

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

# Application for Residential Building Permit - Renovation

## District of Saanich – Inspection Services

SINGLE FAMILY DWELLING, SECONDARY SUITE, HOUSEPLEX, ACCESSORY BUILDING, INTERIOR  
 RENOVATION OR EXTERIOR CHANGES TO WINDOWS & DOORS



*NOTE: All data fields must be completed. Please put N/A in any field that does not apply to this permit.*

**Civic Address:** \_\_\_\_\_

**Lot:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Plan:** \_\_\_\_\_ **Value of Construction:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_ **Zone:** \_\_\_\_\_

### Owner

Name (s)		
Address	City	Postal Code
Email	Phone	Cell

### Agent for Owner

Name (s)	Company Name	
Address	City	Postal Code
Email	Phone	Cell

Owner (s) Signature Required – As the registered owner (s), I appoint the above person (s) as agent to apply for and obtain the permit for the above address.

### Architect/Designer

Name (s)	Company Name	
Address	City	Postal Code
Email	Phone	Cell

### Contractor

Name (s)	Company Name	
Address	City	Postal Code
Email	Phone	Cell

**Owner or Owner's Agent Signature** \_\_\_\_\_ **Print Name** \_\_\_\_\_ **Date** \_\_\_\_\_

Inspection Notices are emailed to either the owner, contractor or agent - **only one contact will receive the notices.**  
 Please select who will be designated as this contact.     Owner     Contractor     Agent

This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for administering this permit, which may include sharing your contact information with WorkSafeBC. Questions can be directed to the District's Privacy Officer at 770 Vernon Avenue, Victoria BC V8X 2W7 t. 250-475-1775, e. [foi@saanich.ca](mailto:foi@saanich.ca)

<b>Inspections Department Only</b>	<b>Date/Time Received:</b>		<b>Received By:</b>		<b>Application Fee</b>	
	<b>ISD File:</b>	<b>Folder No.:</b>			<input type="checkbox"/> Cash / Debit	<input type="checkbox"/> Cheque
	Comments checked in Tempest Land <input type="checkbox"/> Yes <input type="checkbox"/> No			Outstanding/incomplete BLD/BOV/Calls for Service		<b>PC Notes</b>
	Applicant Advised of Comments <input type="checkbox"/> Yes (Circle Applicable) (FIDP, SDPA, ARCH, ALR, HERITAGE)			<input type="checkbox"/> Yes <input type="checkbox"/> No		

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**Required for Submission:**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Title Search</b> (current within 30 days)<br><br><input type="checkbox"/> <b>Secondary Suite in Dwelling</b><br><br><input type="checkbox"/> <b>Letters of Assurance</b> – if required<br>(Permit to Practice number must be included)<br><br><input type="checkbox"/> <b>Water Service Sizing Form</b> – Required if new<br>Plumbing being added<br><br><input type="checkbox"/> <b>Houseplex</b> – Small-Scale Multi-Unit Housing | <input type="checkbox"/> <b>Digital Submission or Five Complete sets of drawings.</b> ( <i>Two sealed Engineered sets to be included within 5 sets if required</i> )<br>Plans to be drawn to an acceptable drafting scale.<br>For example. 1/4" = 1 ft.<br>Maximum size of drawings 24" x 36"<br><br><input type="checkbox"/> <b>Project Data Table</b> – SSMUH (Schedule G) or<br>Garden Suite (Schedule H) |
|---|--|

**Required Prior to Issuance:**

- Sewage Disposal** – Application Approval from VIHA Required or Existing sewerage assessment by an Authorized Person (Professional or a Registered Onsite Wastewater Practitioner (ROWP))
- Hazard Assessment** (for structures built prior to 1990)

**Property is serviced by:**

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

**Property Information:**

- Streamside Development Permit Area**  
 (Creek/Stream/Wetland identified on Site Plan)
- Fire Interface Development Permit Area**

**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			
<b>**Secondary Suite Only**</b> - 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 <b>uses</b> 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			
Structural elements and stair dimensions			
Foundation and crawlspace			
Engineer designed elements, if applicable (must be sealed by Registered Professional engineer)			
Secondary Suite areas identified with Radon Rough in Design			
<b>**Secondary Suite or Houseplex**</b> Location and details of fire separation			

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### Plan Submission Details

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building finish details, roof slopes, windows, doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spatial separation calculations (Wall area, limiting distance and permitted openings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawlspace area identified & labeled with proposed maximum height of 5'6"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>