

Checklist for Residential Building Permit - Addition

District of Saanich – Inspection Services

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

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



Addition project types include, but are not limited to:

- Enclosing a carport to create living space
- Converting a non-living space (i.e., garage) to living space
- Enclosing a deck
- Additional floor area
- Sunroom
- Constructing any new exterior walls

Required for submission:

- Title Search** (current within 30 days)
- Copies of Encumbrances to which Saanich is party** (Covenants, rights-of-way, building schemes)
- Letters of Assurance** – If designed by a Registered Professional (Permit to Practice number must be included)
- [Water Service Sizing Form](#)**
- Project Data Table** (if not provided on the plans – see “Plan submission details” section below)
- Digital plan submission or Five (5) complete printed sets of drawings (include two (2) sealed Engineered sets within the 5 sets, if required)**
 - Plans to be drawn to an acceptable drafting scale. For example. 1/4" = 1 ft. Maximum size of drawings 24" x 36"
- Arborist Report**

Required prior to issuance:

- [Archaeological Approval](#)**
- Hazardous Materials Assessment** (for structures built prior to 1990)
- Sewage Disposal** (for properties serviced by private sewage systems, i.e. septic) - Application approval from Island Health, or existing sewerage assessment by an Authorized Person (Registered Onsite Wastewater Practitioner (ROWP) or Professional).

Property is serviced by:

- Municipal Sewer**
- Municipal Storm Drain**
- Municipal Water Supply**
- Private Sewage System**
- On-Site Storm System**
- Private Well Water**

Property information: (check all that apply)

- Streamside Development Permit Area** (Creek/Stream/Wetland identified on Site Plan)
- Fire Interface Development Permit Area**

This project will create a... (check all that apply)

- Secondary Suite**
- Houseplex** (Small-Scale Multi-Unit Housing)
- Garden Suite**

Plan submission details

Site Plan	Yes	No	N/A
The bearing and dimensions of the parcel taken from the registered subdivision plan, 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 required on-site parking and parking access			
Access routes designed for firefighting when Driveway is in excess of 45m			
Location of existing and proposed service connections			

Location and species of all trees greater than 10 cm in diameter on the property or boulevard			
Floor Plans	Yes	No	N/A
All rooms showing dimensions and uses of all areas, including the dimensions and height of crawl and roof spaces			
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			
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			
Secondary Suite areas identified			
Secondary Suite or Houseplex Location and details of fire separation			
Elevations	Yes	No	N/A
Elevation Drawings of all sides of the building that are affected by the addition - Labeled North, South, East, West or Front, Rear, Left Side and Right Side			
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)			
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
Cross-section through the building illustrating ceiling heights and construction systems (Roof, Wall, Floor assemblies). May include foundation, drainage, radon rough-in, 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)			
Crawlspace area identified & labeled with proposed maximum height of 5'6"			
Project Data	Yes	No	N/A
Project Data provided on first/main page showing proposed calculations (including height, setbacks, lot coverage and pertinent project data)			