

# Checklist for Residential Building Permit - RENOVATION

District of Saanich – Inspection Services  
 Single-Family Dwelling/Secondary Suite/Houseplex/Accessory Building,  
 Renovation with no change to floor area



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

**Renovation project types include, but are not limited to:**

- Adding, removing or changing interior walls
- Exterior changes to windows/doors/cladding
- Fire damage repairs
- Enclosing a carport to create a garage
- Secondary suite within an existing building (no additional floor area)

**Note: If your renovation project includes adding new floor area, it is considered an ADDITION.**

**REQUIRED DOCUMENTATION**

- Title Search** (current within 30 days) – <https://itsa.ca/>
- 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.)
- Project Data Table** (if not already on site plans)

**REQUIRED PRIOR TO PERMIT ISSUANCE:**

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

<b>SITE PLAN</b>	<b>Complete</b>
Legal description and civic address of the parcel	<input type="checkbox"/>
Location and dimensions of existing building with dimensions (setbacks) from all property lines. Including north arrow and scale	<input type="checkbox"/>
<b>**Secondary Suite Only**</b> - Additional On-site parking spot (2.6m x 5.5m) required for tenant	<input type="checkbox"/>
Location and species of all trees greater than 10 cm in diameter on the property or boulevard	<input type="checkbox"/>
<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	<input type="checkbox"/>
Location, size and swing of new doors	<input type="checkbox"/>
Location, size and openings of new 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	<input type="checkbox"/>
Engineer designed elements, if applicable (must be sealed by Registered Professional engineer)	<input type="checkbox"/>
Secondary Suite areas identified	<input type="checkbox"/>
<b>**Secondary Suite or Houseplex**</b> Location and details of fire separation	<input type="checkbox"/>
<b>ELEVATIONS</b>	<b>Complete</b>
Elevation Drawings of all sides of the building that are affected by the renovation - Labeled North, South, East, West or Front, Rear, Left Side and Right Side	<input type="checkbox"/>
Building finish details, roof slopes, windows, doors (if applicable to the renovation work)	<input type="checkbox"/>
Spatial separation calculations (Wall area, limiting distance and permitted openings)	<input type="checkbox"/>
<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	<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"/>
<b>PROJECT DATA</b>	<b>Complete</b>
Project Data provided on first/main page showing proposed calculations (including height, setbacks, lot coverage and pertinent project data) if applicable to the renovation.	<input type="checkbox"/>