



BUILDING BYLAW LICENSING
& LEGAL SERVICES

THE CORPORATION OF THE DISTRICT OF SAANICH
SFD & DUPLEX
OCCUPANCY CHECKLIST

ADMINISTRATIVE			
	✓	X	N/A
BC Land Survey (check setbacks & height)			
VIHA approval for septic system			
Letters of Assurance			
DP/DVP compliance and # recorded			
Backflow prevention assembly test report & permit			
Truss/Beam specs (stamped, sealed & snow load of 2.1 + 0.3 = 2.4 kPa)			
Boulevard Damage			
Review file for outstanding deficiencies			
EXTERIOR			
Civic address			
Driveway grade & water diversion			
8" clearance to grade and sloped away from house			
Roof venting (attic @ 1/300, vaulted 1/150)			
Light at entrance			
Entrance door viewer or sidelight			
Entrance landing (900 mm (3') min)			
Exterior finish, caulked vertical joints & horizontal (under windows) where required			
Gutter/downspouts			
Window/door flashing (end dams)			
Atmospheric Vacuum Breakers (hose bibs)			
Clean outs or IC's on services are clean, accessible and properly graded to prevent pooling			
Exterior guards (36" if 2' – 6'/42">6' elevation) spacing, fastening & climbability – P.eng req for glass 36" interior			
Exterior handrails (if> 3 risers) – Interior if > 2 risers			
Piers ≥ 8"x 8" square or 10" round min (max 3x height)			
Galvanized nails for exterior post saddles and ACQ compatible fasteners			
INTERIOR			
Security screws (2-3" per hinge & dead bolt)			
Tamper-proof exterior hinges for French doors			
Finished flooring			
Carbon monoxide detectors (for fuel burning appliances & attached garages)			
Smoke alarms (tested, interconnected and appropriate locations)			
Principle fan timer & sone rating (1.5 interval/1.0 continuous)			
Range clearance (18" above and sides)			
Hood fan make up air – CFM Mechanical Ventilation Checklist			
Undercut doors ½"			
Handrails/guards (spacing, fastening & climbability) - P. Eng required for glass			
Bedroom egress window – 0.35 m ² (542 sq in) with no dimension less than 380 mm (15")			
Garage man-door closer and weather stripping			
Attic access min 500 mm x 700 mm (20" x 28") weather stripped			
Attic insulation (record depth)			
Crawl space - insulated and vapour barrier – access min 500mm x 700mm (20"x28") vented 1/500			
Floor drain in basement and attached garage if not sloped			
Ductwork insulated in unheated spaces			
Test plumbing fixtures and check for CSA			
HWT vacuum breaker, pan/drain, seismic strapping, air gap on overflow & expansion provision			
Accessible shutoffs for water service, HWT & water closet			
PRV (pressure reducing valve)			
Water hammer arrestors at dishwasher, clothes washer and ice-maker			
Dishwasher drain connected before trap and looped under cabinet			
Safety glass for tub/shower enclosures as well as windows and within 900 mm of interior stairs & landings			
Interconnection of ducts and vacuum systems for duplexes			
Fire separation of suites, attics and crawlspaces			
Release of Surety Deposit – check with Engineering			
Suites – Bylaw or Planning to inspect parking			

This is not a comprehensive list, but merely a guide and subject to change without notice.