

Checklist for Commercial Building Permit – NEW STRUCTURE

District of Saanich – Inspection Services
APARTMENT, CONDOMINIUM, MIXED-USE, INDUSTRIAL



NOTE: All application requirements must be met for timely processing.

REQUIRED DOCUMENTATION	
Title Search (current within 30 days) – https://ltsa.ca/	BCESC Pre-Construction Energy Compliance Report
Copies of Encumbrances to which Saanich is party (covenants/rights-of-way/building schemes)	Arborist Report - review Guidelines (as required)
Digital Plans Plans to be drawn to an acceptable drafting scale. e.g. 1/4" = 1 ft. Max. drawing size: 600mm x 900mm (preferred) or 24" x 36" (As applicable: Architectural, Structural, Excavation and Shoring, Civil, Mechanical, Electrical, Fire Suppression, other.)	Site Servicing Drawings and supporting documentation (if applicable)
Geotechnical Report /Assessment (if applicable)	Project Data Table – if not provided on plans
Letters of Assurance – If designed by a Registered Professional (Permit to Practice number must be included)	
REQUIRED PRIOR TO PERMIT ISSUANCE:	
Archaeological Response	Homeowner Warranty (HPO)
Development Permit Fees are paid (if your Development Permit includes fees, e.g., Community Amenity Contributions, Service Connection Fees, or other payments), <i>these must be paid before your Building Permit is issued.</i> Allow 1–2 business days for processing after payment.	
PROPERTY SERVICED BY: (check all that apply)	
Municipal Sewer Private Sewerage System	Municipal Storm Drain On-site Storm System
Municipal Water Supply Private Well Water	
PROPERTY INFORMATION:	
Streamside Development Permit Area (Creek/Stream/Wetland identified on site plan)	
PLAN SUBMISSION REQUIREMENTS – as applicable	
SITE PLAN	Complete
The bearing and dimensions of the parcel taken from the registered subdivision plan, lot line dimensions, 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 of approved existing or proposed alternative private or other sewage disposal system, water supply system or storm water drainage system	
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	
Location of energized EV outlets	
Fire access route designed to meet BCBC	
Location of existing and proposed service connections	
Location of Bylaw protected trees on the property or boulevard, include species and diameter – Required if there is a conflict between the trees protected root zone and proposed works and access - Arborist Report Guidelines .	
FLOOR PLANS	
All rooms showing dimensions and uses of all areas, including the dimensions and height of crawl and roof spaces	Complete

Floor areas of each floor	
Location, size and swing of doors	
Location, size and openings of windows	
Safety requirements including locations of smoke and CO alarms, bedroom egress windows	
Plumbing fixtures and total fixture count for the building	
Stair, guard, and handrail dimensions	
Structural elements	
Seismic design including braced wall panel layout and specifications	
Engineer designed elements, if applicable (must be sealed by Registered Professional engineer)	
Foundation and crawlspace with radon rough-in design	
ELEVATIONS	Complete
Elevation drawings of all sides of the building – labeled North, South, East, West	
Building finish details, roof slopes, windows, doors	
Geodetic elevations of existing Natural Grade, proposed Finished Grade, Average Grade and main floor	
Spatial separation calculations (Wall area, limiting distance and permitted openings, actual openings)	
Height calculations - From Average Elevation of Natural or Finished Grade, whichever is lesser.	
Front and/or side elevations as applicable, showing existing grade and finished grade.	
CROSS SECTION	Complete
Cross-section through the building illustrating ceiling heights and construction systems (Roof, Wall, Floor assemblies). May include foundation, drainage, columns, framing, sheathing, rainscreen, interior & exterior finishes, insulation, ventilation, and roof materials as applicable	
Cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or structure substantially conforms to the Building Code (e.g. Window head and sill flashing details)	
PROJECT DATA	Complete
Provided on main page showing proposed calculations (height, setbacks, lot coverage, etc., and ensure zoning and approved Development Permit compliance with all required pertinent project data shown)	
OTHER	Complete
Shoring and Excavation Drawings indicating plan and section for all shoring systems. All utilities shown.	
Site Servicing Drawings indicating all existing and proposed works & services, in accordance with Servicing Requirements and Municipal Bylaws	