

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

## District of Saanich – Inspection Services

SINGLE FAMILY DWELLING, GARDEN SUITE, HOUSEPLEX OR  
ACCESSORY BUILDING



*Please complete this when applying for a New Build, Addition, Renovation, Demolition, and Deck  
(remember to also complete the applicable Project Checklist).*

*NOTE: All data fields must be completed (indicate N/A where item does not apply)*

**Civic Address:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

**Value of Construction (\*):** \$ \_\_\_\_\_ (\*for Demolition only – flat fee of \$50)

**Zone:** \_\_\_\_\_

☐ **BC Company Registry** (Applicable only if the property is owned by a Registered company)

Owner		
Name (s)		
Address	City	Postal Code
Email	Phone	Cell
Agent for Owner		
Name (s)		Company Name
Address	City	Postal Code
Email	Phone	Cell
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, contractor, or agent - **only ONE contact will receive the notices.**

Please select who will be designated as this contact: ☐ Owner ☐ Contractor ☐ Agent

[Agent Authorization Form](#) (as required)

\_\_\_\_\_  
**Owner Signature**

\_\_\_\_\_  
**Owner Name**

\_\_\_\_\_  
**Date**

The 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 can 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).