

Checklist for Residential Building Permit - Renovation

District of Saanich – Inspection Services

SINGLE FAMILY DWELLING, SECONDARY SUITE, HOUSEPLEX, ACCESSORY BUILDING:
 RENOVATION WITH NO CHANGE TO FLOOR AREA



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

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

Note: If your renovation project involves adding new floor area, it is considered an [addition](#).

Required for submission:

- | | |
|--|---|
| <input type="checkbox"/> Title Search (current within 30 days)
<input type="checkbox"/> Letters of Assurance – If designed by a Registered Professional (Permit to Practice number must be included)
<input type="checkbox"/> Project Data Table (if not provided on the plans – see “Plan submission details” section below) | <input type="checkbox"/> Digital plan submission or Five (5) complete printed sets of drawings (include two (2) sealed Engineered sets within the 5 sets, if required) |
|--|---|
- Plans to be drawn to an acceptable drafting scale.
 For example: 1/4" = 1 ft.
 Maximum size of drawings 24" x 36"

Required prior to issuance:

- Hazardous Materials Assessment** (for structures built prior to 1990)
- 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"/> Municipal Sewer | <input type="checkbox"/> Municipal Storm Drain | <input type="checkbox"/> Municipal Water Supply |
| <input type="checkbox"/> Private Sewage System | <input type="checkbox"/> On-Site Storm System | <input type="checkbox"/> Private Well Water |

Property information: (check all that apply)

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

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

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

Plan submission details

Site Plan	Yes	No	N/A
Legal description and civic address of the parcel			
Location and dimensions of existing building with dimensions (setbacks) from all property lines. Including north arrow and scale			
Secondary Suite Only - Additional On-site parking spot (2.6m x 5.5m) required for tenant			
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			
Location, size and swing of new doors			
Location, size and openings of new 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			
Engineer designed elements, if applicable (must be sealed by Registered Professional engineer)			
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 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	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) if applicable to the renovation.			