

Checklist for Residential Building Permit – Deck

District of Saanich – Inspection Services
SINGLE FAMILY DWELLING, GARDEN SUITE, HOUSEPLEX,
ACCESSORY BUILDING



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

Deck project types include, but are not limited to:

- Adding a new deck
- Reconstructing an existing deck (same dimensions and location)
- Enlarging an existing deck
- Decreasing an existing deck

NOTE: For enclosed decks or sunrooms, please refer to the “Addition” checklist.

Additional information:

- Refer to the [Building Permit Guide](#) for more information on documentation requirements.

Required for submission:

- | | |
|--|---|
| <input type="checkbox"/> Title Search (current within 30 days) | <input type="checkbox"/> 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.) |
| <input type="checkbox"/> Copies of Encumbrances to which Saanich is party (Covenants, rights-of-way, building schemes) | |
| <input type="checkbox"/> Arborist Report | |
| <input type="checkbox"/> Letters of Assurance – If designed by a Registered Professional (Permit to Practice number must be included) | <input type="checkbox"/> Project Data Table (if not provided on the plans) |

Required prior to permit issuance:

- [Archaeological Response](#)

Plan Submission Requirements:

Site Plan

- Legal description and civic address of the parcel
- Bearing and full dimensions of the lot/parcel taken from the registered subdivision plan
- North arrow and scale
- Location and dimensions of all existing/proposed buildings/structures with dimensions (setbacks) from property lines
- Setbacks to the natural boundary of any lake, swamp, pond or watercourse; location of top bank and watercourses
- Location and dimensions of existing and proposed statutory rights of way, easements, covenant areas and setback requirements, adjacent street and lane names
- Location, setbacks, and elevations of all retaining walls, steps, stairs and decks
- Geodetic elevations of existing Natural Grade shown at all external corners of building and proposed deck. (Must be determined by a Registered BC Land Surveyor)
- Location of Bylaw-protected trees on the property or boulevard, including species and diameter (Only required if there is a conflict between the tree's protected root zone and proposed works, services, and access – see [Arborist Report Guidelines](#))
- **A-zoned properties only**** Location (siting) and area (m²) of the Farm Residential Footprint (See [Zoning Bylaw 8200](#), Section 5.41).

Floor Plans

- Plan showing where deck is accessed from the building
- Stair, guard, and handrail dimensions
- Structural elements: foundation plan, framing plan (if designed by engineer, must have Registered Professional seal)

Elevations

- Elevation drawings of all sides of the deck – Labeled North, South, East, West or Front, Rear, Left Side and Right Side
- Geodetic elevations of existing Natural Grade, proposed Finished Grade, Average Grade and main floor

Cross-Section

- Cross-section through the deck illustrating foundations, drainage, structural design, heights and construction systems (Floor assemblies)

Project Data

- Project Data provided on first/main page showing proposed calculations (including height, setbacks, lot coverage and pertinent project data)