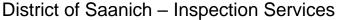
District of Saanich 770 Vernon Avenue Victoria BC V8X 2W7 t. 250-475-5457 f. 250-475-5418 Inspections@saanich.ca

Checklist for Residential Building Permit - Addition



☐ Digital plan submission or Five (5) complete printed sets of drawings (include two (2) sealed

Plans to be drawn to an acceptable drafting scale.

Engineered sets within the 5 sets, if required)

Maximum size of drawings 24" x 36"

For example. $\frac{1}{4}$ " = 1 ft.

☐ Arborist Report





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

☐ Copies of Encumbrances to which Saanich is party

☐ Project Data Table (if not provided on the plans – see "Plan

☐ Letters of Assurance — If designed by a Registered

Professional (Permit to Practice number must be included)

- Enclosing a deck
- Additional floor area

Required for submission:

Title Search (current within 30 days)

submission details" section below)

(Covenants, rights-of-way, building schemes)

- Sunroom
- Constructing any new exterior walls

Required prior to issuance	 9:				
☐ Hazardous Materials Asses		10)			
☐ Archaeological Approval	official (for structures bank prior to 100	0)			
		i.e. septic) - Application approval from Island Health, Practitioner (ROWP) or Professional).	or existi	ng	
Property is serviced by:					
☐ Municipal Sewer	☐ Municipal Storm Drain	☐ Municipal Water Supply			
☐ Private Sewage System	☐ On-Site Storm System	☐ Private Well Water			
Property information: (che	eck all that apply)				
☐ Streamside Development Performance Creek/Stream/Wetland identified on		ce Development Permit Area			
This project will create a	. (check all that apply)				
☐ Secondary Suite ☐	Houseplex (Small-Scale Multi-Unit H	Housing) Garden Suite			
Plan submission details					
Site Plan			Yes	No	N/A
The bearing and dimensions of the	parcel taken from the registered sub	odivision plan, north arrow and scale			
Legal description and civic address	of the parcel				
Location and dimensions of all exist property lines	ing and proposed buildings or struc	tures with dimensions (setbacks) from all			
Setbacks to the natural boundary of	any lake, swamp, pond or watercoo	urse			
Location of top bank and water cour	ses				
setback requirements, adjacent stre	et and lane names	f way, easements, covenant areas and			
Location of approved existing or pro or storm water drainage system	posed alternative private or other so	ewage disposal system, water supply system			
Location, setbacks and elevations o					
Geodetic elevations of existing Natu (Must be determined by a Registere		ners of proposed buildings.			
Location, dimensions and gradient of	of required on-site parking and parki	ing access			

	1		
Access routes designed for firefighting when Driveway is in excess of 45m			<u> </u>
Location of existing and proposed service connections			
Location and species of all trees greater than 10 cm in diameter on the property or boulevard			
Floor Plans	Yes	No	N/A
All rooms showing dimensions and uses 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			
Secondary Suite or Houseplex Location and details of fire separation			
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 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			
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, 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"			
Project Data	Yes	No	N/
Project Data provided on first/main page showing proposed calculations (including height, setbacks, lot coverage and pertinent project data)			