

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, DUPLEX, SECONDARY SUITE, ACCESSORY BUILDING,  
 COVERED DECK, INTERIOR RENOVATION OR EXTERIOR CHANGES TO WINDOWS & DOORS



**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>	<input type="checkbox"/> Cash
	<b>ISD File:</b>	<b>Folder No.:</b>			<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	<b>PC Notes</b>	
<b>Comments:</b>						

**See Over →**

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### Information Required for Submission:

- |  |   |
|--|---|
| <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. | <input type="checkbox"/> <b>Agents Letter</b> (Required if the owner (s) have not signed the application) |
| <input type="checkbox"/> <b>Secondary Suite in Property</b> – Owner of the Single Family Dwelling must reside on the property        | <input type="checkbox"/> <b>Rooms for Family Members</b>  |

### Property is serviced by:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> <b>Municipal Sewer</b>        | <input type="checkbox"/> <b>Private Septic System</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</b>    | <input type="checkbox"/> <b>Fire Interface Development Permit Area</b> |
| <input type="checkbox"/> <b>Environmental 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			
<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)			
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			
Basement and non-basement area identified with horizontal dashed line			
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			
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)			