

# Checklist for Commercial Building Permit – ADDITION

## District of Saanich – Inspection Services ADDITION TO COMMERCIAL STRUCTURES



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

REQUIRED DOCUMENTATION		
<b>Title Search</b> (current within 30 days) – <a href="https://ltsa.ca/">https://ltsa.ca/</a>	<b>Letters of Assurance</b> – If designed by a Registered Professional (Permit to Practice number must be included)	
<b>Copies of Encumbrances</b> to which Saanich is party (covenants/rights-of-way/building schemes)	<b>Arborist Report</b> - review <a href="#">Guidelines</a> (as required)	
<b>Digital Plans</b> 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.)	<b>Site Servicing Drawings and supporting documentation</b> (if applicable)	
<b>Geotechnical Report /Assessment</b> (if applicable)	<b>Project Data Table</b> – if not provided on plans	
REQUIRED PRIOR TO PERMIT ISSUANCE:		
<a href="#">Archaeological Response</a>	<b>Limited Hazardous Materials Report</b>	
PROPERTY SERVICED BY: (check all that apply)		
Municipal Sewer Private Sewerage System	Municipal Storm Drain On-site Storm System	Municipal Water Supply Private Well Water
PROPERTY INFORMATION:		
<b>Streamside Development Permit Area</b> (Creek/Stream/Wetland identified on site plan)		
PLAN SUBMISSION REQUIREMENTS – as applicable		
<b>SITE PLAN</b>	<b>Complete</b>	
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 of approved existing or proposed alternative private or other sewage disposal system, water supply system or storm water drainage system		
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)		
Location, dimensions and gradient of parking and parking access		
Location of Bylaw protected trees on the property or boulevard, include species and diameter – Required if there is a conflict between the trees protected root zone and proposed works and access - <a href="#">Arborist Report Guidelines</a> .		
<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		
Floor areas of each floor		
Location, size and swing of doors		
Location, size and openings of windows		
Safety requirements including locations of smoke and CO alarms, bedroom egress windows		
Plumbing fixtures and total fixture count for the building		

Stair, guard, and handrail dimensions	
Structural elements	
Seismic design including braced wall panel layout and specifications	
Engineer designed elements, if applicable (must be sealed by Registered Professional engineer)	
Foundation and crawlspace with radon rough-in design	
<b>ELEVATIONS</b>	<b>Complete</b>
Elevation drawings of all sides of the building – labeled North, South, East, West	
Building finish details, roof slopes, windows, doors	
Geodetic elevations of existing Natural Grade, proposed Finished Grade, Average Grade and main floor	
Spatial separation calculations (Wall area, limiting distance and permitted openings, actual openings)	
Height calculations - From Average Elevation of Natural or Finished Grade, whichever is lesser.	
<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, columns, framing, sheathing, rainscreen, interior & exterior finishes, insulation, ventilation, and roof materials as applicable	
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)	
<b>PROJECT DATA</b>	<b>Complete</b>
Provided on main page showing proposed calculations (height, setbacks, lot coverage/pertinent project data)	
<b>OTHER</b>	<b>Complete</b>
Shoring and Excavation Drawings indicating plan and section for all shoring systems. All utilities shown.	
Site Servicing Drawings indicating all existing and proposed works & services, in accordance with Servicing Requirements and Municipal Bylaws	