

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 - Addition

## District of Saanich – Inspection Services

SINGLE FAMILY DWELLING, DUPLEX, SECONDARY SUITE,  
 ACCESSORY BUILDING OR COVERED DECK



**BUILDING BYLAW LICENSING  
 & LEGAL 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

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**

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"/> <b>Cash / Debit</b>	<input type="checkbox"/> <b>Cheque</b>
	Comments checked in Tempest Land <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>			Outstanding/incomplete BLD/BOV/Calls for Service		<b>PC Notes</b>
	Applicant Advised of Comments <input type="checkbox"/> <b>Yes</b> (Circle Applicable) (FIDP, SDPA, ARCH, ALR, HERITAGE)			<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>		
Plumbing works being done as part of project <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>						

**See Over →**

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**Information Required for Submission:**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Title Search</b> (current within 30 days, including copies of all encumbrances to which Saanich is party to) i.e. restrictive covenants, rights-of-way, building schemes<br><br><input type="checkbox"/> <b>Agents Letter</b> (Required if the owner (s) have not signed the application)<br><br><input type="checkbox"/> <b>Secondary Suite in Property</b> – Owner of the Single Family Dwelling must reside on the property | <input type="checkbox"/> <b>Five Complete sets of drawings.</b> Plans to be drawn to an acceptable drafting scale. i.e. 1/4" = 1 ft.<br><br><input type="checkbox"/> <b>Rooms for Family Members</b> |
|--|--|

**Property is serviced by:**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Municipal Sewer</b>        | <input type="checkbox"/> <b>Municipal Storm Drain</b>                                    |
| <input type="checkbox"/> <b>Municipal Water Supply</b> | <input type="checkbox"/> <b>Private Well Water</b> <input type="checkbox"/> <b>Other</b> |

**Property Information:**

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

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

Site Plan	Yes	No	N/A
Full Dimensions of lot, north arrow and scale			
All existing and proposed buildings with dimensions from all property lines			
Geodetic elevations of existing Natural Grade shown at all external corners of proposed buildings. (Must be determined by a Registered BC Land Surveyor)			
Easements, Covenants and Rights-of-Way identified and dimensioned			
<b>**Secondary Suite Only**</b> - On-site parking spot allocated for tenant**			
Trees on the property or boulevard, including species and diameter			
Location of driveway			
Floor Plans	Yes	No	N/A
All rooms labeled with intended use and dimensions, including door and window dimensions and locations (Existing and Proposed)			
Area(s) proposed addition clearly identified on plans			
Floor areas of each floor			
Foundation and crawlspace areas			
Rooms for Family Members or Secondary Suite areas identified			
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			
Geodetic elevations of existing Natural Grade, proposed Finish Grade, Average Grade and main floor			
Basement and non-basement area identified with a horizontal dashed line			
Height calculations - From Natural Grade and Single Face			
Cross-Section	Yes	No	N/A
Complete cross-section drawing(s) with reference on floor plans as to the location			
Foundation, drainage, columns, framing, sheathing, rainscreen, interior & exterior finishes, insulation, ventilation and roof materials as applicable			
Engineer designed elements – LOA's, Schedule B & <b>2 Sets of Sealed Drawings</b>			
Crawlspace area identified & labeled with proposed maximum height of 5'6"			
Project Data Sheet	Yes	No	N/A
Project Data provided on first/main page showing proposed calculations (including height, setbacks, lot coverage and pertinent project data)			