APPLICATION <i>Erosion Area AND removing trees (see map)</i> Bylaw No. 2012	<i>Discuss requirements with Engineering Dept.</i> <ul style="list-style-type: none"> <li>application form</li> <li>application fee \$100</li> <li>geotechnical engineer's report</li> </ul>	
		Protected Tree APPLICATION <i>If removing or pruning tree</i> Bylaw No.2020	<i>Garry Oak, Arbutus, Dogwood or larger than 0.6m diameter</i> <ul style="list-style-type: none"> <li>application form</li> <li>arborist report</li> </ul>	Planning Dept
		Shoreline OR Sensitive Eco System Development Permit APPROVED by COUNCIL ≤ 15m from sea; ≤ 30m from streams		
		Fire Dept - 10min Response and Access		Fire

3 Sets of Plans	YES	N/A	Details
<b>Site Plan</b>			<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 200-399m<sup>2</sup></i>
			<i>Location and dimensions of driveways and vehicle parking</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>
<b>Floor Plans with Structural Engineer's design/seal for entire structure</b>			<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>
<b>Secondary Suite</b>			<i>Smoke/CO alarms, plumbing fixtures, HVAC systems</i>
			<i>Heating systems, ventilation details</i>
			<i>Smoke/CO alarms types and interconnection details</i>
<b>Elevations</b>			<i>Fire separation and Sound Transmission Class rating location between dwellings and assembly types</i>
			<i>Building finishes and materials</i>
<b>Building Section</b>			<i>Natural, finished grade and floor(s), roof and building height</i>
			<i>Wall, floor and roof assemblies (details of footing, foundation, slab, exterior wall, air barrier, vapour barrier, insulation, window headers, flashing, rainscreen cavity etc.) - SHOW EFFECTIVE R VALUE OF ALL ASSEMBLIES</i>
<b>Calculations</b>			<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>

**PLEASE NOTE: The FIVE day Building Permit program is a goal for the District of Central Saanich and is subject to staff availability.**

INITIAL HERE

	I am submitting an application for the FIVE day Residential Building Permit Process. I declare that the information submitted in support of the application is true and correct in all respects.
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