

# Checklist for Residential Building Permit - Deck

## District of Saanich – Inspection Services

SINGLE FAMILY DWELLING, HOUSEPLEX OR ACCESSORY BUILDING  
NOTE: All data fields must be completed (indicate N/A where item does not apply)

Deck project types include, but are not limited to:

- Adding a new deck
- Reconstructing an existing deck (same dimensions and location)
- Enlarging an existing deck
- Decreasing an existing deck

### 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)

### ☐ 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"

### Required prior to issuance:

- ☐ [Archaeological Approval](#)

### Property information: (check all that apply)

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

### 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, setbacks and elevations of all retaining walls, steps, stairs, and decks			
Geodetic elevations of existing Natural Grade shown at all external corners of building and proposed deck. (Must be determined by a Registered BC Land Surveyor)			
Location and species of all trees greater than 10 cm in diameter on the property or boulevard			
Floor Plans	Yes	No	N/A
Where deck is accessed from the building			
Structural elements (foundation plan, framing plan) and stair dimensions			
Engineer designed elements, if applicable (must be sealed by Registered Professional engineer)			
Elevations	Yes	No	N/A
Elevation Drawings of all sides of the deck – Labeled North, South, East, West or Front, Rear, Left Side and Right Side			
Geodetic elevations of existing Natural Grade, proposed Finished Grade, Average Grade and main floor			
Cross-Section	Yes	No	N/A
Cross-section through the deck illustrating foundations, drainage, structural design, heights and construction systems (Floor assemblies)			
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)			