

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 at 250-544-4217. Any part covered prior to inspection shall be exposed when requested and at owner's expense. Applicable inspections are noted below.

FOOTINGS/FOUNDATION

PERIMETER AND ROOF DRAINAGE SYSTEM

FRAMING/BUILDING PAPER/FLASHING

(INSULATION - *if applicable*)

(STUCCO LATH - *if applicable*)

(STUCCO BASE COAT - *if applicable*)

FINAL

Applicants should consult the District of Central Saanich Land Use Bylaw, Building Bylaw and the BC Building Code for specific requirements and procedures.

FAQ's

Can I build a two storey garage?

Accessory buildings may be limited to one storey in some residential zones due to the maximum building height from average grade to roof mid-point. Buildings may be higher in agricultural zones.

Where can the perimeter drains and rain water leaders drain to for an accessory building?

Ideally, the new drainage system will be connected to an existing cleared lateral to the municipal storm drain system. The connection should be at the lowest point where the storm system connects to the lateral. For rural properties, alternative designs may be acceptable—please discuss with the inspector.

Do I need to place poly under my garage slab?

No, but poly placed between the ground and concrete will keep water from draining out of the fresh concrete while it is setting, giving you a stronger slab.

Can I operate a business from my garage?

Only if the accessory building is less than 90m² (968 ft²) in size AND not exceed more than 25% of gross floor area of dwelling unit. The business must comply with the Land Use Bylaw regulations for Home Occupations.



Central Saanich

Accessory Buildings in Residential zones

When is a Building Permit Required?

In most cases, the owner is required to obtain a building permit prior to the construction of an accessory building, such as a shed or garage.

If, however, you are constructing an accessory building of less than 10m² (108 ft²) in area and it does not create a hazard, a building permit is not required. You must still ensure full compliance with the District's Land Use bylaw, such as setbacks to property line and lot coverage regulations.

Additional information on a few of the Land Use Bylaw requirements is available on the following pages. Specific information particular to your zoning can be found on the District's website or from our office.



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Application Requirements

Permit applications require the following:

- Completed building permit application form with the owner's signature ;
- 3 Sets of construction drawings (see examples provided in the "Residential Building Permit guide);
- Current Certificate of Title (within the last 30 days); and,
- 25% of building permit fee for processing.

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.

Land Use Bylaw Requirements

In the R-1, R-1M, R-1S, R-1Z, R-1XS and R-2 residential zones, the rear yard setback MAY be reduced for small shed type structures. Specifically, for buildings less than 10.0m² (107 ft²) in area and less than 3.0m (9.8 ft) in height, the required rear yard setback is reduced to a minimum of 1.0m (3.3 ft) instead of the 7.5m (24.6 ft) required for other buildings. If you comply with the minimum 7.5m rear yard setback, the maximum height could be 3.5m (11.5') (from average natural grade to mid point of roof).

All accessory structures equal to or larger than 10.0m² shall comply with the Land Use Bylaw and the BC Building Code. In either case, careful attention should be paid to the required setbacks, lot coverage and floor area ratio limits (accessory buildings must be included in the lot coverage and floor area ratio calculations). See the table below for a few examples.

LAND USE BYLAW ZONE	MAX. TOTAL BLDG LOT COVERAGE	MAX. ACCESSORY BLDG LOT COVERAGE	MAX. FLOOR AREA RATIO **
R1	30%	7% or 50m ² *	0.45
R-1M & R2	30%	8%	0.45
R-1S	30%	8%	0.40

* Which ever is LESS

** Total of all floor areas in all buildings

Plan Requirements and Permit Process

(See "Residential Building Permit Guide for sample drawings")

Following are some typical details required on the submitted drawings to guide you in preparing your submission.

Site Plan

- If you cannot locate the legal survey pins bounding your property, you may have to obtain a legal survey to identify the property and location of all existing and proposed buildings.
- Show all existing and proposed structures on the property, sizes and distances between property lines and other structures.
- Indicate location and method of handling perimeter and roof rain water drainage.
- All trees shall be located on the property, complete with drip line, size and species (Pleaser refer to the Tree Protection Guide).

Plan Requirements and Permit Process

Foundation/Floor Plan/Structural

- A typical column footing for a carport supported on posts would consist of a 24" x 24" x 8" concrete footing to a minimum depth of 18" below grade, supporting a 8" x 8" concrete square pier to a minimum 6" above grade.
- A strip footing for a garage might consist of a 12" x 6" concrete footing to a minimum depth of 18" below grade, supporting a 8" wide foundation wall extending to a minimum 6" above grade.
- The amount and location of exterior wall openings (doors and windows) may depend on the distance between your building and property lines or other buildings.
- Show wall framing, header sizes, floor structures, ceiling and roof framing. Minimum size of posts to be 6" x 6". Ensure building will be solidly connected to piers/foundations with anchors or bolts into the concrete.
- Engineered trusses and engineered beams require shop drawings with an engineer's stamp.
- Concrete slab to be minimum 3" thick on compacted gravel or undisturbed soil.

Elevations

- Indicate the type of exterior finishes and roofing material.
- Show sizes of entrance doors, garage doors and windows.
- Show elevations of finished grade if available.
- Provide window/door flashing details.



If you find you can not prepare the drawings yourself, retain the services of a qualified designer.

Your building permit application may be reviewed by the Planning, Engineering and the Building Department. 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 .