

Checklist for Commercial Building Permit - OTHER

District of Saanich – Inspection Services FIRE ALARM, RETAINING WALL

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

Applying for: FIR: Fire Alarm RET: Retaining Wall		
REQUIRED for Application: ✓		
REQUIRED DOCUMENTATION	FIR	RET
Title Search (current within 30 days) – https://itsa.ca/	✓	✓
Copies of Encumbrances to which Saanich is party (covenants/rights-of-way/building schemes)		✓
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	✓	✓
Letters of Assurance – If designed by a Registered Professional (Permit to Practice # must be included)	✓	✓
Arborist Report (as required) - review Guidelines .		✓
REQUIRED PRIOR TO PERMIT ISSUANCE:		
Archaeological Response		✓
PROPERTY INFORMATION: (check all that apply)	FIR	RET
Streamside Development Permit Area (Creek/Stream/Wetland identified on site plan)		✓
PLAN SUBMISSION REQUIREMENTS – as applicable		
SITE PLAN	FIR	RET
The bearing and dimensions of the parcel/lot from the registered subdivision plan, north arrow and scale		✓
Legal description and civic address of the parcel		✓
Location and dimensions of all existing/proposed buildings/structures with dimensions (setbacks) from 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, setbacks, and elevations of all retaining walls, steps, stairs and decks		✓
Full dimension of lot, north arrow and scale		✓
Location of Bylaw protected trees on the property or boulevard, including species and diameter. *Required if there is a conflict between the trees protected root zone and proposed works and access.		✓
FLOOR PLANS	FIR	RET
Structural elements		✓
Engineer designed elements, if applicable (must be sealed by Registered Professional engineer)	✓	✓
CROSS SECTION	FIR	RET
Complete cross-section drawing (s)		✓
Structural details, including height and length of wall and heights of fill being retained		✓
Engineering designed elements - LOAs, Schedule B and sealed drawings - required for all retaining walls exceeding 1.2m in height.		✓
PROJECT DATA	FIR	RET
Project Data provided on first/main page showing proposed calculations (including height, setbacks, lot coverage and pertinent project data)		✓