

# Checklist for Residential Building Permit - NEW

District of Saanich – Inspection Services  
SINGLE FAMILY DWELLING, GARDEN SUITE, HOUSEPLEX OR  
ACCESSORY BUILDING



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

## New building project types include:

- Single family dwelling
- Garden Suite
- Accessory building measuring more than 10 sq. m. (107 sq. ft.)
- Houseplex

## Additional information:

- **Each building you wish to build requires a separate building permit.**
- Refer to the [Building Permit Guide](#) for more information on documentation requirements.
- Please be advised that **Servicing Requirements** may be applicable and could impact your project. Contact [Development Services](#) if you have questions or concerns, more info [here](#).

## REQUIRED DOCUMENTATION

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Title Search</b> (current within 30 days) – <a href="https://ltsa.ca/">https://ltsa.ca/</a>                      | <input type="checkbox"/> <b>BCESC Pre-Construction Energy Compliance Report</b>  |
| <input type="checkbox"/> <b>Copies of Encumbrances</b> to which Saanich is party (covenants/rights-of-way/building schemes)                  | <input type="checkbox"/> <b>Digital Plans</b><br>Plans to be drawn to an acceptable drafting scale. e.g. 1/4" = 1 ft.<br>Max. drawing size: 600mm x 900mm (preferred) or 24" x 36" |
| <input type="checkbox"/> <b>Arborist Report</b>  | <input type="checkbox"/> <b>Project Data Table</b> (if not provided on the plans)  |
| <input type="checkbox"/> <b>Letters of Assurance</b> – If designed by a Registered Professional (Permit to Practice number must be included) |  |

## REQUIRED PRIOR TO PERMIT ISSUANCE:

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Homeowner Warranty (HPO)</b>  | <input type="checkbox"/> <b>Archaeological Approval</b> |
| <input type="checkbox"/> <b>Sewerage Disposal</b> (for properties serviced by private sewage systems, i.e. septic). Application approval from Island Health/existing sewerage assessment by Registered Onsite Wastewater Practitioner (ROWP) or Professional. |   |

## PROPERTY SERVICED BY:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> <b>Municipal Sewer</b>       | <input type="checkbox"/> <b>Municipal Storm Drain</b> | <input type="checkbox"/> <b>Municipal Water Supply</b> |
| <input type="checkbox"/> <b>Private Sewage System</b> | <input type="checkbox"/> <b>On-Site Storm System</b>  | <input type="checkbox"/> <b>Private Well Water</b>     |

## THIS PROJECT WILL CREATE A... (check all that apply)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> <b>Secondary Suite</b> | <input type="checkbox"/> <b>Houseplex (SSMUH)</b> | <input type="checkbox"/> <b>Garden Suite</b> |
|---|---|--|

## PROPERTY INFORMATION: (check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Streamside Development Permit Area</b><br>(Creek/Stream/Wetland identified on site plan) | <input type="checkbox"/> <b>Fire Interface Development Permit Area</b> |
|--|--|

## PLAN SUBMISSION REQUIREMENTS

| SITE PLAN  | Complete                 |
|--|--------------------------|
| The bearing and dimensions of the parcel taken from the registered subdivision plan, north arrow and scale   | <input type="checkbox"/> |
| Legal description and civic address of the parcel  | <input type="checkbox"/> |
| Location and dimensions of all existing/proposed buildings/structures with dimensions (setbacks) from property lines   | <input type="checkbox"/> |
| Setbacks to the natural boundary of any lake, swamp, pond or watercourse   | <input type="checkbox"/> |
| Location of top bank and water courses   | <input type="checkbox"/> |
| The location and dimensions of existing and proposed statutory rights of way, easements, covenant areas and setback requirements, adjacent street and lane names | <input type="checkbox"/> |

|  |                          |
|--|--------------------------|
| Location of approved existing or proposed alternative private or other sewage disposal system, water supply system or storm water drainage system  | <input type="checkbox"/> |
| Location, setbacks, and elevations of all retaining walls, steps, stairs and decks   | <input type="checkbox"/> |
| Geodetic elevations of existing Natural Grade shown at all external corners of proposed buildings. (Must be determined by a Registered BC Land Surveyor)   | <input type="checkbox"/> |
| Location, dimensions and gradient of required on-site parking and parking access   | <input type="checkbox"/> |
| Location of required Energized EV Outlets  | <input type="checkbox"/> |
| <b>**Garden Suite Only**</b> Accessible path of travel from the street to the building   | <input type="checkbox"/> |
| Access routes for firefighting when Driveway is in excess of 45m   | <input type="checkbox"/> |
| Location of existing and proposed service connections  | <input type="checkbox"/> |
| Location and species of all trees greater than 10 cm in diameter on the property or boulevard  | <input type="checkbox"/> |
| <b>FLOOR PLANS</b>   | <b>Complete</b>          |
| All rooms showing dimensions and <b>uses</b> of all areas, including the dimensions and height of crawl and roof spaces  | <input type="checkbox"/> |
| Floor areas of each floor  | <input type="checkbox"/> |
| Location, size and swing of doors  | <input type="checkbox"/> |
| Location, size and openings of windows   | <input type="checkbox"/> |
| Safety requirements including locations of smoke and CO alarms, bedroom egress windows   | <input type="checkbox"/> |
| Plumbing fixtures and total fixture count for the building   | <input type="checkbox"/> |
| Stair, guard, and handrail dimensions  | <input type="checkbox"/> |
| Structural elements  | <input type="checkbox"/> |
| Seismic design including braced wall panel layout and specifications   | <input type="checkbox"/> |
| Engineer designed elements, if applicable (must be sealed by Registered Professional engineer)   | <input type="checkbox"/> |
| Foundation and crawlspace with radon rough-in design   | <input type="checkbox"/> |
| Secondary Suite areas identified   | <input type="checkbox"/> |
| <b>**Secondary Suite or Houseplex**</b> Location and details of fire separation  | <input type="checkbox"/> |
| One on-site Energized EV Outlet per dwelling unit identified   | <input type="checkbox"/> |
| <b>ELEVATIONS</b>  | <b>Complete</b>          |
| Building finish details, roof slopes, windows, doors   | <input type="checkbox"/> |
| Geodetic elevations of existing Natural Grade, proposed Finished Grade, Average Grade and main floor   | <input type="checkbox"/> |
| Spatial separation calculations (Wall area, limiting distance and permitted openings, actual openings)   | <input type="checkbox"/> |
| Basement and non-basement area identified with a horizontal dashed line  | <input type="checkbox"/> |
| Height calculations - From Natural Grade and Single Face   | <input type="checkbox"/> |
| <b>CROSS-SECTION</b>   | <b>Complete</b>          |
| 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. | <input type="checkbox"/> |
| 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)  | <input type="checkbox"/> |
| Crawlspace area identified & labeled with proposed maximum height of 5'6"  | <input type="checkbox"/> |
| <b>PROJECT DATA</b>  | <b>Complete</b>          |
| Provided on main page showing proposed calculations (height, setbacks, lot coverage/pertinent project data)  | <input type="checkbox"/> |