

Application for Residential Building Permit - New

District of Saanich – Inspection Services
 SINGLE FAMILY DWELLING, DUPLEX OR ACCESSORY BUILDING



**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

| | | | | | | |
|---|--|--------------------------|---|--|--|---------------------------------|
| Inspections Department Only | Date/Time Received: _____ | | Received By: _____ | | Application Fee | <input type="checkbox"/> Cash |
| | ISD File: _____ | Folder No.: _____ | | | <input type="checkbox"/> \$30 ≤ \$6,000 | <input type="checkbox"/> Cheque |
| | Comments checked in Tempest Land <input type="checkbox"/> Yes <input type="checkbox"/> No | | Outstanding/incomplete BLD/BOV/Calls for Service | | <input type="checkbox"/> \$100 ≥ \$6,001 | <input type="checkbox"/> Debit |
| | Applicant Advised of Comments <input type="checkbox"/> Yes (Circle Applicable) (FIDP, EDPA, SDPA, ARCH, HERITAGE) | | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | | PC Notes | |
| Comments: _____ _____ _____ | | | | | | |

See Over →

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Information Required for Submission:

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

Property is serviced by:

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

Property Information:

- | | |
|---|--|
| <input type="checkbox"/> Streamside Development Permit Area | <input type="checkbox"/> Fire Interface Development Permit Area |
| <input type="checkbox"/> Environmental Development Permit Area | |

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 | | | |
| **Secondary Suite Only** - 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 | | | |
| 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 & sealed drawings | | | |
| 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) | | | |