

# Checklist for Residential Building Permit - Addition

## District of Saanich – Inspection Services

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



*NOTE: All data fields must be completed (indicate N/A where item does not apply)*

Addition project types include, but are not limited to:

- Enclosing a carport to create living space
- Converting a non-living space (i.e., garage) to living space
- Enclosing a deck
- Additional floor area
- Sunroom
- Constructing any new exterior walls

### Required for submission:

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Title Search</b> (current within 30 days)<br><input type="checkbox"/> <b>Copies of Encumbrances to which Saanich is party</b><br>(Covenants, rights-of-way, building schemes)<br><input type="checkbox"/> <b>Letters of Assurance</b> – If designed by a Registered Professional (Permit to Practice number must be included)<br><input type="checkbox"/> <b>Project Data Table</b> (if not provided on the plans – see “Plan submission details” section below) | <input type="checkbox"/> <b>Digital plan submission or Five (5) complete printed sets of drawings</b> (include <b>two (2) sealed Engineered sets</b> within the 5 sets, if required) <ul style="list-style-type: none"> <li>• Plans to be drawn to an acceptable drafting scale. For example. 1/4" = 1 ft. Maximum size of drawings 24" x 36"</li> </ul> <input type="checkbox"/> <b>Arborist Report</b> |
|--|--|

### Required prior to issuance:

- Hazardous Materials Assessment** (for structures built prior to 1990)
- [Archaeological Approval](#)
- Sewage Disposal** (for properties serviced by private sewage systems, i.e. septic) - Application approval from Island Health, or existing sewerage assessment by an Authorized Person (Registered Onsite Wastewater Practitioner (ROWP) or Professional).

### Property is serviced by:

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

### Property information: (check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Streamside Development Permit Area</b><br>(Creek/Stream/Wetland identified on Site Plan) | <input type="checkbox"/> <b>Fire Interface Development Permit Area</b> |
|--|--|

### This project will create a... (check all that apply)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <b>Secondary Suite</b> | <input type="checkbox"/> <b>Houseplex</b> (Small-Scale Multi-Unit Housing) | <input type="checkbox"/> <b>Garden Suite</b> |
|---|--|--|

### 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 required on-site parking and parking access			

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			
<b>Floor Plans</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
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 and total fixture count for the building			
Stair, guard, and handrail dimensions			
Structural elements			
Seismic design including braced wall panel layout and specifications			
Engineer designed elements, if applicable (must be sealed by Registered Professional engineer)			
Foundation and crawlspace with radon rough-in design			
Secondary Suite areas identified			
<b>**Secondary Suite or Houseplex**</b> Location and details of fire separation			
<b>Elevations</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
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 Finished 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			
<b>Cross-Section</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Cross-section through the building illustrating ceiling heights and construction systems (Roof, Wall, Floor assemblies). May include foundation, drainage, radon rough-in, 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"			
<b>Project Data</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Project Data provided on first/main page showing proposed calculations (including height, setbacks, lot coverage and pertinent project data)			