

# Checklist for Residential Building Permit - DEMOLITION

District of Saanich – Inspection Services  
Single-Family Dwelling/Houseplex/Accessory Building  
**NOTE:** All application requirements must be met for timely processing.



## A demolition permit is required if:

- Demolishing a structure on your property that **measures more than 10 m2 (107 sq. ft.)**
  - **Each structure being demolished requires a separate permit** as BC Assessment removes each demolished structure from your tax assessment.

**Date of Vacancy:** \_\_\_\_\_

## REQUIRED DOCUMENTATION

- ☐ **Title Search** (current within 30 days) – <https://ltsa.ca/>

☐ **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 PRIOR TO PERMIT ISSUANCE:

- ☐ **Limited Hazardous Materials Report**  
(for structures built prior to 1990)

☐ [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 REQUIREMENTS

SITE PLAN	Complete
Full dimensions of lot, north arrow and scale	<input type="checkbox"/>
All existing buildings are clearly identified, including structures being removed	<input type="checkbox"/>
Trees on the property or boulevard, including species and diameter	<input type="checkbox"/>