

Checklist for Residential Building Permit - OTHER

District of Saanich – Inspection Services
ACCESSORY BUILDING (NOT A DWELLING), SWIMMING
POOL/FENCE, RETAINING WALL

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

Applying for:

ACC: Accessory Building Permit | **SWI:** Swimming Pool/Fence Permit | **RET:** Retaining Wall Permit

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.)

REQUIRED for Application: ✓

REQUIRED DOCUMENTATION	SWI	ACC	RET
Title Search (current within 30 days) – https://ltsa.ca/	✓	✓	✓
Copies of Encumbrances to which Saanich is party (covenants/rights-of-way/building schemes)	✓	✓	✓
Digital Plans <ul style="list-style-type: none"> 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" 	✓	✓	✓
Letters of Assurance – If designed by a Registered Professional (Permit to Practice number must be included)			✓
Statement by Owner indicating intended use and duration		✓	
REQUIRED PRIOR TO PERMIT ISSUANCE:	SWI	ACC	RET
Archaeological Approval	✓	✓	✓

PROPERTY SERVICED BY (FOR SWI & TBP ONLY): (check all that apply)

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

PROPERTY INFORMATION: (check all that apply)	SWI	ACC	RET
Streamside Development Permit Area (Creek/Stream/Wetland identified on site plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Interface Development Permit Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLAN SUBMISSION REQUIREMENTS – as applicable

SITE PLAN	SWI	ACC	RET
The bearing and dimensions of the parcel/lot taken 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		✓	✓
Geodetic elevations of existing Natural Grade shown at all external corners of proposed buildings. (Must be determined by a Registered BC Land Surveyor); show existing and finished grade		✓	✓
Location, dimensions and gradient of required on-site parking and parking access		✓	
Lot coverage – existing and proposed identified on plan (for above-ground pool only); outline all existing buildings and proposed pool with dimensions from all property lines	✓	✓	
Fencing details, including gates	✓		
Access routes for firefighting when Driveway is in excess of 45m		✓	
Location of existing and proposed service connections		✓	
Location and species of all trees, including spaces and diameter on the property or boulevard	✓	✓	✓
FLOOR PLANS	SWI	ACC	RET
All rooms showing dimensions and uses of all areas, including the dimensions and height of crawl and roof spaces		✓	
Floor areas of each floor		✓	
Stair, guard, and handrail dimensions		✓	
ELEVATIONS	SWI	ACC	RET
Elevation Drawings of all sides of the building – Labeled North, South, East, West or Front, Rear, Left Side and Right Side; Front and/or side elevation; show existing grade and finished grade		✓	
Building finish details, roof slopes, windows, doors		✓	
Geodetic elevations of existing Natural Grade, proposed Finished Grade, Average Grade and main floor		✓	
Height calculations - From Natural Grade and Single Face		✓	✓
Show existing grade and finished grade			✓
CROSS-SECTION	SWI	ACC	RET
Complete cross-section drawing(s)		✓	✓
Structural Details, including height and length of wall and height of fill being retained			✓
Engineer designed elements – LOA's, Schedule B & sealed drawings – required for all retaining walls exceeding 1.2 m in height			✓
PROJECT DATA	SWI	ACC	RET
Project Data provided on first/main page showing proposed calculations (including height, setbacks, lot coverage and pertinent project data)		✓	