

# Application for Residential Building Permit - Addition

## District of Saanich – Inspection Services

SINGLE FAMILY DWELLING, DUPLEX, SECONDARY SUITE,  
 ACCESSORY BUILDING OR COVERED DECK



**BUILDING BYLAW LICENSING  
 & LEGAL SERVICES**

*NOTE: All data fields must be completed. Please put N/A in any field that does not apply to this permit.*

**Civic Address:** \_\_\_\_\_

**Lot:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Plan:** \_\_\_\_\_ **Value of Construction:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_ **Zone:** \_\_\_\_\_

### Owner

Name (s)		
Address	City	Postal Code
Email	Phone	Cell

### Agent for Owner

Name (s)	Company Name	
Address	City	Postal Code
Email	Phone	Cell

Owner (s) Signature Required – As the registered owner (s), I appoint the above person (s) as agent to apply for and obtain the permit for the above address.

### Architect/Designer

Name (s)	Company Name	
Address	City	Postal Code
Email	Phone	Cell

### Contractor

Name (s)	Company Name	
Address	City	Postal Code
Email	Phone	Cell

Inspection Notices are emailed to either the owner or contractor - **only one contact will receive the notices.**  
 Please select who will be designated as this contact.       Owner       Contractor

\_\_\_\_\_  
**Owner or Owner's Agent Signature**                      **Print Name**                      **Date**

This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for administering this permit, which may include sharing your contact information with WorkSafeBC. Questions can be directed to the District's Privacy Officer at 770 Vernon Avenue, Victoria BC V8X 2W7 t. 250-475-1775, e. [foi@saanich.ca](mailto:foi@saanich.ca)

<b>Inspections Department Only</b>	<b>Date/Time Received:</b>		<b>Received By:</b>		<b>Application Fee</b>	
	<b>ISD File:</b>	<b>Folder No.:</b>			<input type="checkbox"/> Cash / Debit	<input type="checkbox"/> Cheque
	Comments checked in Tempest Land <input type="checkbox"/> Yes <input type="checkbox"/> No			Outstanding/incomplete BLD/BOV/Calls for Service		<b>PC Notes</b>
	Applicant Advised of Comments <input type="checkbox"/> Yes (Circle Applicable) (FIDP, SDPA, ARCH, ALR, HERITAGE)			<input type="checkbox"/> Yes <input type="checkbox"/> No		

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**Required for Submission:**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Title Search</b> (current within 30 days)<br><br><input type="checkbox"/> <b>Copies of Encumbrances to which Saanich is party</b><br>(Covenants, rights-of-way, building schemes)<br><br><input type="checkbox"/> <b>Secondary Suite in Dwelling</b> – Owner of the Single Family Dwelling must reside in either dwelling unit. Secondary suite clearly denoted on plans<br><br><input type="checkbox"/> <b>Letters of Assurance</b> – If required (Permit to Practice number must be included) | <input type="checkbox"/> <b>Five Complete sets of drawings. (Two sealed Engineered sets to be included within 5 sets if required)</b><br>Plans to be drawn to an acceptable drafting scale. For example. 1/4" = 1 ft. Maximum size of drawings 24" x 36"<br><br><input type="checkbox"/> <b>Rooms for Family Members</b> – Owner of the Single Family Dwelling must reside on the property. Rooms for Family Members area clearly denoted on plans<br><br><input type="checkbox"/> <b>Water Service Sizing Form</b> – Required if new plumbing being added |
|---|--|

**Required Prior to Issuance:**

- 
- Archaeological Approval**
- 
- 
- 
- Sewage Disposal**
- Application Approval from VIHA Required or Existing sewerage assessment by an Authorized Person (Professional or a Registered Onsite Wastewater Practitioner (ROWP))

**Property is serviced by:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> <b>Municipal Sewer</b>        | <input type="checkbox"/> <b>Municipal Storm Drain</b> | <input type="checkbox"/> <b>On-Site Storm System</b>  |
| <input type="checkbox"/> <b>Municipal Water Supply</b> | <input type="checkbox"/> <b>Private Well Water</b>    | <input type="checkbox"/> <b>Private Sewage System</b> |

**Property Information:**

- 
- Streamside Development Permit Area (Creek/Stream/Wetland identified on Site Plan)**
- 
- Fire Interface Development Permit Area**

**Plan Submission Details**

Site Plan	Yes	No	N/A
The bearing and dimensions of the parcel taken from the registered subdivision plan, north arrow and scale			
Legal description and civic address of the parcel			
Location and dimensions of all existing and proposed buildings or structures with dimensions (setbacks) from all property lines			
Setbacks to the natural boundary of any lake, swamp, pond or watercourse			
Location of top bank and water courses			
The location and dimensions of existing and proposed statutory rights of way, easements, covenant areas and setback requirements, adjacent street and lane names			
Location of approved existing or proposed alternative private or other sewage disposal system, water supply system or storm water drainage system			
Location, setbacks and elevations of all retaining walls, steps, stairs and decks			
Geodetic elevations of existing Natural Grade shown at all external corners of proposed buildings. (Must be determined by a Registered BC Land Surveyor)			
Location, dimensions and gradient of parking and parking access			
<b>**Secondary Suite Only**</b> Additional On-site parking spot (2.6m x 5.5m) required for tenant			
Access routes designed for firefighting when Driveway is in excess of 45m			
Location of existing and proposed service connections			
Location and species of all trees greater than 10 cm in diameter on the property or boulevard			

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### Plan Submission Details

Floor Plans	Yes	No	N/A
All rooms showing dimensions and <b>uses</b> of all areas, including the dimensions and height of crawl and roof spaces			
Floor areas of each floor			
Location, size, and swing of doors			
Location, size, and openings of windows			
Safety requirements including locations of smoke and CO alarms, bedroom egress windows			
Plumbing fixtures			
Structural elements and stair dimensions			
Foundation and crawlspace			
Engineer designed elements, if applicable (must be sealed by Registered Professional engineer)			
Seismic design including braced wall panel layout and specifications			
Rooms for Family Members or Secondary Suite areas identified			
<b>**Secondary Suite or Duplex**</b> - Location and details of fire separation including continuity			
Elevations	Yes	No	N/A
Elevation Drawings of all sides of the building that are affected by the addition - Labeled North, South, East, West or Front, Rear, Left Side and Right Side			
Building finish details, roof slopes, windows, doors			
Geodetic elevations of existing Natural Grade, proposed Finish Grade, Average Grade and main floor			
Spatial separation calculations (Wall area, limiting distance and permitted openings, actual openings)			
Basement and non-basement area identified with a horizontal dashed line			
Height calculations - From Natural Grade and Single Face			
Cross-Section	Yes	No	N/A
Cross-section through the building illustrating ceiling heights and construction systems (Roof, Wall, Floor assemblies). May include foundation, drainage, columns, framing, sheathing, rainscreen, interior & exterior finishes, insulation, ventilation, and roof materials as applicable			
Cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the Building Code (e.g. Window head and sill flashing details)			
Crawlspace area identified & labeled with proposed maximum height of 5'6"			
Project Data	Yes	No	N/A
Project Data provided on first/main page showing proposed calculations (including height, setbacks, lot coverage and pertinent project data)			