



STRATA CONVERSION SUBMISSION REQUIREMENTS

STAFF USE ONLY

Project Name:

Project No:

Case No:

Please return all requirements below in digital format to the [Planning Department](#):

- Current Certificate of Title – current within 30 days ([Home - LTSA](#))
- Building Report
- Plans
- Tenant Information

BUILDING REPORT

- Architect or Engineer Substantial Compliance Report reviewing the compliance of all buildings in the case of strata conversion of a single-family dwelling, secondary suite, garden suite, houseplex, commercial or industrial building, etc. with respect to the current British Columbia Building Code. If the building(s) does not comply with the current BC Building Code, the work that is required to bring the building(s) into code compliance needs to be identified.
- A current report to the following criteria: age of each building, physical condition and state of repair of each building, its heating, plumbing and electrical fixtures and equipment, elevators, roof drainage and its general condition and repair of the structure and its foundations and provide an assessment of substantial compliance to Saanich Regulations. In addition, the report must verify the building(s) life expectancy for a minimum of 35 years.

**Additional materials or detailed information may be requested by the District of Saanich upon review.*

PLANS

- Strata Plan, providing the following information:
 - The size, shape, and siting of all existing and proposed accessory and amenity buildings;
 - Existing building footprint with setbacks noted (including accessory buildings);
 - Location and description of common property and limited common property;
 - Location and number of strata units proposed; and
 - Location and dimensions of all off-street parking and loading spaces, garbage receptacle areas, maneuvering aisles and access driveways from streets and lanes.

TENANT INFORMATION

- Copies of lease agreements and confirmation of their terms.
- Names and mailing addresses of the tenants occupying the units together with any proposals by the Owner / Developer to relocate those tenants who may be affected by the conversion from rental tenure to condominium status.