

Checklist for Commercial Building Permit – RENOVATION

District of Saanich – Inspection Services
RENOVATION TO COMMERCIAL BUILDING OR SUITE/UNIT WITHIN,
& TENANT IMPROVEMENTS



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

REQUIRED DOCUMENTATION		
Title Search (current within 30 days) – https://itsa.ca/	Letters of Assurance – If designed by a Registered Professional (Permit to Practice number must be included)	
Project Data Table – if not provided on plans	Arborist Report (as required) - review Guidelines	
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		
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:		
Streamside Development Permit Area (Creek/Stream/Wetland identified on site plan)		
PLAN SUBMISSION REQUIREMENTS – as applicable		
SITE PLAN	Complete	
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		
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 - Arborist Report Guidelines .		
FLOOR PLANS	Complete	
All rooms showing dimensions and uses of all areas, including the dimensions and height of crawl and roof spaces		
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		
Engineer designed elements, if applicable (must be sealed by Registered Professional engineer)		
ELEVATIONS	Complete	
Elevation drawings of all sides of the building – labeled North, South, East, West		
Building finish details, roof slopes, windows, doors		
Spatial separation calculations (Wall area, limiting distance and permitted openings, actual openings)		
CROSS SECTION	Complete	
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)		
PROJECT DATA	Complete	
Provided on main page showing proposed calculations (height, setbacks, lot coverage/pertinent project data)		