

Checklist for Residential Building Permit - ADDITION

District of Saanich – Inspection Services
SINGLE FAMILY DWELLING, SECONDARY SUITE, HOUSEPLEX, DECK

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

Additional project types include, but are not limited to:

- Enclosing a carport to create a living space
- Converting a non-living space (i.e., garage) into living space
- Building or enclosing a deck
- Additional floor area
- Constructing new exterior walls
- Sunroom

REQUIRED DOCUMENTATION

- ☐ **Title Search** (current within 30 days) – <https://itsa.ca/>
- ☐ **Copies of Encumbrances** to which Saanich is party (covenants/rights-of-way/building schemes)
- ☐ **Project Data Table** (if not already on site plans)
- ☐ **Arborist Report**
- ☐ **Letters of Assurance** – If designed by a Registered Professional (Permit to Practice # 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"
(Copies of all existing floor and elevation plans (required).
(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**
- ☐ **Sewerage Disposal** (for properties serviced by private sewage systems, i.e. septic). Application approval from Island Health/existing sewerage assessment by Registered Onsite Wastewater Practitioner (ROWP) or Professional.

PROPERTY SERVICED BY:

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

PROPERTY INFORMATION: (check all that apply)

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

THIS PROJECT WILL CREATE A... (check all that apply)

- ☐ **Secondary Suite**
- ☐ **Houseplex (SSMUH)**
- ☐ **Garden Suite**

PLAN SUBMISSION REQUIREMENTS – as applicable

SITE PLAN

	Complete
The bearing and full dimensions of the parcel/lot taken from the registered subdivision plan, north arrow and scale	<input type="checkbox"/>
Legal description and civic address of the parcel	<input type="checkbox"/>
Location and dimensions of all existing and proposed buildings or structures with dimensions (setbacks) from all property lines	<input type="checkbox"/>
Setbacks to the natural boundary of any lake, swamp, pond or watercourse	<input type="checkbox"/>
Location of top bank and water courses	<input type="checkbox"/>
The location and dimensions of existing and proposed statutory rights of way, easements, covenant areas and setback requirements, adjacent street and lane names	<input type="checkbox"/>
Location of approved existing or proposed alternative private or other sewage disposal system, water supply system or storm water drainage system	<input type="checkbox"/>
Location, setbacks and elevations of all retaining walls, steps, stairs and decks	<input type="checkbox"/>
Geodetic elevations of existing Natural Grade shown at all external corners of proposed buildings. (Must be determined by a Registered BC Land Surveyor)	<input type="checkbox"/>

Location, dimensions and gradient of required on-site parking and parking access	<input type="checkbox"/>
Access routes designed for firefighting when Driveway is in excess of 45m	<input type="checkbox"/>
Location of existing and proposed service connections	<input type="checkbox"/>
Location and species of all trees greater than 10 cm in diameter on the property or boulevard	<input type="checkbox"/>
FLOOR PLANS	Complete
All rooms showing dimensions and uses of all areas, including the dimensions and height of crawl and roof spaces	<input type="checkbox"/>
Floor areas of each floor, incl. Deck access from the building	<input type="checkbox"/>
Location, size, and swing of doors	<input type="checkbox"/>
Location, size, and openings of windows	<input type="checkbox"/>
Safety requirements including locations of smoke and CO alarms, bedroom egress windows	<input type="checkbox"/>
Plumbing fixtures and total fixture count for the building	<input type="checkbox"/>
Stair, guard, and handrail dimensions	<input type="checkbox"/>
Structural elements (foundation plan, framing plan) and stair dimensions	<input type="checkbox"/>
Seismic design including braced wall panel layout and specifications	<input type="checkbox"/>
Engineer designed elements, if applicable (must be sealed by Registered Professional engineer)	<input type="checkbox"/>
Foundation and crawlspace with radon rough-in design	<input type="checkbox"/>
Secondary Suite areas identified	<input type="checkbox"/>
Secondary Suite or Houseplex Location and details of fire separation	<input type="checkbox"/>
ELEVATIONS	Complete
Elevation Drawings of all sides of the building/deck that are affected by the addition - Labeled North, South, East, West or Front, Rear, Left Side and Right Side	<input type="checkbox"/>
Building finish details, roof slopes, windows, doors	<input type="checkbox"/>
Geodetic elevations of existing Natural Grade, proposed Finished Grade, Average Grade and main floor	<input type="checkbox"/>
Spatial separation calculations (Wall area, limiting distance and permitted openings, actual openings)	<input type="checkbox"/>
Basement and non-basement area identified with a horizontal dashed line	<input type="checkbox"/>
Height calculations - From Natural Grade and Single Face	<input type="checkbox"/>
CROSS-SECTION	Complete
Cross-section through the building/deck illustrating ceiling heights and construction systems (Roof, Wall, Floor assemblies). May include foundation, drainage, radon rough-in, columns, framing, sheathing, rainscreen, interior & exterior finishes, insulation, ventilation, and roof materials as applicable	<input type="checkbox"/>
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)	<input type="checkbox"/>
Crawlspace area identified & labeled with proposed maximum height of 5'6"	<input type="checkbox"/>
PROJECT DATA	Complete
Project Data provided on first/main page showing proposed calculations (including height, setbacks, lot coverage and pertinent project data)	<input type="checkbox"/>