

Application for Residential Building Permit - Temporary

District of Saanich – Inspection Services

ACCESSORY BUILDING



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

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

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

Inspections Department Only	Date/Time Received:		Received By:		Application Fee	
	ISD File:	Folder No.:			<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		PC Notes
	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"/> Title Search (current within 30 days) | <input type="checkbox"/> Five Complete sets of drawings.
Plans to be drawn to an acceptable drafting scale.
For example. 1/4" = 1 ft.
Maximum size of drawings 24" x 36" |
| <input type="checkbox"/> Copies of Encumbrances to which Saanich is party
(Covenants, rights-of-way, building schemes) | |
| <input type="checkbox"/> A statement by the owner indicating the intended use and duration of the use
(Refer to Saanich Building Bylaw, Sections 10.56–10.57) | |

Property is serviced by:

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

Property Information:

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

Plan Submission Details

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 and dimensions of all existing and proposed buildings or structures 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			
Location, setbacks and elevations of all retaining walls, steps, stairs and decks			
Geodetic elevations of existing Natural Grade shown at all external corners of proposed buildings. (Must be determined by a Registered BC Land Surveyor)			
Location, dimensions and gradient of parking and parking access			
Access routes for firefighting when Driveway is in excess of 45m			
Floor Plans	Yes	No	N/A
All rooms showing dimensions and uses of all areas, including door and window dimensions and locations			
Floor areas of each floor			
Stair dimensions, if applicable			
Elevations	Yes	No	N/A
Elevation Drawings of all sides of the building – 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 Finish Grade, Average Grade and main floor			
Height calculations - From Natural Grade and Single Face			
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)			