

# Application for Residential Building Permit - Deck

District of Saanich – Inspection Services  
 SINGLE FAMILY DWELLING, DUPLEX OR ACCESSORY BUILDING



*NOTE: All data fields must be completed. Please put N/A in any field that does not apply to this permit.*

**Civic Address:** \_\_\_\_\_

**Lot:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Plan:** \_\_\_\_\_ **Value of Construction:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_ **Zone:** \_\_\_\_\_

**Owner**

Name (s)		
Address	City	Postal Code
Email	Phone	Cell

**Agent for Owner**

Name (s)	Company Name	
Address	City	Postal Code
Email	Phone	Cell

Owner (s) Signature Required – As the registered owner (s), I appoint the above person (s) as agent to apply for and obtain the permit for the above address.

**Architect/Designer**

Name (s)	Company Name	
Address	City	Postal Code
Email	Phone	Cell

**Contractor**

Name (s)	Company Name	
Address	City	Postal Code
Email	Phone	Cell

Inspection Notices are emailed to either the owner or contractor - **only one contact will receive the notices.**

Please select who will be designated as this contact.     Owner     Contractor

\_\_\_\_\_  
**Owner or Owner's Agent Signature**                      **Print Name**                      **Date**

This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for administering this permit, which may include sharing your contact information with WorkSafeBC. Questions can be directed to the District's Privacy Officer at 770 Vernon Avenue, Victoria BC V8X 2W7 t. 250-475-1775, e. [foi@saanich.ca](mailto:foi@saanich.ca)

<b>Inspections Department Only</b>	<b>Date/Time Received:</b>		<b>Received By:</b>		<b>Application Fee</b>	
	<b>ISD File:</b>	<b>Folder No.:</b>			<input type="checkbox"/> Cash / Debit	<input type="checkbox"/> Cheque
	Comments checked in Tempest Land <input type="checkbox"/> Yes <input type="checkbox"/> No			Outstanding/incomplete BLD/BOV/Calls for Service		<b>PC Notes</b>
	Applicant Advised of Comments <input type="checkbox"/> Yes (Circle Applicable) (FIDP, SDPA, ARCH, ALR, HERITAGE)			<input type="checkbox"/> Yes <input type="checkbox"/> No		

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**Required for Submission:**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Title Search</b> (current within 30 days)  | <input type="checkbox"/> <b>Five Complete sets of drawings.</b><br>Plans to be drawn to an acceptable drafting scale.<br>For example. 1/4" = 1 ft.<br>Maximum size of drawings 24" x 36" |
| <input type="checkbox"/> <b>Copies of Encumbrances to which Saanich is party</b><br>(Covenants, rights-of-way, building schemes) |  |

**Required Prior to Issuance:**

- Archaeological Approval**

**Property Information:**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Streamside Development Permit Area</b><br>(Creek/Stream/Wetland identified on Site Plan) | <input type="checkbox"/> <b>Fire Interface Development Permit Area</b> |
|--|--|

**Plan Submission Details**

Site Plan	Yes	No	N/A
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, 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 and species of all trees greater than 10 cm in diameter on the property or boulevard			
Floor Plans	Yes	No	N/A
Where deck is accessed from the building			
Structural elements (foundation plan, framing plan) and stair dimensions			
Engineer designed elements, if applicable (must be sealed by Registered Professional engineer)			
Elevations	Yes	No	N/A
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 Finish Grade, Average Grade and main floor			
Cross-Section	Yes	No	N/A
Cross-section through the deck illustrating foundations, drainage, structural design, heights and construction systems (Floor assemblies)			
Project Data	Yes	No	N/A
Project Data provided on first/main page showing proposed calculations (including height, setbacks, lot coverage and pertinent project data)			