

# Application for Retaining Wall Permit

## District of Saanich – Inspection Services



*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/Engineer**

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

**Contractor**

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

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

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

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 <input type="checkbox"/> N/A		
<b>Comments:</b>							

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## District of Saanich – Inspection Services



LEGISLATIVE AND  
PROTECTIVE SERVICES

*NOTE: All data fields must be completed.  
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**Required for Submission:**

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Title Search</b> (current within 30 days)<br><br><input type="checkbox"/> <b>Copies of Encumbrances to which Saanich is party</b><br>(Covenants, rights-of-way, building schemes)<br><br><input type="checkbox"/> <b>Letters of Assurance</b> – Schedule B<br>(Permit to Practice number must be included) | <input type="checkbox"/> <b>Digital Submission or Five Complete sets of drawings.</b> ( <i>Two sealed Engineered sets to be included within 5 sets</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" |
|--|---|

**Required Prior to Issuance:**

- Archaeological Approval**

**Property Information:**

- |  |  |
|--|--|
| <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> |
|--|--|

**Plan Submission Details – Required for all applications:**

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 of existing and proposed buildings or structures, including new retaining wall(s), 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			
Geodetic elevations of existing Natural Grade shown at all external corners of building and proposed deck. (Must be determined by a Registered BC Land Surveyor)			
Location and species of all trees greater than 10 cm in diameter on the property or boulevard			
Elevations	Yes	No	N/A
Front and/or side elevations as applicable, showing existing grade and finished grade			
Cross-Section	Yes	No	N/A
Complete cross-section drawing(s)			
Structural Details, including height and length of wall and height of fill being retained			
Engineer designed elements – LOA's, Schedule B & sealed drawings – required for all retaining walls exceeding 1.2 m in height.			