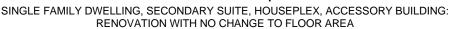
District of Saanich 770 Vernon Avenue Victoria BC V8X 2W7 t. 250-475-5457 **f.** 250-475-5418 Inspections@saanich.ca

## **Checklist for Residential Building Permit - Renovation**

## District of Saanich - Inspection Services





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

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

Engineered sets within the 5 sets, if required)

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

Plans to be drawn to an acceptable drafting scale.

Renovation project types include, but are not limited to:

- Adding, removing, or changing interior walls
- Exterior changes to windows, doors, or cladding
- Fire damage repairs

Required for submission: ☐ **Title Search** (current within 30 days)

submission details" section below)

(Permit to Practice number must be included)

- Enclosing a carport to create a garage
- Secondary suite within an existing building (no additional floor area)

☐ Letters of Assurance — If designed by a Registered Professional

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

Note: If your renovation project involves adding new floor area, it is considered an addition.

	Maximum size of drawings 24" x 36"					
Required prior to issuan	ice:					
☐ Hazardous Materials Ass	essment (for structures built prior to 199	90)				
	rties serviced by private sewage systems, red Person (Registered Onsite Wastewate	i.e. septic) - Application approval from Island Health r Practitioner (ROWP) or Professional).	n, or exist	ing		
Property is serviced by:						
☐ Municipal Sewer	☐ Municipal Storm Drain	☐ Municipal Water Supply				
☐ Private Sewage System	☐ On-Site Storm System	☐ Private Well Water				
Property information: (c	heck all that apply)					
☐ Streamside Development (Creek/Stream/Wetland identified		ace Development Permit Area				
This project will create a	a (check all that apply)					
☐ Secondary Suite	☐ Houseplex (Small-Scale Multi-Unit	Housing) Garden Suite				
Plan submission details						
Site Plan			Yes	No	N/A	
Legal description and civic address of the parcel						
Location and dimensions of exist arrow and scale	ing building with dimensions (setbacks	s) from all property lines. Including north				
**Secondary Suite Only** - Add	itional On-site parking spot (2.6m x 5.	5m) required for tenant				
•	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						
Location, size and swing of new	doors					
Location, size and openings of ne	ew windows					
Safety requirements including loc	cations of smoke and CO alarms, bedr	oom egress windows				
Plumbing fixtures and total fixture count for the building						
Stair, guard, and handrail dimens	ions					
Structural elements						
Engineer designed elements, if applicable (must be sealed by Registered Professional engineer)						
Engineer designed elements, if a	pplicable (must be sealed by register	<b>U</b> /				
Engineer designed elements, if a Secondary Suite areas identified	pplicable (must be sealed by fregister	<i>3</i> ,				

Elevations	Yes	No	N/A
Elevation Drawings of all sides of the building that are affected by the renovation - Labeled North, South, East, West or Front, Rear, Left Side and Right Side			
Building finish details, roof slopes, windows, doors (if applicable to the renovation work)			
Spatial separation calculations (Wall area, limiting distance and permitted openings)			
Cross-Section		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		No	N/A
Project Data provided on first/main page showing proposed calculations (including height, setbacks, lot coverage and pertinent project data) if applicable to the renovation.			